

Information for certifying copies of original documents

Please note the following if you need to certify a true copy of an original document(s) by the Australian Embassy in Riyadh,

- Only **original** document(s) **must be presented**.
- Only Australian documents or foreign documents intended for use in Australia can be certified by DFAT. **For foreign documents**, you need to present a proof that you will present the certified copies in Australia (email received from the agency in Australia, or completed application form - copy - etc..)
- Original document/s will be photocopied at the embassy (in black and white only) unless the document is too big (bigger than A3 paper) then you need to provide your own clear copy of the document. **Note:** if you are requested to have a certified coloured copy of a document, you need to provide a proof from the requesting agency that coloured copy is required/ requested. In this case you will need to provide your own coloured copy as well as the original document.
- If you do not have an access to the original document(s), please contact us by phone to discuss it further. Please leave a voice message if your call was not answered.
- Please be advised that if **photo endorsement service is required**, then the client **MUST** come in person to the embassy and produce an official photo ID.
- Failure to meet ALL above requirements, will results on the service be denied, and the client will need to make a new appointment once the above requirements are met.
- Once the service has been provided, please ensure that you have ALL your original documents returned, and that the copies made at the embassy are clear, stamped and signed. Embassy is not responsible for any missing documents.

More information can also be found on the following link,

<http://smartraveller.gov.au/services/legalising-documents/overseas.html>