

**CONSULAR DOCUMENTS REQUIRED FOR ALL COMMERCIAL SHIPMENTS:**

**Certificate of origin:** Not always required as origin of goods already declared on invoice, unless when consular legalization is required by letter of credit, or importer.

**Commercial invoice:** The invoice and the certificate of origin should be notarized by a Notary public and authenticated by the National U.S. Arab Chamber of Commerce which has branches in several cities.

The following Statement should be added on the certificate of origin and the invoices: “We hereby certify that the merchandise is wholly produced in the United States of America and with labor and materials from the afore-mentioned country. Thus, we assume full responsibility for any inaccuracies or errors therein”.

**SPECIAL INFORMATION:**

**Correction of documents:** To correct errors, a new set of documents must be prepared. Consular fee will be the same as that charged for legalizing the original documents.

**Medical samples:** Free medical samples may not be imported unless they conform to the following conditions: The medical samples to be imported must be different in form and size from the item prepared to be sold. It must be clearly labeled, “free Medical Sample”.

**CONSULAR FEES:**

**Note:** Consular fees must be paid by cashier’s check or money order made payable to the “Embassy of Syria”. No personal checks will be accepted. Attach payment to the original copies. Enclose a self-addressed stamped envelope.

In order to complete the necessary work on price lists, power of attorney, assignments, ect. the consular section requires a Notary Public seal and signature, as well as the seal of the Secretary of State where you reside and the seal of the State Department of the United States. The seal of the National U.S. Arab Chamber of Commerce is also required.

The fee is charged per copy and not per set .Moreover, the fees are based on the total value of the invoice, CIF. Each commercial document must have an extra copy, separated from the original copy, for the consulate’s files. Legalization is usually completed within three working days of receiving documents.

- Certificate of origin (on documents not specifying a value)..... \$10.000
- Invoice: fee depends on value of invoice. See attached schedule.
- Contract, agreement, assignment, or any commercial document other than invoice or certificate of origin... \$10.000.

**(P.S.)**

Invoices of values \$150,200.00 please apply the following equation:

$$\{(v-200) \times 0.004\} + 7 = \text{FEE}$$

Example: Invoice value of \$ 150,200.00

$$150,200.00 - 200 = 150000 \times 0.004 = 600 + 7 = 607$$

**(P.S.)**

All fractions should be rounded up to the next dollar.