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Philippine Embassy in Riyadh

Riyadh, Kingdom of Saudi Arabia
Press Release

No. PR-117 - 2013

Clarification on Procedures for Saudi Police Clearances

(Riyadh, 26 June 2013) After receiving many queries from Filipinos in Saudi Arabia and abroad, the Embassy would like to clarify the procedures for obtaining a Saudi police clearance

The Saudi police clearance comes in two forms: (i) if the applicant is in the Kingdom, he or she is issued the police Clearance in the form of a certificate written in Arabic; and, (ii) if the applicant is already outside the Kingdom, the Saudi police authorities stamp and sign the applicant's fingerprint card stating "No Criminal Record."

Often, the police clearance is a requirement for those who seek employment or apply for residency/citizenship in other countries.

Applying for the police clearance while still in the Kingdom of Saudi Arabia normally takes at least a week, but it is longer and more complicated when the applicant is already residing outside the Kingdom.

The Philippine Embassy in Riyadh reiterates its advice to Filipinos who think they may need a police clearance in the future to secure a Saudi police clearance before leaving or going on their "Final Exit" from the Kingdom.

The following procedures must be followed:

If the applicant is still residing in the Kingdom of Saudi Arabia:

- The applicant must obtain from the Embassy a Letter of Endorsement addressed to Saudi police authorities. To obtain this, please present to the Embassy a copy of your valid passport or residence permit (*iqama*), and pay the notarial/certification fee of SAR 100.00
- The applicant should then bring the Letter of Endorsement to the Saudi Ministry of Foreign Affairs (SMFA) for authentication. The SMFA's authentication fee is SAR 30.00
- After authentication by the Saudi Ministry, the applicant should then present the Letter of Endorsement to the police station of the city district where the applicant resides. The applicant will be asked by Saudi police to fill-up a fingerprint card. The applicant should also be ready to present his or her residence permit (*iqama*) upon request.



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- The police clearance is usually issued within a week.

If the applicant is no longer residing in the Kingdom of Saudi Arabia:

- The applicant must designate a representative residing in Saudi Arabia who will transact with the Embassy and the Saudi authorities regarding the applicant's Saudi police clearance. **The Embassy will only entertain or provide related services regarding applications for Saudi police clearance with the presence of a designated representative of the applicant, who will personally transact with the Embassy and the Saudi authorities.**
- The applicant must send to his designated representative, **not** to the Embassy, the following:
 - A letter authorizing the designated representative to transact on behalf of the applicant;
 - Duly-accomplished fingerprint card (with prints of all fingers) obtained through the relevant police authority of the country where the applicant is presently residing. If the applicant is in the Philippines, he or she should get a fingerprint card from the National Bureau of Investigation (NBI) or the Philippine National Police (PNP);
 - Photocopy of passport used while applicant was resident in Saudi Arabia clearly showing the applicant's photo/data page and all issued visas;
 - Copy of applicant's Saudi residence permit (*iqama*);
 - Two (2) recently-taken 2" x 2" colored pictures with white background; and,
 - Other relevant documents, if any, to support the application for police clearance.
 - Fees:
 - Notarial fee of SAR 100.00 for the Embassy's "Seen and Noted" stamp on the fingerprint card.
 - Authentication fee of SAR 30.00 for Saudi Ministry of Foreign Affairs' authentication service.
- The applicant's designated representative should proceed to the Embassy and have the applicant's fingerprint card stamped with "Seen and Noted." The representative should also pay the notarial fee of SAR 100.00
- The designated representative should then proceed to the Saudi Ministry of Foreign Affairs to have the fingerprint card authenticated. The representative should also pay the authentication fee of SAR 30.00 to the Saudi Ministry. Over the counter stamping / signature is done by the Saudi Ministry of Foreign Affairs within 1 day.



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- After the Ministry, the designated representative should proceed to the Dirah Police Headquarters in Riyadh. The designated representative should submit to police officials the fingerprint card. The representative should follow any further instructions by Saudi police officials.
- The fingerprint card, with the Saudi police clearance in the form of a stamp stating, **NO CRIMINAL RECORD**, and signature, is usually issued by the Saudi police within a week. Once released, the representative should make arrangements to send the fingerprint card with the Saudi police clearance back to the applicant.

Applicants residing outside the Kingdom **are reminded not to wire money to the Embassy nor send cash along with their documents via courier.** The Embassy will not entertain applicants who are abroad who do not have a designated representative residing in the Kingdom.

Furthermore, the Embassy stresses that the Philippine Government is not obligated to assist a Filipino citizen in acquiring the citizenship of a foreign country.

For further queries, please email consular@philembassy-riyadh.org **(END)**