

Important Information

The Embassy wishes to inform that all applications related to document legalization **must be submitted exclusively online** through the portal of the Ministry of Foreign Affairs and Expatriates of Jordan, which provides a detailed guide outlining the requirements and procedures for these services, as well as the steps for booking an appointment at the Embassy.

<https://mofaeportalonline.mfa.gov.jo/MoFA.Portal/UM/UL/>

The Embassy would like to also inform you that payments for the services must be carried out online. The relevant instructions for online payment would be shared once the request has been fully processed.

The Embassy further informs you that documents for authentication **may be sent by mail** to the Embassy's address. To return ready documents and consular certificates by mail, applicants are kindly requested to **enclose an empty prepaid return envelope** with their name and address clearly written on it. It is also recommended to attach a cover letter when sending documents by mail, specifying the requested service and including the **applicant's contact details**.

After registration, please follow the steps below:

- 1. Please choose for legalization of any economic document / OTHERS / Authentication (commercial document, guarantee, commercial agency, pledge document, employment contract) by member states of the World Trade Organization**
- 2. Please make an appointment online (there is no need to present the document in person)**
- 3. Please send the documents needed to be legalized and mention the reserved REQUEST NO**

Embassy Address:

Jordanische Botschaft

Heerstraße, 201

13595 - Berlin