



**Embassy of the Hashemite Kingdom of Jordan**

The Legalization Section  
3504 International Dr. N.W.  
Washington, DC 20008  
Tel. (202) 966 2861  
[www.jordanembassyus.org](http://www.jordanembassyus.org)

**Requirements for Legalization and Consular Fees**

**As of February 1<sup>st</sup>, 2023**

- 1) All legal and official documents must be submitted to this Embassy for legalization after it has been authenticated by the Department of State in Washington, D.C. phone number (800)688-9889 or (202)485-8000. You can visit the State Department website at [WWW.Travel.State.Gov/authentication](http://WWW.Travel.State.Gov/authentication). ((An extra copy of each document is required for our file)).
- 2) The consular fees (**by money order or Cashier Check only, payable to the Embassy of Jordan and must have your name and phone number on it**) Power of Attorney – Assignment of Agent – Trademark – Article of Incorporation – Agreement – Contract – Affidavit – Certificate (**\$47.25**) for each document.
- 3) Commercial documents Invoices and shipping-related documents (Certificate of Origin - Certificate of Health and Packing Lists) of the countries which are members of the World Trade Organization (**W.T.O.**) will be accepted in Jordan without legalization from the Embassy, but if applicable the embassy will legalize such documents without fees after the certifications **of the local Arab Chamber of Commerce**.  
**The consular fees for Non (W.T.O.) World Trade Organization Members:**

No	Value of the invoice in	U.S. \$	Fees
1.	Up to	\$ 15000.00	\$69.75
2.	Between	\$ 15001.0 to \$ 30000.00	\$101.25
3.	Between	\$ 30001.00 to \$ 75000.00	\$123.75
4.	Between	\$ 75001.00 to \$ 150000.00	\$157.50
5.	Value exceeding	\$ 150001.00	\$157.50 Plus \$11.25 Additional for each \$15000.00 or fraction.

- 4) Enclose a self-addressed air bill with envelop of the mailing service you choose to return your documents with (US postal Express or UPS). **Please don't use (Federal-Express) nor regular mail. (No more than 3 documents per envelope).**

**Notes:**

- **The processing of the documents takes approximately five (5) working days.**
- **The certificates, Diplomas and Transcripts issued by the Schools and the universities should be legalized by the AMIDEAST (America-Mideast) in Amman-Jordan.**
- **The Embassy is not responsible for any articles lost during processing.**
- **The Legalization office can be contacted in person or by telephone between office hours 10:00 am to 3:00 pm only.**
- **All health certificates must be authenticated by the Department of State in Washington DC.**
- **Incomplete packages will be returned to senders without any action.**