



**DOCUMENT AUTHENTICATION  
ROYAL EMBASSY OF SAUDI ARABIA  
CANBERRA - AUSTRALIA**



**1. EXPORT DOCUMENTS**

All export documents, i.e. shipment of goods certificates, packing list, certificates of origin, commercial invoices, bills of landing, insurance certificates, Halal Certificates, Phytosanitary or Health certificates, market price certificates of the various goods that are in accordance with the export market price, etc. Each document must be stamped & authenticated **individually** in the following order:

- 1) Stamp documents from chamber of commerce.
- 2) Notarise from a Notary Public lawyer.
- 3) **Authentication seal** from Australian Department of foreign Affairs & Trade ( DFAT )
- 4) Send the documents to our office. ( [please include the original authenticated documents plus 1 photocopy](#) )
- 5) Authentication fee \$15 per authentication.
- 6) Processing fee: \$110 per set of documents.

**2. NON EXPORT DOCUMENTS**

All (Non Export) Documents, i.e. power of attorney, commercial and incorporation agreements, licenses, marriage, birth and death certificates, company registrations, deed of assignments, appointment of agent, trademark / patent registration or agreement, commercial contracts, Primary or Secondary school reports etc. Must be authenticated in the following order:

- 1) Notarised from a Notary Public lawyer.
- 2) **Authentication seal** from Australian Department of foreign Affairs & Trade ( DFAT )
- 3) Send the documents to our office. ( [please include the original authenticated documents plus 1 photocopy](#) )
- 4) Authentication Fee: \$15 per authentication.
- 5) Processing fee: \$110 per set of documents.

**3. EDUCATION CERTIFICATES / QUALIFICATION DOCUMENTS**

University Degree's & qualification certificates (**issued from an Australian Institute Only**)  
Must be authenticated in the following order:

- 1) Copy Notarised from a Notary Public lawyer or Original university degree / transcript which bears the official signature/seal of the university verified & signed as true & accurate record by the student administration office of the issuing institution.
- 2) **Authentication seal** from Australian Department of foreign Affairs & Trade ( DFAT )
- 3) Authentication seal by the Saudi Arabian Cultural Mission Canberra. **see the following link -** <https://sacm.org.au/attestation-procedures/>
- 4) Send the documents to our office. ( [please include the original authenticated documents plus 1 photocopy](#) )
- 5) Authentication Fee: \$15 per authentication.
- 6) Processing Fee: \$110 per set of documents.

**SEND:**

**By Courier:** 3 PARK AVENUE, PRESTON, VIC 3072  
**By Post:** PO BOX 4122, GILBERTON, VIC 3072  
**Web:** [www.labbaiktravel.com](http://www.labbaiktravel.com)

**Tel:** +61 (03) 94784515  
**Fax:** +61 (03) 94782745  
**Email:** [info@labbaiktravel.com](mailto:info@labbaiktravel.com)

**PRIOR TO LODGING THE DOCUMENTS - PLEASE INCLUDE THE FOLLOWING ITEMS:**

- 1) Documents to be authenticated should have a covering letter addressed to the Royal Embassy of Saudi Arabia explaining why the documents are required to be authenticated. [Click here](#) to download sample letter.
- 2) Download and complete the Saudi authentication request form. [Click here](#) to download form.
- 3) Copy of ID for the individual applicant or company representative: ( Passport or Driver's License )

**NOTICE FOR LODGING DOCUMENTS IN PERSON:**

**Location:**

3 PARK AVENUE  
PRESTON, VICTORIA 3072

**Office Hours:**

Monday to Friday  
10:30AM to 5:00PM

**NOTICE FOR SHIPPING DOCUMENTS:**

**By Post:**

LABBAIK TRAVEL  
Attn: Legalisation  
PO BOX 4122  
GILBERTON  
VICTORIA 3072

**By Courier:**

LABBAIK TRAVEL  
Attn: Legalisation  
3 PARK AVENUE  
PRESTON  
VICTORIA 3072

**Please include a prepaid self-addressed return envelope or courier satchel for return of your documents, any package received without a pre-paid return envelope will be put on hold until a return envelope is received. We recommend using a registered or express post with a tracking number in order to keep track of your shipments and applicants are advised to keep both incoming and outgoing tracking numbers for their records.**

**Processing & Authentication fees are payable to: Labbaik Services  
Payment Method: - Cash, cheque, EFT, Visa or MasterCard**

**USEFUL LINKS:**

**Chamber of Commerce:**

Arab Chamber of Commerce: <https://www.austarab.com.au/contacts-stamping-locations/>  
Australian Chamber of Commerce: <https://www.australianchamber.com.au/contact-us/>

**Notary Public Office:**

<http://www.notarylocator.com.au>

**Department of Foreign Affairs & Trade:**

<https://smartraveller.gov.au/services/legalising-documents/pages/australia.aspx>

**Saudi Arabian Cultural Mission – Canberra:**

<https://sacm.org.au/attestation-procedures/>

**Failure to comply with any of the above requirements may cause a delay in the process or refusal due to requirements noncompliance.**

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