

22 September 2011-The Philippine Embassy in Riyadh reported that Filipinos who used to reside in Saudi Arabia and are seeking permanent residence or employment in other countries are often required to submit a police clearance from countries where they had previously resided.

The Embassy has received numerous requests for such police clearance from former residents or workers in Saudi.

The Saudi authorities have changed their rules twice in the past few years.

As of 11 October 2009, the Saudi Embassies overseas were authorized to receive the request form and required documents including the fingerprint sheets.

However, the Saudi Ministry of Foreign Affairs sent a circular note No. 94/70/19/373270 dated **3 November 2010** changing the procedures for former foreign residents.

According to this circular, there is a **new procedure** in obtaining a Saudi police clearance for those who left the Kingdom. This new procedure involves the following:

1. The applicant should proceed to his/her country's embassy in the country of residence.
2. The applicant should submit an accomplished request with an accomplished fingerprint form.
3. This should be sent to his/her embassy in Saudi Arabia (the Philippine Embassy in Riyadh), which would endorse the request by Note to the Saudi Ministry of Foreign Affairs (SMFA).
4. The SMFA then would authenticate the application and accomplishment fingerprint form for endorsement to the concerned local police authorities where the Filipino lived.
5. The Embassy will then submit the authenticated Note Verbale, the SMFA endorsement and the duly-accomplished fingerprinting card to the concerned Office of the Director of the Police Department in the Kingdom of Saudi Arabia for filing and processing.

6. After one or two months, the Embassy will claim from the concerned police authorities the police clearance and send it back to the applicant.

**The documentary requirements are:**

- Duly accomplished Police Clearance Application Form that can be obtained from the Saudi Embassy in the country where the applicant is presently residing;
- Duly accomplished Fingerprinting Card obtained thru the State Police of the country where the applicant is presently residing;
- Two (2) newly taken 2 x 2 colored picture with white background;
- Photocopy of passport used in Saudi Arabia clearly showing the applicant's photograph, all visas and exit/re-entries of the period of stay of the applicant in Saudi Arabia;
- Photocopy of iqama (residence permit);
- Photocopy of Certificate of Employment or No Objection Certificate or Release Letter issued by former employer/sponsor in Saudi Arabia;
- Request Letter addressed to the Embassy stating the purpose of the Police Clearance;
- Other relevant documents, if any, to support the application for Police Clearance;

**All non-Arabic documents should be translated into Arabic.**

**The fees are:**

- Embassy's Notarial fee: SR 100.00
- Saudi MFA Authentication Fee SR 60.00
- Saudi Police Clearance Fee SR 30.00
- Courier (sending/return) - arrangement to be made by applicant with the local courier at country of residence

Where possible, the Embassy shall continue to issue a No Derogatory Record in lieu of the requested police clearance.

However, for countries that do not accept the No Derogatory Record issued by the Embassy in Riyadh, it is ready to continue receiving and endorsing the applications for the Saudi police clearance, but the Embassy urges applicants to be aware of the documentary requirements and duration required to obtain such police clearance.

**The Embassy strongly urges Filipinos who intend to leave the country on final exit to secure Saudi police clearance.**

**Procedure:**

1. Secure from the Embassy a Letter of Endorsement addressed to the local Saudi police authorities. Bring a copy of passport or certificate of employment. Fee: SR100.00

The Letter of Endorsement must be authenticated by the Saudi Ministry before presenting it to the local Saudi authorities. END