



**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 lading, insurance certificates, market price certificates of the various goods that are in accordance with the export market price, must be authenticated in the following order:

- 1) Stamp documents from chamber of commerce.
- 2) Send the documents to our office. ( [please include the original authenticated documents plus 1 photocopy](#) )
- 3) No Authentication fee for Saudi Arabia or else \$15 per authentication stamp for export to Bahrain.
- 4) Processing fee: \$110 per set of documents.

**2. HALAL CERTIFICATES**

- 1) Stamp the certificate from chamber of commerce.
- 2) Send the documents to our office. ( [please include the original authenticated documents plus 1 photocopy](#) )
- 3) Authentication fee: \$15 per authentication stamp.
- 4) Processing fee: \$110 per set of documents.

**3. NON EXPORT DOCUMENTS**

All (Non Export) Documents, i.e. power of attorney, commercial and incorporation agreements, licenses, marriage, birth and death certificates, must be authenticated in the following order:

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

**4. EDUCATION CERTIFICATES / QUALIFICATION DOCUMENTS**

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

- 1) Your degree must be signed by the issuing institute as true & accurate record.
- 2) Authenticated by the Australian Department of Foreign Affairs & Trade.
- 3) Authenticated by the Saudi Arabian Cultural Mission. ( **see attached contact details** )
- 4) Send the documents to our office. ( [please include the original authenticated documents plus 1 photocopy](#) )
- 5) Authentication Fee: \$15 per authentication stamp.
- 6) Processing Fee: \$110 per set of documents.

• **SAUDI NATIONALS ARE ADVISED TO CONTACT OUR OFFICE FOR PROCEEDURES.**

• نرجوا من السادة المواطنين السعوديين الاتصال بمكتبنا للإجراءات

**Address:** 3 PARK AVENUE, PRESTON, VIC 3072

**Postal Address:** 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)

**NOTICE FOR LODGING DOCUMENTS IN PERSON****Location:**

3 PARK AVENUE  
PRESTON, VICTORIA 3072

**Office Hours:**

Monday to Friday  
9:30AM to 5:00PM

**NOTICE FOR SENDING DOCUMENTS BY MAIL**

Documents may be sent to the office address above OR:-

LABBAIK TRAVEL

Attn: Legalisation

PO BOX 4122, GILBERTON, VICTORIA 3072

Please Include a prepaid return label envelope i.e. Express or Registered post / courier satchel with the return address label filled out completely. Any package without a proper pre-paid return envelope / satchel will be put on hold until a proper return envelope is received. All labels must have a tracking number, and applicants are advised to keep both incoming and outgoing tracking numbers for their records.

**Processing & Authentication fees are payable to: Labbaik Travel**

**Payment Method: - Cash, cheque, EFT, Visa or MasterCard**

**AUSTRALIA ARAB CHAMBER OF COMMERCE & INDUSTRY****VIC Chapter**

Level 8, IBM Tower  
60 City Road Southbank,  
Melbourne, VIC 3006 Australia

Phone: +61 3 9027 5621

Email: [barbara.haggerty@austarab.com.au](mailto:barbara.haggerty@austarab.com.au)

**AACCI NATIONAL CHAPTERS PLEASE VISIT:** <http://www.austarab.com.au/contact>

**NOTARY PUBLIC & DEPARTMENT OF FOREIGN AFFAIRS & TRADE**

Find your nearest Notary Public at: <http://www.notarylocator.com.au>

Department of Foreign Affairs & Trade at:

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

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