



**EMBASSY OF THE HASHEMITE KINGDOM OF JORDAN**

100 Bronson Avenue, Suite 701, Ottawa, Ontario K1R 6G8  
Telephone (613) 238-8090 Fax (613) 232-3341 E-mail: ottawa-consular@mfa.gov.jo

**Online applications for Non-Criminal Record Certificates  
(For Jordanian and non-Jordanian nationals)**

**Submission for Non-Criminal Record Certificate application should be online through the website of Ministry of Justice. Individuals who have resided in Jordan in the past for work/training/study purposes or resided with their families, can benefit from the online service to obtain the Certificate for the period of their stay in Jordan.**

**How to apply:** Register and submit the Non-Criminal Record Certificate application online following the guidelines at the below link:

<https://ncrc.moi.gov.jo>

Upon completion of submitting the application, you will be provided with a Reference number. (keep the Reference number to inquire about the request later, through the same above link)

When the Certificate is issued, provide the Embassy with the following via (postal services):

- 1- The "General Request Form" duly filled and signed, click on: [\(General request form\)](#).
- 2- A print out for the Non-Criminal Record Certificate, to be legalized at the Consular section.
- 3- A copy of document/passport on which the Non-Criminal Record Certificate was applied (Bio-page only).
- 4- A pre-paid, self-addressed return envelope.
- 5- Fees.

**Fees:**

- \$17.50CAD, Certified cheque, Money order or Bank draft payable to the "Embassy of Jordan".

- **The request could be submitted in person, after obtaining the online Non-Criminal Record Certificate; by scheduling an appointment, click on: [\(Book an appointment\)](#), bring the requirements listed above (1-3) for the appointment in addition to the fees.**

**Note:**

- Cash and personal cheques are not accepted.
- The Embassy is not responsible for any loss or delay of the documents incurred by mail.