How to make an **online appointment**

Visit the embassy's website http://saudiarabia.embassy.gov.au/

① **Select** ''Australians''

Australian Embassy
Saudi Arabia

About us ∨   Australians ∨   Connecting with Australia ∨
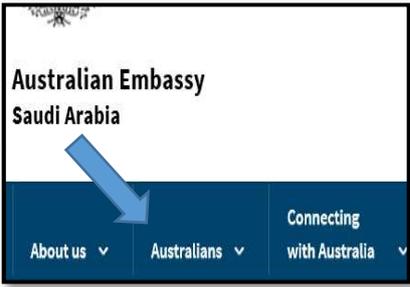
② **Choose** the service required

Australians ∨   Con with

Consular
No Objection Letters
Notarial
Passports

③ **Click** on **Book Appointment**

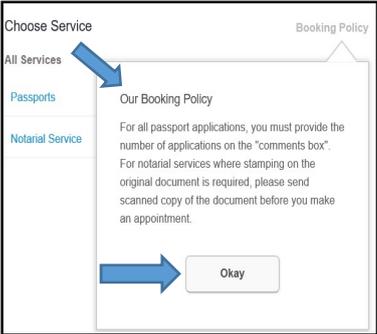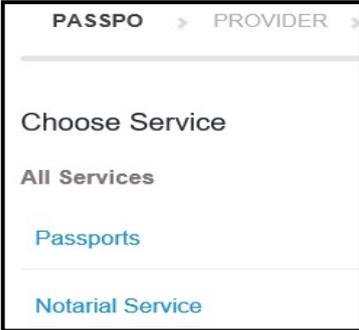To book an appointment, please click here   Book Appointment

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The appointment screen will display, you **must read** the information and then **click Okay** if it is applicable.
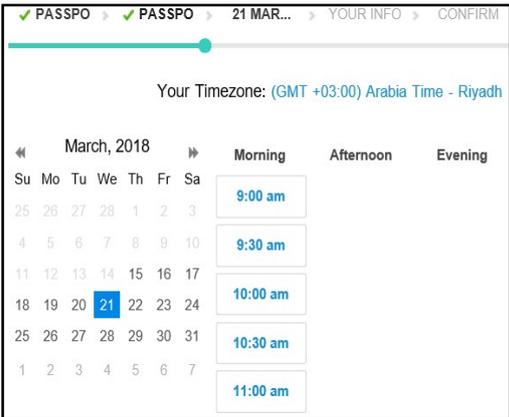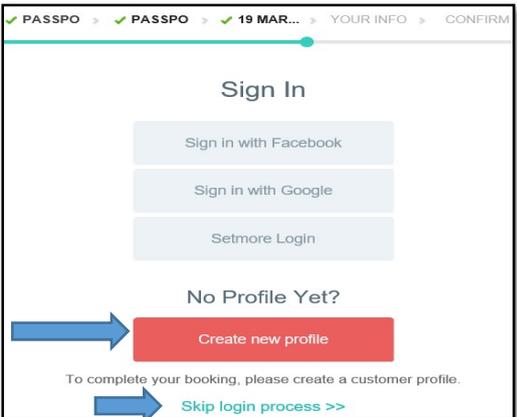
④
Choose Service   Booking Policy
All Services
Passports
Notarial Service

Our Booking Policy
For all passport applications, you must provide the number of applications on the "comments box". For notarial services where stamping on the original document is required, please send scanned copy of the document before you make an appointment.

Okay

⑤ **Choose** the service you require

PASSPO ＞ PROVIDER

Choose Service
All Services
Passports
Notarial Service

⑥ **Click** on passport and Notarial Services

✓PASSPO ＞ PROVIDER ＞ DATE

Choose Provider

Passport and Notarial Services

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⑦ **Choose** the date and time available

✓ PASSPO ＞ ✓ PASSPO ＞ 21 MAR... ＞ YOUR INFO ＞ CONFIRM

Your Timezone: (GMT +03:00) Arabia Time - Riyadh

March, 2018

Su	Mo	Tu	We	Th	Fr	Sa
25	26	27	28	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
1	2	3	4	5	6	7

Morning   Afternoon   Evening
9:00 am
9:30 am
10:00 am
10:30 am
11:00 am

⑧ Click create new profile if you wish to do so, **OR** click ''**skip login process**'' to continue.

✓ PASSPO ＞ ✓ PASSPO ＞ ✓ 19 MAR... ＞ YOUR INFO ＞ CONFIRM

Sign In

Sign in with Facebook
Sign in with Google
Setmore Login

No Profile Yet?

Create new profile

To complete your booking, please create a customer profile.
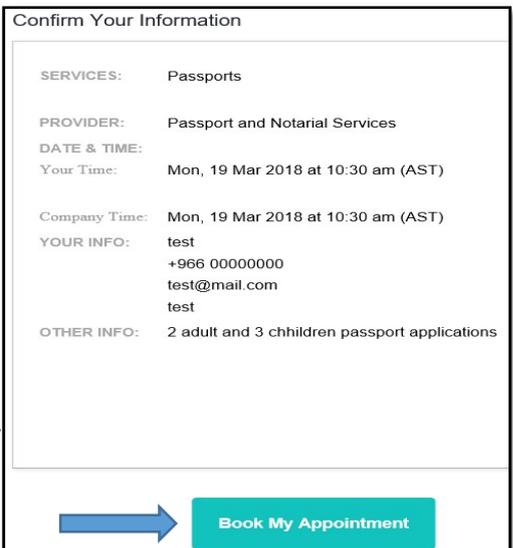
Skip login process >>

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⑨ **Complete** the required details.

For passport services, please provide the number of applications in the ''**Additional Information box**''.

Click **continue**

Enter Your Information   Booking Policy

Name* | Name *
Email* | Email *
Mobile* | 🇦🇺 ▼ +61 | Phone *
Address* | Address *
           | City | State | Zip
Comments | (Optional)
                                                    500
Additional Information
           | Comments *
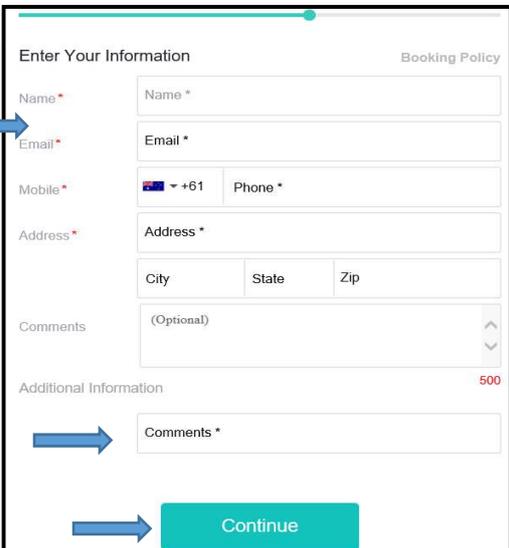
Continue

⑩ The screen to **confirm your information** will display

Check all details are correct.

Click on **Book My Appointment** <u>to</u> <u>confirm</u> the appointment.

Confirm Your Information

SERVICES: Passports
PROVIDER: Passport and Notarial Services
DATE & TIME:
Your Time: Mon, 19 Mar 2018 at 10:30 am (AST)

Company Time: Mon, 19 Mar 2018 at 10:30 am (AST)
YOUR INFO: test
                 +966 00000000
                 test@mail.com
                 test
OTHER INFO: 2 adult and 3 chhildren passport applications

Book My Appointment

An email will be sent to the email address provided with the appointment details and confirmation.