

VitalConsular

U A E
Attestation
GUIDE



Who is this guide for?

Since 2006, Vital Consular has been assisting individuals and companies with their international paperwork. Our done-for-you document attestation service has always been popular, however there are times when all you need is a helping hand to get the job done yourself. That's why we designed this Complete Attestation Guide for the UAE just for you.

In this guide you'll find:

- How to identify the process each of your documents will require
- How to process each stage of attestation, in an easy step by step guide
- All of our expert tips and knowledge to help you get it right, first time

We've designed this guide to provide you with everything we know about document attestation for the UAE. You'll get invaluable advice about the right (and wrong) way to submit your documents, saving you time, effort and money.

This guide is perfect if you:

- Like to remain in control of your relocation plans
- Need help to ensure that the documents are prepared correctly
- Find the attestation stages and application processes confusing
- Are worried about a rejected document application ruining your relocation plans

This guide will last you a lifetime. If the UAE Authorities make any changes to their attestation process then this guide will be updated and shared with you, so you can be assured that you always have the latest information to hand.

Processing your documents will likely take matter of weeks to complete. **If you require these completing more urgently**, please get in touch for advice on how we can help.

We hope you find the guide useful, and wish you the best of luck on your new adventure.

Vital Consular Team



Terminology

Before we get started, we'll help familiarise you with some of the terms you'll find in this guide.

Legalisation/Attestation/Authentication - The process of taking a document issued or created in one country and making it legally recognised in another country. These terms can be used interchangeably, for example Legalisation is most commonly used within the UK and Attestation in the UAE whereas Authentication is used in Ireland, the USA and Canada.

Issuing country - The country in which a document is issued or created.

Destination country - The country where the document will be presented once attested.

For example, if you are using a Degree issued by a UK university and presenting it within the United Arab Emirates for a new job role, the UK will be the issuing country and the UAE the destination country.

Foreign and Commonwealth Office (FCO) - The government department which issues Apostilles in the UK.

General Registry Office (GRO) - The official central records office for personal documents (birth, marriage and death) within the England and Wales.

Ministry of Foreign Affairs - The government department which deals with foreign policy and processes. This is the department name for the UAE, though in Ireland this is known as the Department of Foreign Affairs (DFA) and in the UK this is the Foreign and Commonwealth Office (FCO).

Apostille - A small certificate or rubber stamp impression issued by a member country of the Hague Apostille Agreement.

Hague Apostille Agreement - An agreement between over 100 countries to streamline the attestation processes between other member states in the form of Apostilles.

Certification - Usually a process where a registered solicitor makes a photocopy of an original document and applies their stamp and signature, attesting to the fact that they have made a true copy of an original document. This can often be used for the attestation process in place of the original.

Notarisation - Similar to certification, however this must be completed by a Notary Public. They will contact the relevant office or person who created the document they are presented with and verify that the information within the document is true and genuine.

Wet Signature - An original signature, as opposed to a digital or photocopied signature.

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What is Attestation?

If you're taking a document issued in one country, and presenting it for official purposes in another, it's likely it will need to go through a process known as attestation. This is sometimes also known as legalisation or authentication, though they're essentially the same process.

Attestation is a procedure of verification of a document's authenticity. This process ensures that the contents of the document are true and accurate, although it does not automatically attest to the fact that the person presenting the document is the person named. **All documents must be processed in their country of origin.** This guide is for UK-only documents, so if your document was issued elsewhere, the process will differ and you will be required to process it in its issuing country. We can assist with these processes, so please get in touch for advice.

The stages required to achieve this verification varies dramatically, dependent on several factors including:

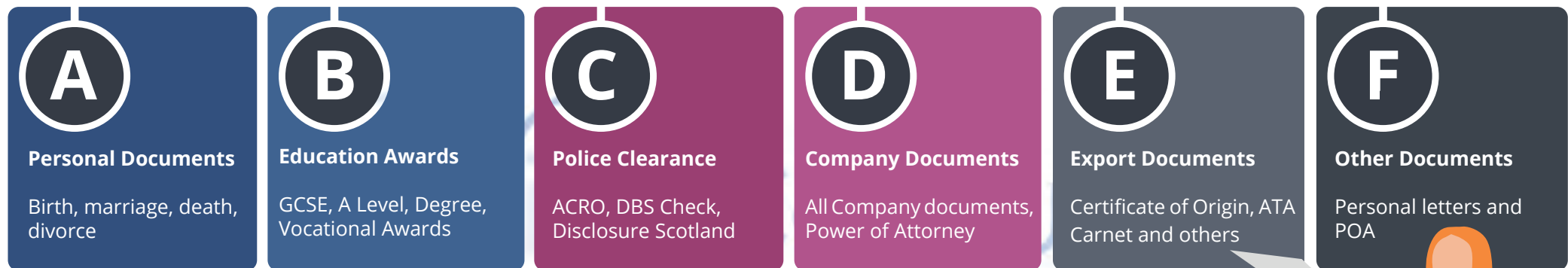
- ✓ The document type
- ✓ The issuing country
- ✓ The destination country
- ✓ The purpose of the attestation

With such variation between how documents are issued and presented around the world, this process of attestation helps ensure that any paperwork being presented overseas have been through a procedure designed to reassure the recipient that the document is genuine.

Document Types

The documents you are required to present will depend entirely on the purpose of your attestation. If you are applying for a job in the UAE, your contact in HR will need to advise you on which documents they require to process your work permit. Vital Consular are unable to advise on what you will need to present, but we can guide you through the attestation stage for each type of document.

We have categorized the most popular types of document we handle for The UAE, and created a walkthrough guide for each individually:



This guide is for **UK-issued documents only**. If you have a document issued overseas, even if you are based in the UK now, this will need to be processed in its country of origin. We can often help with this. For further guidance on this, please get in touch with us.

Although some stages of attestation are similar in other countries, they are overwhelmingly different as whole. Therefore we always advise to check your individual circumstances before beginning these processes, to avoid losing attestation fees and causing avoidable delays to your journey.



Personal documents include any documents issued by the UK Government including:

- ✓ Birth Certificates
- ✓ Death Certificates
- ✓ Marriage Certificates
- ✓ Divorce Certificates (Decree Absolute, Divorce Decree)

To attest a personal document for use in the UAE, you will be required to present the **original document**. Certified copies made by a solicitor or any photocopy will not be accepted. If you previously lost your original certificate and have a replacement certificate which states “Certified Copy Of An Entry”, **this is classed as an original** as long as it bears the official General Registry Office (GRO), General Resitry Office Scotland (GROS), or the General Registry of Northern Ireland (GRONI) seal.

Your attestation will take place on this original document, so if you would like to keep your original copy clean, you are able to request an official copy for the attestation processs if you wish.



Apostille

A certificate applied to the reverse of your documents by the Foreign and Commonwealth Office. For the Apostille process see page 34.



Consular Stamp

A stamp applied by the UAE Embassy in London. To find the processes available for these stamps please visit page 44.



MoFA

The government authority in the UAE who verify the attestation stages up to this point with an official stamp. See page 55.

Education awards include any qualifications issued by awarding bodies recognised by the UK government, including:

- ✓ GCSE Qualifications
- ✓ A Level Awards
- ✓ Vocational (NVQ) and HNC/Diplomas
- ✓ Degree Qualifications, including Masters and PhD

To attest an education award for use in the UAE, you will be only be required to **provide a certified copy** of your documents. This will keep your original award clean. Please note, **the UAE Embassy will not accept education documents with a Notarial Cover Sheet**. This is not required for the UAE and if you have one applied, your documents will be rejected.

To attest an education award for use in The UAE, you will require the following stages:



Solicitor Certification

A colour photocopy of an original document, stamped and signed by a registered solicitor. To see this process, go to page 32.



Apostille

A certificate applied to the reverse of your documents by the Foreign and Commonwealth Office. For the Apostille process see page 34.



Consular Stamp

A stamp applied by the UAE Embassy in London. To find the processes available for these stamps please visit page 44.



MoFA

The government authority in the UAE who verify the attestation stages up to this point with an official stamp. See page 55.

Police Clearance Certificates can be issued by several official bodies in the UK, including:

- ✓ ACRO Police Clearance
- ✓ Disclosure Scotland
- ✓ Disclosure and Barring Service (DBS)
- ✓ International Child Protection Certificate (ICPC)

To attest a Police Clearance Certificate (PCC) for use in the UAE, you will **require the original document** to be attested. If you have a Disclosure Scotland certificate, this may need to be **certified by a solicitor before processing**, though if possible, you should request that the original is stamped and signed by the officiator when you put in your request for clearance. For more information see page 20.

To legalise a PCC for use in the UAE, you will require the following stages:



Solicitor Certification

A colour photocopy of an original document, stamped and signed by a registered solicitor. To see this process, go to page 32.



Apostille

A certificate applied to the reverse of your documents by the Foreign and Commonwealth Office. For the Apostille process see page 34.



Consular Stamp

A stamp applied by the UAE Embassy in London. To find the processes available for these stamps please visit page 44.



MoFA

The government authority in the UAE who verify the attestation stages up to this point with an official stamp. See page 55.

Company Documents

The UAE process Company Documents via the Embassy, including the following document types:

Commercial/Company Power of Attorney	A Power of Attorney for registering trademarks
Assignment or an Authorization for trademarks or patents	By-Law
Memorandum of Association	Articles of Association
Certificate of Registration or Incorporation	Certificate of Incumbency
Board of Directors	Board of shareholders
SGS System, good manufacturing practice (GMP) certificates	Certificate of Good Standing
An Agency-Distribution Agreement	Certificate of Free Sale and Certificate of price list
Board Resolution or Minutes of Board Meetings	Company Trade or Financial Report
Company Record of Achievements or Company Profile	All other commercial or company documents

A **commercial invoice** is treated as export document and therefore must be processed at the **Arab Chamber of Commerce**. Please see the Export Document section (page 26) for more information on these requirements. To attest any other company document for use in the UAE, you will require the following stages:



Solicitor Certification

A colour photocopy of an original document, stamped and signed by a registered solicitor. To see this process, go to page 32.



Apostille

A certificate applied to the reverse of your documents by the Foreign and Commonwealth Office. For the Apostille process see page 34.



Consular Stamp

A stamp applied by the UAE Embassy in London. To find the processes available for these stamps please visit page 44.



MoFA

The government authority in the UAE who verify the attestation stages up to this point with an official stamp. See page 55.

Export Documents

The UAE process export documents via the Arab Chamber of Commerce, including the following popular document types:

ATA Carnet (Passport for Goods)	Commercial Invoice*
ATR Movement Certificate	Free Sale Certificate
EUR1 Movement Certificate	Letter of Credit
Bill of Landing	Consular Invoice
Certificate of Origin*	Export License

To attest an export document for use in the UAE, you will require the following stages:



Apostille

A certificate applied to the reverse of your documents by the Foreign and Commonwealth Office. For the Apostille process see page 34.



Arab Chamber

A stamp applied by the Arab Chamber of Commerce followed by the UAE Embassy in London. Please see page 54.



MoFA

The government authority in the UAE who verify the attestation stages up to this point with an official stamp. See page 55.

***Please note:** for the UAE, a Certificate of Origin and Commercial Invoice are the only 2 export document types which **do not require an Apostille** before submission to the Chamber.

Other Documents

The UAE process all other document types via the Embassy, including the following:

- ✓ Passport copies
- ✓ Personal letters
- ✓ Doctors notes
- ✓ Driving Licenses
- ✓ Financial/Bank records
- ✓ Fingerprints
- ✓ Tax/HMRC records
- ✓ Memberships/Certificates of Association

To attest the above documents, you may **require a certified copy** to be attested. Check the table on page 31. To attest most other documents for use in The UAE, you will require the following stages:



Solicitor Certification

A colour photocopy of an original document, stamped and signed by a registered solicitor. To see this process, go to page 32.



Apostille

A certificate applied to the reverse of your documents by the Foreign and Commonwealth Office. For the Apostille process see page 34.



Consular Stamp

A stamp applied by the UAE Embassy in London. To find the processes available for these stamps please visit page 44.



MoFA

The government authority in the UAE who verify the attestation stages up to this point with an official stamp. See page 55.

Section A Personal Documents

Section A deals with preparing your personal documents before they can be presented to any official government office for attestation.

Prepare Your Document

Pages 14 and 15 describe how to get your documents ready for the attestation process (step 1). Once they have been prepared, they are ready to follow the general attestation steps as detailed below.

General Attestation Steps

To attest a personal document issued in the UK, you must follow the steps, in order, listed opposite.

To find step-by-step guides for each of these procedures, skip to the corresponding sections as required:

- ✓ FCO Apostille stamp (step 2) **Page 34**
- ✓ Embassy Consular stamp (step 3) **Page 44**
- ✓ MoFA stamp (step 4) **Page 55**

These steps will need to be completed in order. It's imperative that you ensure each step is completed correctly as if any errors are made in one stage, it may cause rejection at the following stage.



Step 1 Prepare your document



Step 2 FCO Apostille



Step 3 Consular Stamp



Step 4 MoFA Stamp

Section A Personal Documents

To process a UK Personal document for The UAE, you will require the original document. This will be issued either by the General Registry Office (GRO), the General Registry of Scotland (GROS), General Registry of Northern Ireland (GRONI), a registry office or a Court. If you have a birth certificate to be attested, we always advise you have the **long-form birth certificate attested**, due to this being internationally recognised as an official form of ID. This is the A4 version with the parents full details included, rather than the short-form which simply

A UK birth certificate can either be printed in **red or black, and appear in landscape or portrait**. This is dependent on the district the birth was registered and the year of the event. They are all however acceptable as an official birth certificate. Opposite is an example of a long-form UK birth certificate.

If you have an Islamic marriage certificate, it must be in either in **English or in dual-language** to include English. If this is not the case, a translation will be required before sending to the FCO.

The UAE will accept Islamic Marriage certificates issued within the UK. It's best to check first that the person you are presenting the document to will accept this certificate, and doesn't require a GRO civil service document instead.



CERTIFIED COPY OF AN ENTRY
Pursuant to the Births and Deaths Registration Act 1953

BIRTH		Entry No.
<small>Registration district: Westminster Sub-district: Westminster</small>		<small>Administrative area</small>
1. Date and place of birth CHILD		
2. Name and surname		3. Sex
4. Name and surname FATHER		
7. Name and surname MOTHER		
8(a) Place of birth	8. Occupation	
8(a) Maiden surname	8. Or: Surname at marriage if different from maiden surname	
10. Usual address (if different from place of child's birth)		
11. Name and surname (if not the mother or father) INFORMANT		12. Qualification
13. Usual address (if different from that in 10 above)		
14. I certify that the particulars entered above are true to the best of my knowledge and belief		
15. Date of registration		16. Signature of register
17. Name given after registration, and surname		Deputy Registrar

Certified to be a true copy of an entry as a register in my custody.

Signature of Deputy Registrar Date
 { Deputy Registrar Date
Signature of informant Date

System No. 3100/04 CAUTION: THERE ARE OFFENCES RELATING TO FALSIFYING OR ALTERING A CERTIFICATE AND USING OR POSSESSING A FALSE CERTIFICATE. "CROWN COPYRIGHT"
WARNING: A CERTIFICATE IS NOT EVIDENCE OF IDENTITY.



Checking Your Document

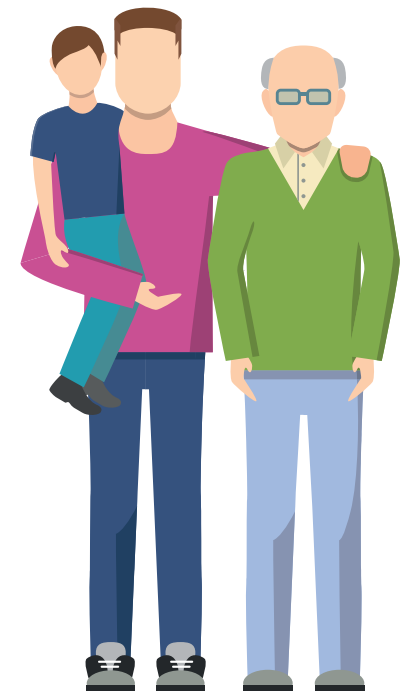
To attest a personal document issued in the UK, you will need to make several checks to ensure it can be processed through each stage. These include the following:

- Ensure you have the long form certificate if this is a birth certificate.
- There are no time constraints on how recent a certificate should be for the UAE, but an older certificate may cause issues at the FCO*.
- The certificate must have been issued by a UK authority. If you were married overseas this will only be accepted if the UK Embassy in the country of marriage issued this at the time of the event.
- Ensure you supply the original document. A photocopy, even if it has been certified, will not be accepted under any circumstances.

*In order for the FCO to Apostille your documents, the religious leader/registrars signature must be on their database. If they are not on the database, the registrar must provide proof of their authority to issue the certificate and provide a sample of their signature.

With older certificates, this verification can be more difficult if the religious leader/registrar is no longer at the same address and can cause delays.

In these instances, it is often quicker to request a replacement certificate which will have a new registrar's signature on the document, as the issuer.



This is the end of the sample

To purchase the full UAE Attestation guide, please [click here](#).