



Embassy of the Hashemite Kingdom of Jordan

The Legalization Section
3504 International Dr. N.W.

Washington, DC 20008

Tel. (202) 966 2664

<https://mofa.gov.jo/en/embassy/washington>

Requirements for Legalization and Consular Fees

As of December 8th, 2025

- 1) To begin with, please visit <https://mofaportalonline.mfa.gov.jo/> and create an account.
- 2) Choose the legalization service from the menu and follow the steps.
- 3) After finishing the submission of the document(s) for legalization on the portal, you will receive either an email or a text message with payment link to process the payment online (Please print proof of payment and send it with the document(s)).

Important Notes:

- 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. ((An extra copy of each document is required for our file)).
- 2) The consular fees (**by money order or Cashier Check only, payable to 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 the 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 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	\$47.25
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.**)
- 5) **The processing of the documents takes approximately five (5) working days.**
- 6) **The certificates, Diplomas and Transcripts issued by the schools and the universities should be legalized by the AMIDEAST (America-Mideast) in Amman-Jordan.**
- 7) **The Embassy is not responsible for any articles lost during processing.**
- 8) **The Legalization office can be contacted in person or by telephone between the office hours 10:00 am to 3:00 pm only.**
- 9) **All health certificates must be authenticated by the Department of State in Washington DC.**
- 10) **Incomplete packages will be returned to senders without any action.**