

**Ministry of Foreign Affairs
Islamabad**

SOPs for Attestation of Documents

(Revised on 26th September 2021)

Educational Documents

Educational certificates issued by Boards of Intermediate & Secondary Education are required to be countersigned by Inter Board Committee of Chairman (IBCC). Degrees issued by various universities should be attested from Higher Education Commission (HEC). Certificates of technical skills should be attested by the local technical board and National Vocational & Technical Training Commission (NAVTTTC).

In case of Educational documents issued from abroad, their equivalence issued from concerned departments i.e. Inter board Committee of Chairman (IBCC) and Higher Education Commission (HEC) are also attested.

Association of Certified Chartered Accountants (ACCA) certificates are required to be attested by British Council & ACCA. Result cards and certificates of Institute of Chartered Accountant of Pakistan are required to be attested by the concerned authorized officer of the Institute of Chartered Accountant of Pakistan (ICAP).

Result cards and certificates of Institute of Cost and Management Accountants of Pakistan are required to be attested by the concerned authorized officer of the Institute of Cost and Management Accountants of Pakistan (ICMAP).

Certificate(s) issued from Madaris is/are required to be attested by Wafaqul Madaris and subsequently by IBCC and HEC, as required for each certificate.

Hifzul-Quran certificates can only be attested after prior attestation by Wafaqul Madaris Arabia Multan.

Banafide Certificate issued by Universities is required to be attested from Registrar/Deputy Registrar of the University. In case of regular students, photocopy of student's card shall be provided by the applicant or in case of ex-student copy of the certificate/degree duly attested by HEC.

Bonafide Certificate issued by Schools/Colleges is required to be attested from District/Area Education Officer/Director School & Colleges. In case of regular students, photocopy of student's card is required to be provided by the applicant or copy of the certificate (IBCC attested).

School leaving certificates issued from Government and Private schools are required to be attested from IBCC or District Education Officer/Private Educational Institutions Regulatory Authority (PEIRA).

School leaving certificates from educational institutions of Defence Forces (Army, Air force, Navy) should be attested by Commanding Officer of their Educational Directorate or authorized office/officer.

Educational degrees and Experience certificates issued from authorities abroad should be attested by the Pakistan's Missions abroad.

Attestation of Nikkah Nama/Marriage Registration Certificate

Original Nikkah Nama issued by Nikkah Registrar with his signature/stamp along with Marriage Registration Certificate (MRC) and Computerized National Identity Card (CNIC) of bride with husband name is required or Family Registration Certificate (FRC) or Children Registration Certificate from NADRA (in case of children after the wedlock).

Nikkah Nama of Azad Jammu and Kashmir should be signed and stamped by Tehsil Mufti can be attested after presenting Computerized National Identity Card of bride with Husband name or Family Registration Certificate (FRC) issued by National Database and Registration Authority (NADRA).

Nikkah nama & Marriage Certificate of wedding with foreign national must be supported with copy of Passport of foreign spouse, Pakistani visa and date of entry in Pakistan. No Nikkah nama & marriage Certificate will be attested without the provision of above mentioned documentary evidence.

In case, a Marriage took place abroad then Nikkah Nama/Marriage Registration Certificate (MRC) must be attested by the local Foreign Office and countersigned by the concerned Pakistani Diplomatic Mission in that country.

In case, a Marriage took place "online", the Nikkah Nama/Marriage Registration Certificate (MRC) will be attested only after prior validation of the online marriage by the Court of Law through decree/order.

Divorce Certificate

Divorce certificates are required to be issued by Chairman of Arbitration Council/Secretary Union Council. In case of photocopy it is to be attested by either issuing authority.

In case of Divorce deed, Computerized Divorce Certificate is mandatory.

Divorce papers can only get attested by the individuals themselves (anyone of both spouses), no blood relative, friend can get attested divorce certificate, except in the case of those who are residing abroad they can send their Power of Attorney in the name of blood

relative/friend duly signed by the authorized officer of Pakistan Embassy/Consulate in that country.

Divorce proceeding papers and Divorce Notices must be attested by the Arbitration Council concerned. However, Court Proceedings must be routed through the Court of Law.

Unmarried Certificate

Unmarried Certificate/single marital status certificate is required to be issued by the Secretary of the concerned Union Council.

Un-married certificate may please be got issued on the official letter head of the Union Council and signed/stamped by the Secretary of the Union Council. In future un-married certificate will not be attested by the Ministry which is on plain paper or letter head in the name of Chairman/ Member of the Union Council.

Such certificates if issued by NADRA, Union council or hospitals are required to be signed by MS/DMS of a Government Hospital.

Death certificates

Death certificates of Pakistani nationals should have ID card cancellation certificate issued by NADRA.

In case of foreigners; Death certificate should be issued by the Hospital with by name seal and signature of the Medical Superintendent/Deputy Medical Superintendent. Note Verbale from concerned Embassy, Passport cancellation, copy of Passport, valid Visa and entry into Pakistan are also required.

Birth Certificates

In case of issuance from a hospital it should be duly signed and stamped by Medical Superintendent/Deputy Medical Superintendent (MS/DMS) and, in case of Union Council, by the concerned Secretary of the Union Council.

Copies of CNIC/POC/NICOP

Copies of CNIC/POC/NICOP will be attested as true copy on producing the original CNIC/POC/NICOP before the attesting officer.

Police Character Certificates

It is required to be issued by local District Police Officer (DPO) or, in case of tribal areas, by the concerned Political Agent.

Medical Documents

Papers regarding MBBS/PMDC/Experience Certificates of doctors, Pharmacists and Paramedics are required to be attested by Ministry of National Health Services. Nursing Diplomas and other health related diplomas/certificates are also required to be signed by Ministry of National Health Services.

Medical fitness certificates are required to be signed by MS/DMS/Civil Surgeon/Director Medical Board, District Health Officer.

Certificates for Bed rest on medical grounds are required to be signed by MS/DMS/Civil Surgeon/Director Medical Board or District Health Officer. Bed rest should not have medicine.

Covid-19 Lab Test Report is attested if issued by any Government owned Hospital/Institute with by name seal/signature of the doctor/officer.

Covid-19 Vaccination/Immunization Certificates issued by NADRA are also attested.

Driving License Attestation

Original driving license, along with No Objection Certificate (NOC) from the concerned licensing authority. In cases where original license is not available, a copy of license duly attested by the concerned licensing authority is required. **(NOTE: License without NOC shall not be attested).**

Bank Papers

Duly signed and stamped from the concerned Bank Officer. All such documents are also required to be re-verified from Islamabad branches of the respective Banks.

Commercial & Business Documents

Business/Commercial agreements or any other document on trade etc. are required to be signed by the company executives and countersigned by the local Chamber of Commerce & Industry. If there is any legal document like Power of Attorney etc. or documents mentioned above, it is required to be executed on stamp paper/Chamber/Company letter head, thereafter conditions of Power of Attorney will be applied i.e. the Executants are required to come in person for attestation.

Power of Attorneys, Agreement deeds and Authorization letter (Authority letters) of all kinds either on stamp papers' Company's letter heads or Chamber's letter head should have the personal appearance of the Owner/M. D/C.E. O of the firm/Company/Business enterprise.

The documents pertaining to International Air Transport Association (IATA)/Hajj-Umrah

agreements are required to be attested by Department of Tourist Services (PTDC) from its regional offices and main office. The photocopies of these documents shall follow the same procedure.

The documents related to Protector of Immigration should also be attested by the same office before countersigned by the Ministry of Foreign Affairs, Islamabad.

License of overseas promoters are required to be attested by Protector of Emigration and photo copy is also required to be attested by the same.

License of manufacture, invoice, certificate of origin etc. should be attested or issued by concerned Chamber of Commerce on the letter head of the Company/business firm.

Commercial documents related to Securities and Exchange Commission of Pakistan (SECP) and Registrar of Firms are attested in original and the photocopies are required to be attested by the issuing authorities.

Experiences of Companies and firms involved in assignments across Pakistan are not attested until unless they are attested by the government agencies to which the enterprise is registered.

Attestation of Membership/License of Bar Council needs attestation by the President of Bar Council.

ISO Certifications are attested only if attested/verified by Pakistan's Mission in the country of origin.

Audit Reports (of private companies/firms) are attested only if countersigned by the Institute of Chartered Accountants of Pakistan (ICAP). Alternatively, an affidavit must be provided by the concerned Auditor.

Company Status Certificates (of private companies/firms) must be issued by the Company/Firm Registrar and countersigned by concerned Chamber of Commerce & Industry (CCI).

Exporter Registry Forms (of exporters) must be issued by the concerned Company/Firm on its Letter Pad and countersigned by concerned Chamber of Commerce & Industry (CCI).

Certificates of Origin (of exporters) must be issued and countersigned by concerned Chamber of Commerce & Industry (CCI).

Free Sale Certificates (of exporters) must be issued and countersigned by concerned Chamber of Commerce & Industry (CCI).

Commercial Invoice (of private Companies/firms) must be issued on the concerned company's Letter Pad and countersigned by concerned Chamber of Commerce & Industry (CCI).

Packing List (of exporters) must be issued on the concerned company's Letter Pad and countersigned by concerned Chamber of Commerce & Industry (CCI).

Annual Tax Return (of private companies/firms) must be issued by concerned Regional Tax Office (RTO) of Federal Board of revenue (FBR) with by name seal/signature of the attesting officer.

Membership Certificate must be issued by relevant Chamber/Association in Pakistan and countersigned/verified by relevant Chamber of Commerce and Industry (CCI).

Price List must be issued by Exporter/Consignor in Pakistan and countersigned/verified by relevant Chamber of Commerce and Industry (CCI).

Appointment of Representative must be issued by Exporter/Consignor in Pakistan and countersigned/verified by relevant Chamber of Commerce and Industry (CCI).

CE Certificates must be issued by Notified Body/Accredited Certification Body in the country of origin, and attested/verified by Pakistan's Mission in the country of origin or the Embassy of the country of origin in Islamabad.

CNC (Certificate of Conformity in Compliance) must be issued by Notified Body/Accredited Certification Body in the country of origin, and attested/verified by Pakistan's Mission in the country of origin or the Embassy of the country of origin in Islamabad.

Certificate of Assessment must be issued by Notified Body/Accredited Certification Body in the country of origin, and attested/verified by Pakistan's Mission in the country of origin or the Embassy of the country of origin in Islamabad.

CE Declaration must be issued by Notified Body/Accredited Certification Body in the country of origin, and attested/verified by Pakistan's Mission in the country of origin or the Embassy of the country of origin in Islamabad.

QS Certificate must be issued by Notified Body/Accredited Certification Body in the country of origin, and attested/verified by Pakistan's Mission in the country of origin or the Embassy of the country of origin in Islamabad.

Certificate of FDA must be issued by Notified Body/Accredited Certification Body in the country of origin, and attested/verified by Pakistan's Mission in the country of origin or the Embassy of the country of origin in Islamabad.

Certificate of CFA must be issued by Notified Body/Accredited Certification Body in the country of origin, and attested/verified by Pakistan's Mission in the country of origin or the Embassy of the country of origin in Islamabad.

Insurance Certificate must be issued by certified insurance Company in Pakistan and countersigned/verified by the relevant Association.

Catalogue of Products must be issued by the Exporter/Consignor and countersigned/verified by the relevant Association.

Certificate of Health of Animal products for exports is attested if issued by Ministry of National Food Security & Research

Experience Certificates

Experience Certificates are attested if issued on Letter Pad of concerned Institute/Department with by name seal/signature of the Head of Human Resource (HR).

Experience certificates (Beautician, Cooking/Chef, Bus Hostess/ Stewart) are required to be attested from Pakistan Tourism Development Corporation (PTDC).

Experience certificates (Electrician/Technician, Workshop/Mechanic) are required to be attested from National Vocational and Technical Training Center (NAVTTTC)/ National Training Bureau (NTB).

Experience certificates (Teaching) are required to be attested from District Education Officer/ Director Schools & Colleges or Registrar of University concerned.

Experience certificate (Pilot, Air hostess / Stewart) are required to be attested from Civil Aviation Authority (CAA).

Any experience certificate issued outside Pakistan alongwith Birth Certificate/Death Certificate/Nikah Nama, Divorce Certificate etc. are required to be attested from the Embassy/High Commission of Pakistan that Country.

Experience certificate of Accountant etc. is required to be attested from ACCA Pakistan.

Engineering Diplomas, certificates, experience certificates are required to be attested from Pakistan Engineering Council, Islamabad.

Experience certificates of Rescue (E.M.T, Pre-hospital treatment, emergency preparedness etc.) and other relevant documents should be attested by both District and Provincial emergency services.

Experience certificates related to sports, coaching etc. should be attested from Pakistan Sports Board or its regional offices.

Power of Attorney from Abroad

Power of Attorney from abroad is required to be attested by Pakistan Embassy/Consulate in that country. After obtaining the confirmation of its genuineness from the concerned Embassy/ Consulate, the Ministry will attest it. For this purpose, attorney appointed in Pakistan is required to come in person with original Computerized National Identity Card (CNIC).

Note

The validity of Power of Attorneys is 120 days from the date of attestation of Pakistan's Missions abroad and re-attestation/verification by the Ministry of Foreign Affairs, Islamabad or its Camp offices in Lahore, Karachi, Peshawar and Quetta.

Power of Attorney for Abroad

Power of Attorney for abroad regarding sale purchase of property collection of dues etc. is required to be attested by local District Registrar and the executant is required to come in person with original identity card and passport size picture. In case of death case, the **succession certificate/Guardian Certificate issued by Civil Judge/Judicial Magistrate**, is essential for attestation of Power of Attorney.

Note

All Powers of Attorneys being submitted abroad are required to be prepared on stamp paper along with passport size photographs of the Executant.

Land Property transfer letters will be attested only if accompanied by Power of Attorney or authority letter. Letters coming from abroad must be routed through concerned Pakistan's Mission.

Documents from Abroad

Other documents i.e. Educational certificates, Experience Certificates, Birth Certificate, Death Certificate, Life Certificate, Marriage Certificate and other Bank related documents (application for opening of dormant account) etc. issued from different authorities in abroad are required to be attested by Pakistan Embassy/Consulate in that country.

In case of Educational documents their equivalence issued from concerned departments i.e.

Inter board Committee of Chairman (IBCC) and Higher Education Commission (HEC) are also attested.

Affidavits

Only three types of affidavits are attested by the Ministry i.e. family re-union (children visas), financial support, un-married status (by parents, incase parents are deceased then by close blood relatives).

The above-mentioned affidavits are required to be made on stamp papers. Attestation of a magistrate is compulsory and the signatory is required to come in person.

Affidavit(s) regarding no Government service, low pension and salary in favor of scholarship are required to be either attested by Federal Board of Revenue or their certificate is mandatory.

Employment Contract/Agreement (in case of foreigner employee)

Employment Contract/Agreement (in case of foreigner employee) must be prepared on Stamp paper in the form of lawful contract and duly attested by Magistrate 1st Class. Prerequisites are; Valid Visa (of foreigner) and Note Verbale from concerned Embassy. Both the Employer and Employee must come in person for thumb impression before the attesting officer.

Miscellaneous Documents

Documents issued by Defense Organizations are required to be attested by designated officer of the Ministry of Defense.

Certificates regarding import of no-prohibited arms of yester years are required to be referred to Ministry of Commerce for verification their genuineness before their attestation by the Ministry.

This Ministry will only attest the documents in Urdu/English. Translations are required to have English in one column on the same page along with the language required i.e. Arabic, French, German, Italian etc.

Attestation of the documents of permanent nature i.e. birth certificate, nikkah nama, educational certificates, death certificates and all the documents issued by NADRA will always remain valid.

Documents attested by our Camp Offices in Lahore, Karachi, Peshawar and Quetta are treated at par with those attested by the Ministry. Specimen stamps and signatures of all authorized officials in Camp Offices are routinely provided to all Pakistan Missions abroad as well as to all Diplomatic Missions in Pakistan. Accordingly, these attestations have authenticity as the Ministry of Foreign Affairs, Islamabad and are not required to be re-

attested.

Documents issued by NADRA are required to be directly attested from this office.

Documents issued by FBR will be sent to the respective offices for verification before their subsequent attestation by Ministry of Foreign Affairs, Islamabad and its Camp Offices. Only online FBR Tax Payer Certificate will be attested on the same day, provided it is either directly submitted by the applicant or his/her blood relative.

FIR relating to loss of passport will only be attested after the original verification by the concerned police station.

Photocopies of Pakistani passport will only be attested after verification by the concerned Passport Office.

Illiteracy certificate can be attested after attestation by NADRA or issuance of such certificate by NADRA.

Non Attestable Documents

Criminal Judgments/FIRs, Political/Criminal Disputes, domicile, photographs, invitation letters, visa notes, insurance papers (except those of importers/exporters), charity documents of NGO's and papers of registry and sale/purchase of land etc. will not be attested.

Halal Certificate, Slaughter Certificate, IELTS/TOEFEL etc. certificates, and all international certificates. Applications of all kinds will not be attested.

Reference letters from professors etc. both from abroad as well as national educational institutions and character certificates from educational institutions are not attested.