



UNITED ARAB EMIRATES
MINISTRY OF FOREIGN AFFAIRS



User Guide

Documents Attestation

Services

Digital Attestation Service for Digital Documents - Pilot Phase

[Click Here](#)

Document Attestation in the UAE for Individuals - Courier-based

[Click Here](#)

Document Attestation in the UAE for Businesses - Courier-based

[Click Here](#)



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User Guide

Digital Attestation Service for Digital Documents

Pilot Phase

About the service

Digital Document Attestation Service

This service provides digital attestation by the Ministry of Foreign Affairs and UAE missions in the destination country. Attestation is a procedure that verifies the authenticity of signatures and official seals on documents issued inside or outside the UAE.

The attestation method is determined based on whether the document is digital or non-digital.



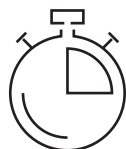
Target Audience

Individuals and companies



Service Channels

- Website
- UAE MoFA Smart application



Service Processing Time

During the pilot phase, the service is completed within two hours, during official working hours



Key Requirements

- The document must be issued in the UAE
- The document must include a verifiable feature such as a QR code, a barcode or a reference number

Digital Attestation Service for Digital Documents Pilot Phase



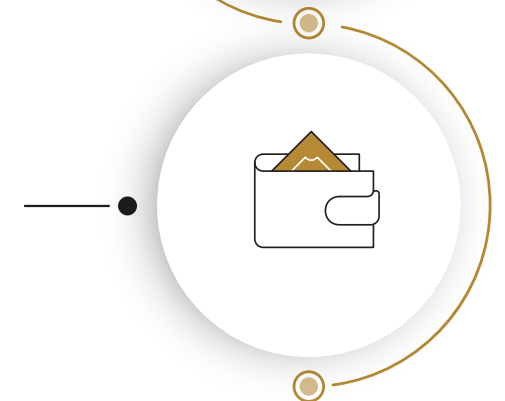
Log in using UAE Pass
and select UAE
Attestations



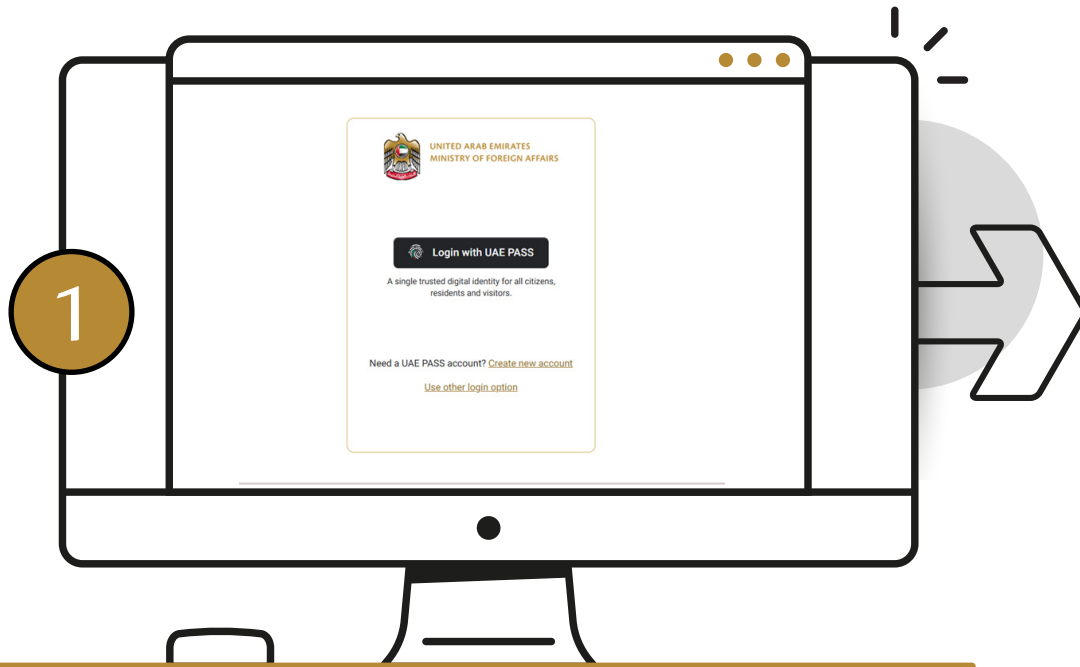
Provide the required
information and upload
your document(s) — up
to five per application



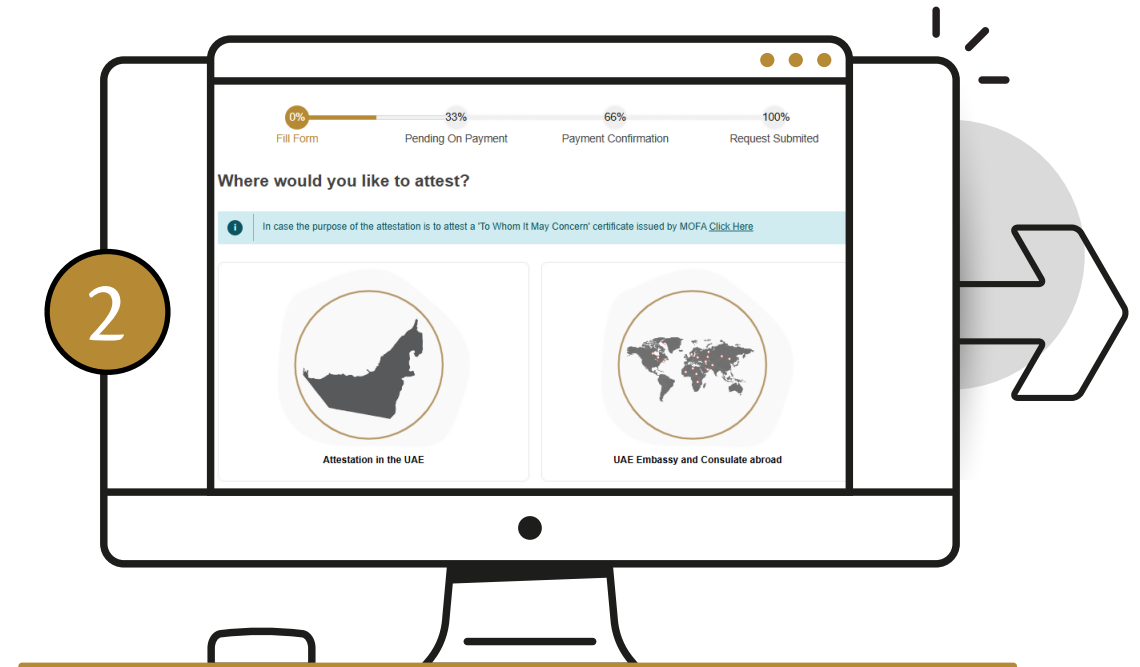
Receive your payment
receipt and email
confirmation, with
tracking details available
in My Workspace



Register to apply for the service

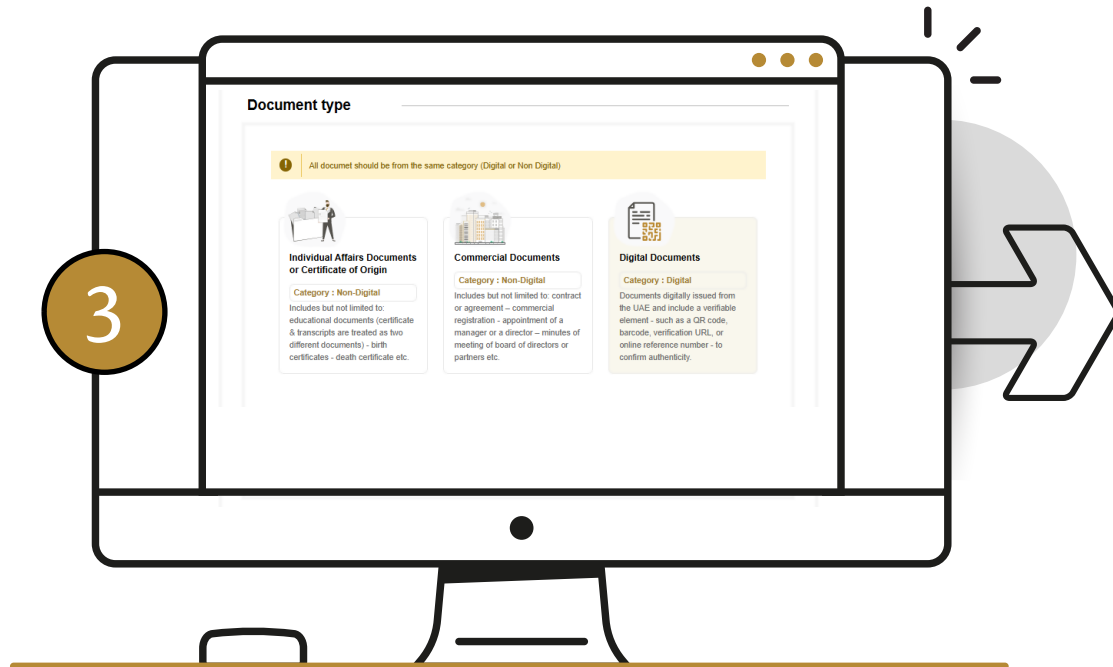


Log in using UAE Pass

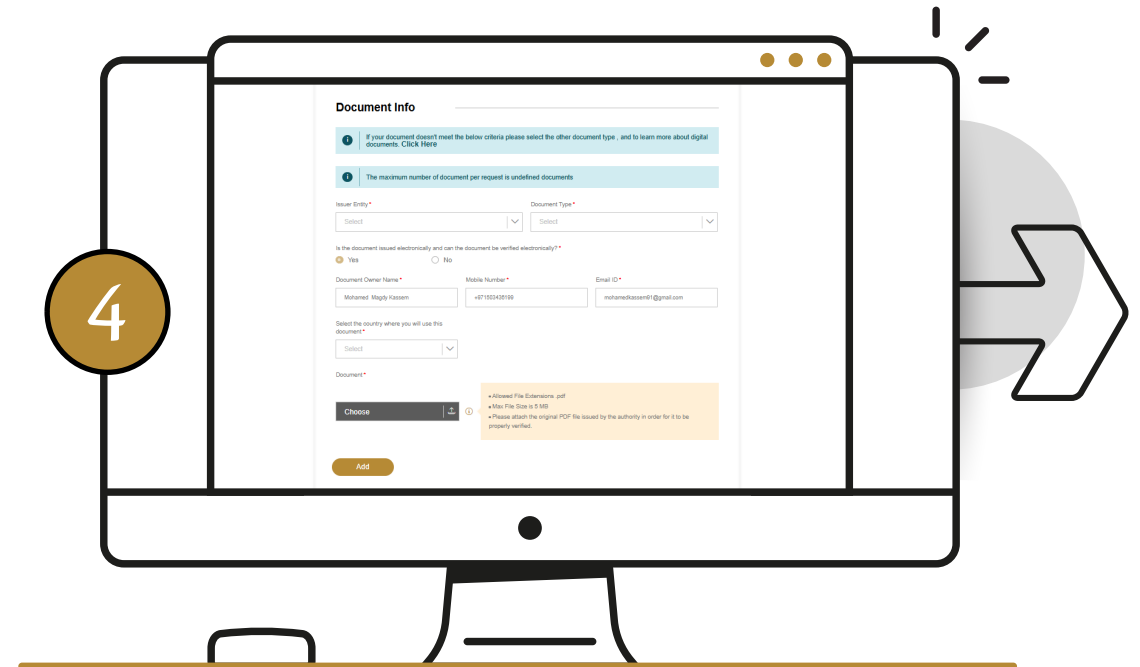


Select UAE Attestations

Enter required details and upload the document

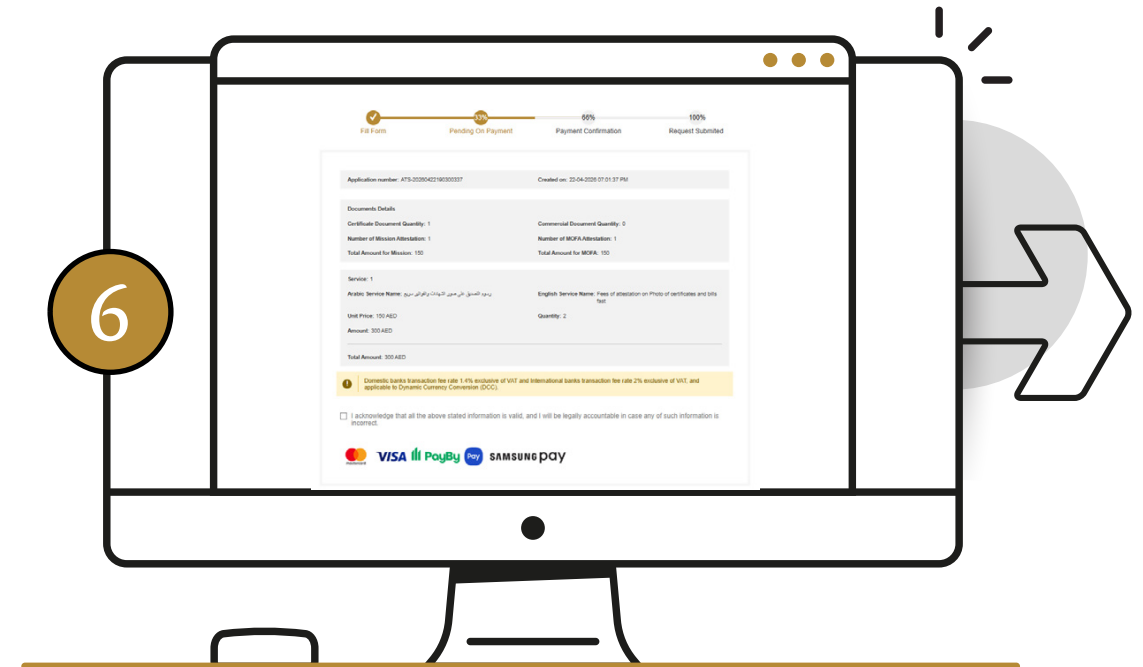
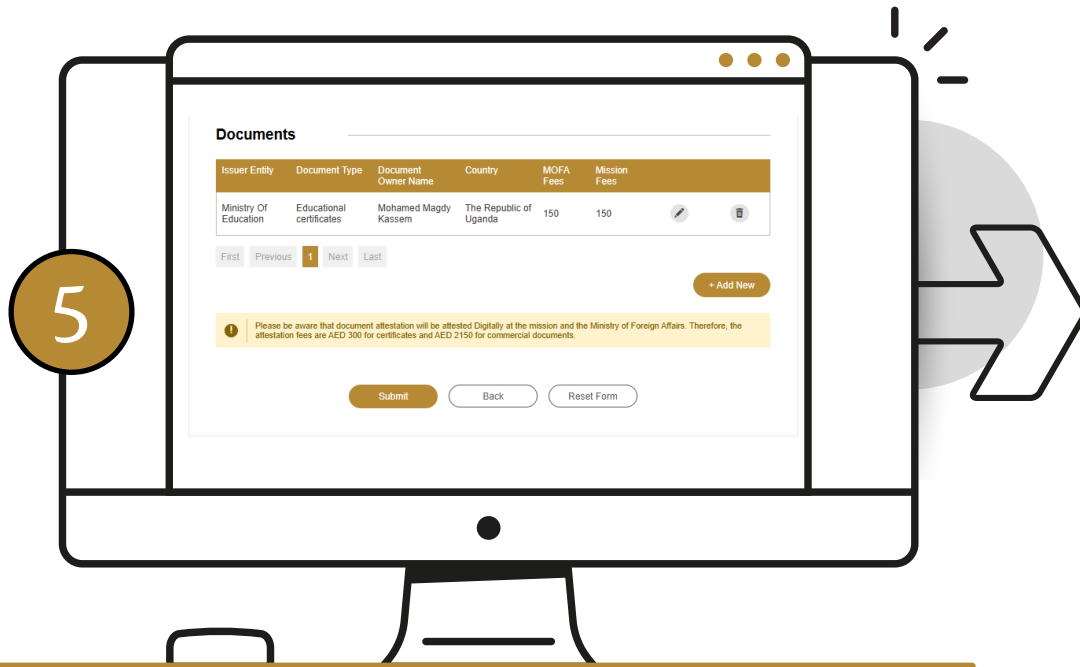


Select "Digital Documents" from the list of three options: Digital Document, Commercial Document, and Personal Document



Enter the required details (issuing authority, document type, applicant details), confirm the document is issued in the UAE, select the destination country, then upload the document

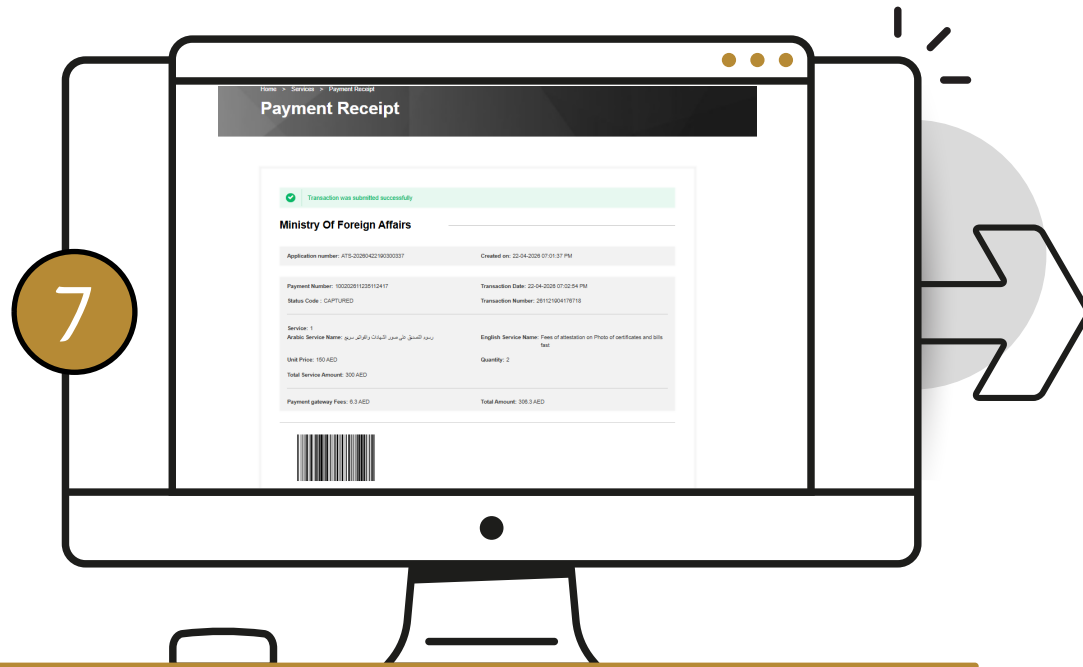
Upload additional documents and review payment



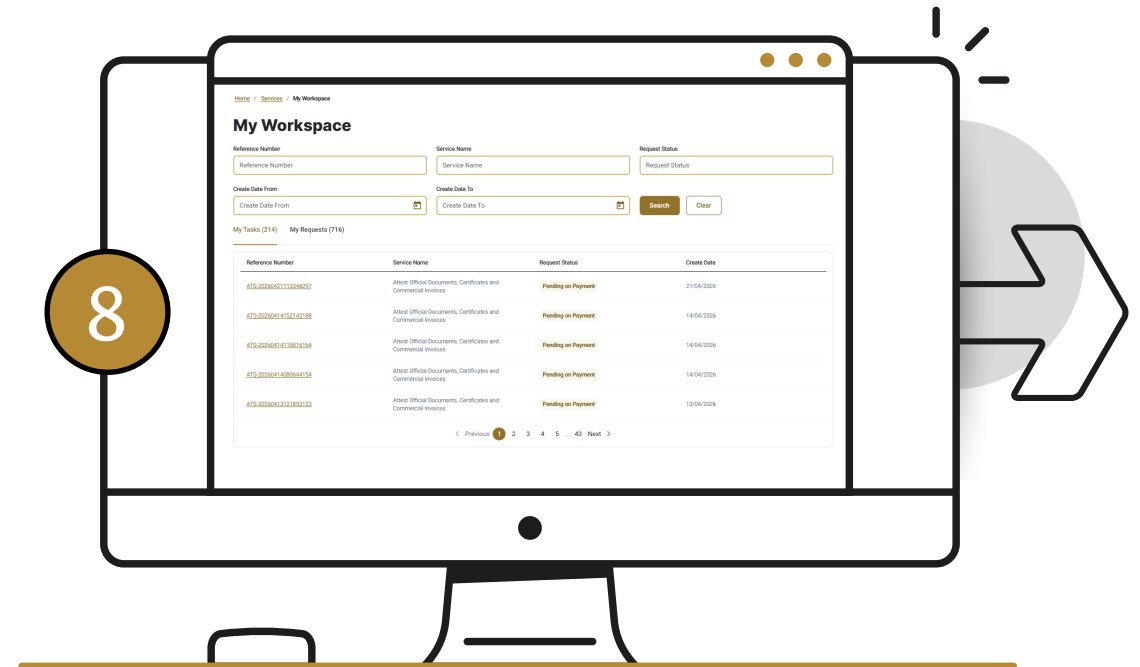
The service allows attestation of up to five documents per application, with payment of the total applicable fees for all documents

Review application details, total fees due, and available payment methods before confirming and proceeding to payment

Receive payment receipt and track application



Obtain the payment receipt and receive an email confirming submission



Track application status via "My Workspace" using options such as tracking number or submission date



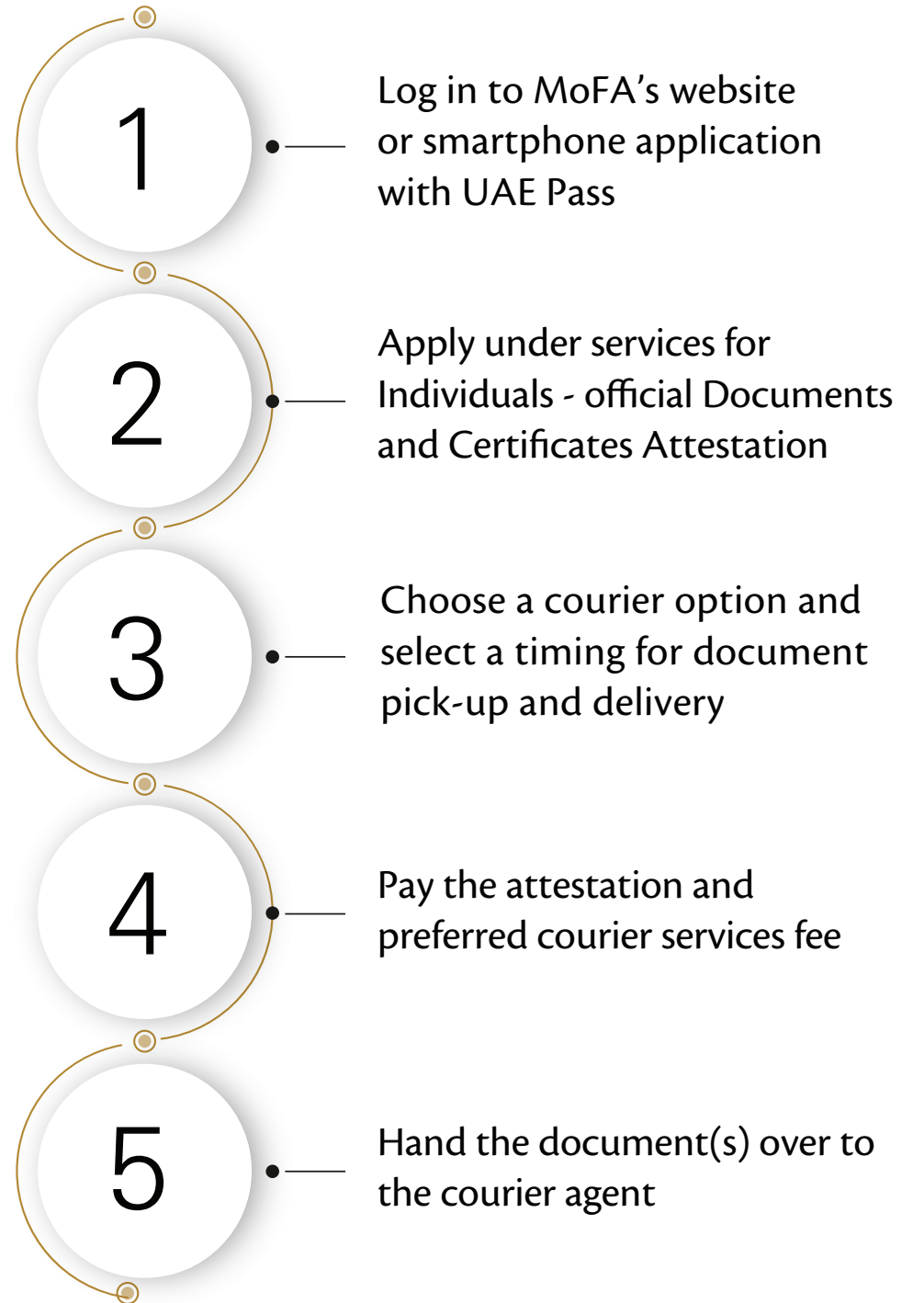
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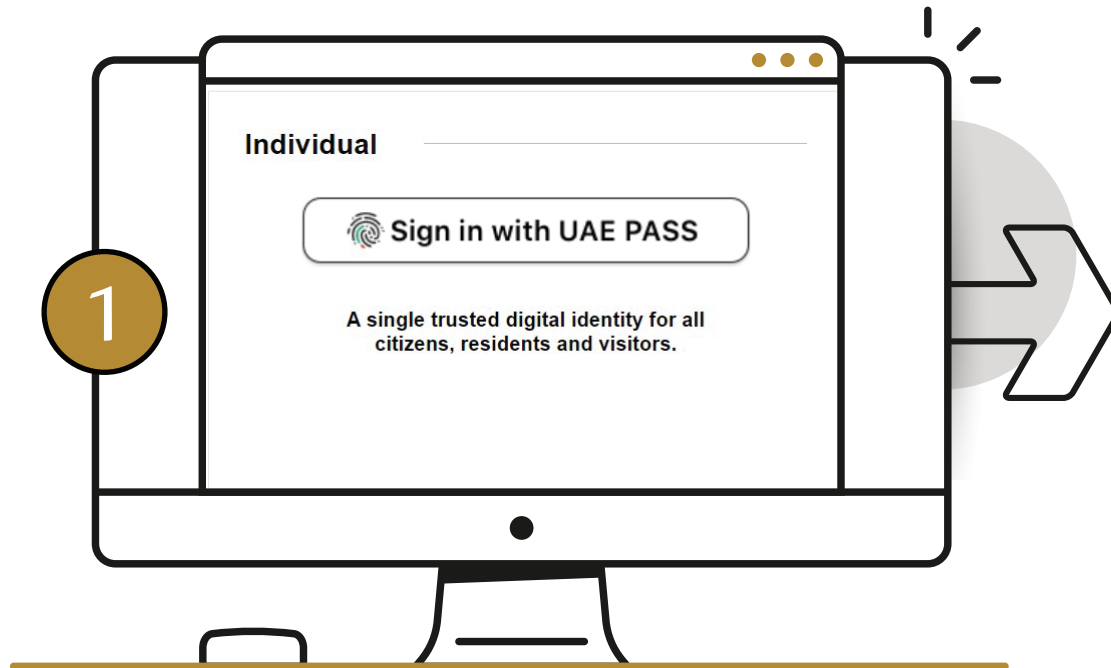


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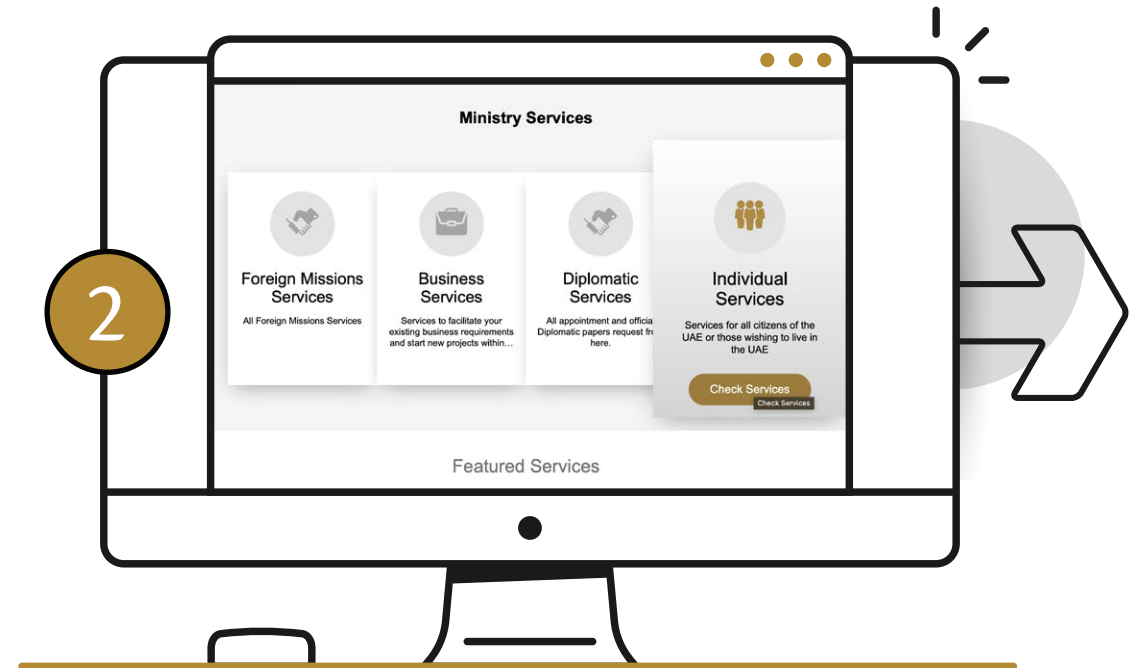
For Individuals and Companies

Online Attestations in the UAE for Individuals





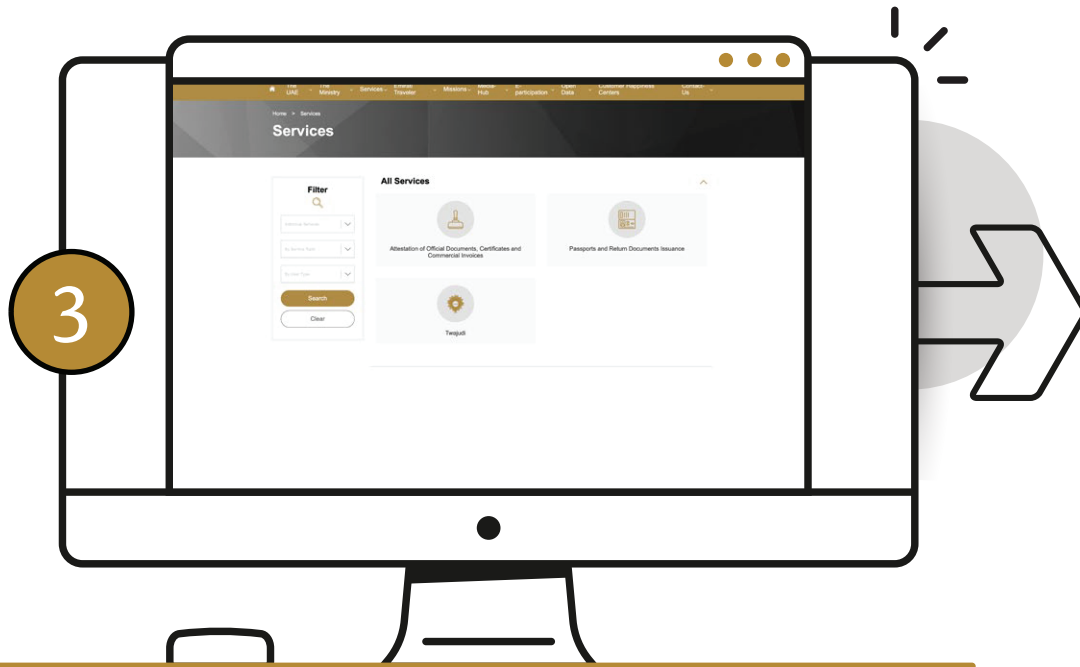
Login to MoFA's website with UAE Pass



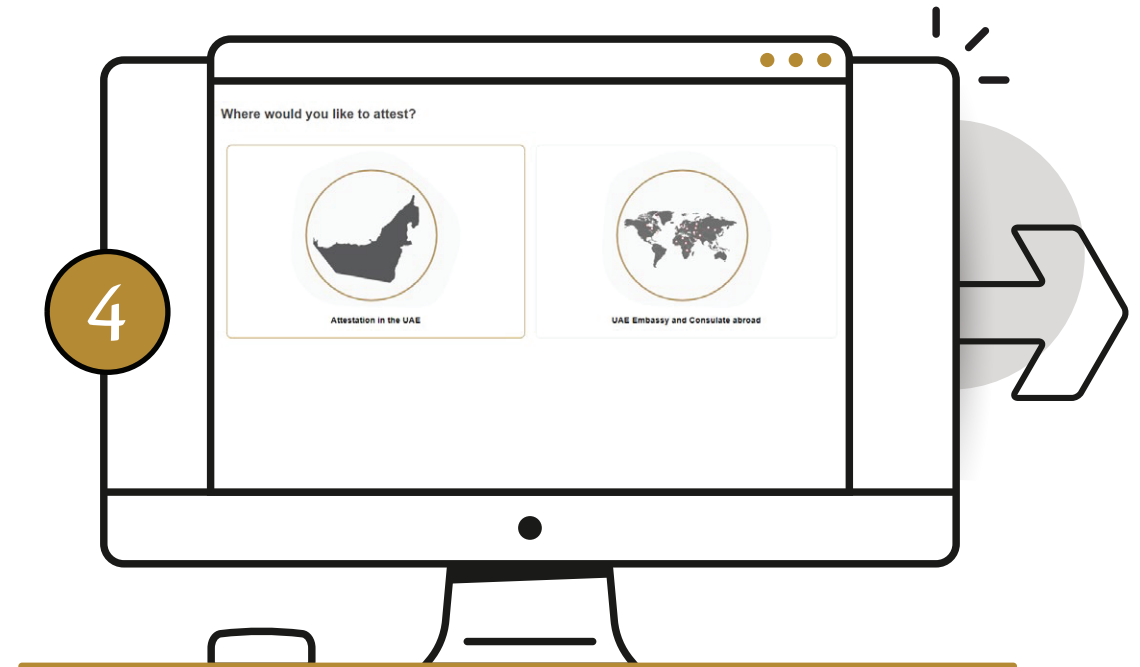
Select (Services for Individuals)

1

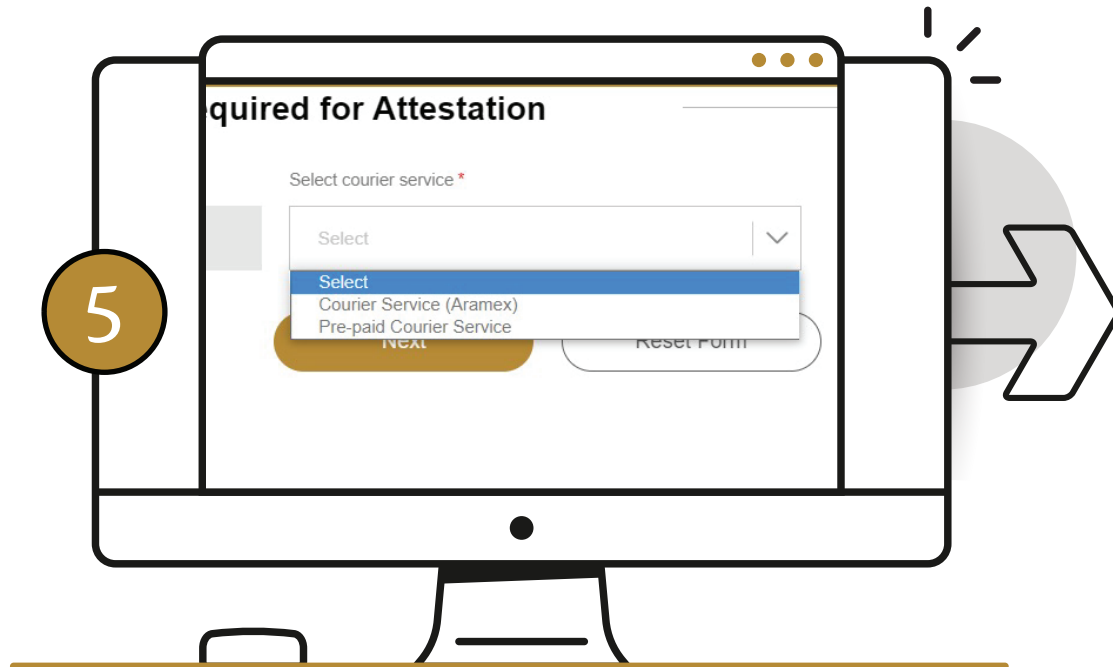
Online Attestations in the UAE for Individuals



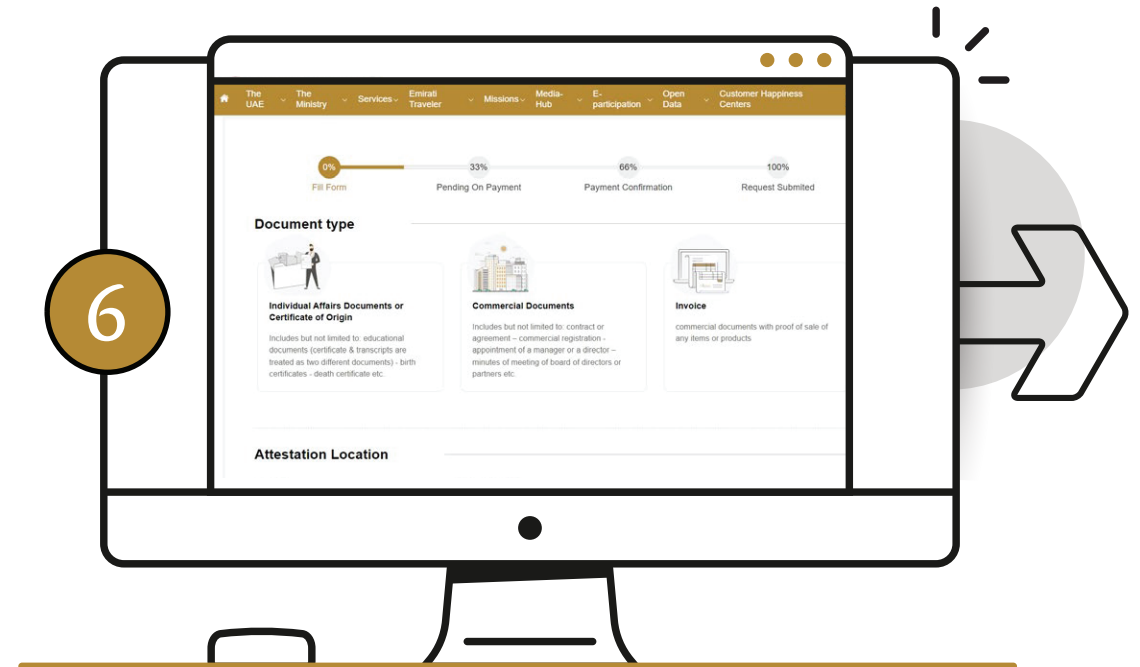
Select Attestation of Official Documents,
Certificates



Select « Attestation in the UAE »



Select the courier service



Select the type of document you wish to have attested.
You can get more than one document attested within
the same application.

7

Document Info

Origin of Document* Currency* Invoice Amount*

Select Select Invoice Amount*

In order to attest a customs invoice, a certificate of origin (COO) is required to be attested along with it. Please check the below if you will need a COO.

I want to attest a COO I will include a copy of an attested COO

Packing list needs to be attested as well*

Yes No

Add Close

Enter the place of issuance of the document

8

Delivery Info

After submit Please make sure that the label is printed for the courier, Ensure the details on the form below are accurate to help our courier provide an easy journey to collect your documents, For documents safety, it is suggested to keep it intact in one envelope, this service is only within UAE.

Name* Select The Emirate* Mobile Number*

Name Abu Dhabi ex: +971 123456789

Email* Address for receiving documents* Pickup Date*

Email Address for receiving documents 2022-04-27

Time to collect the shipment* Last Time to collect the shipment*

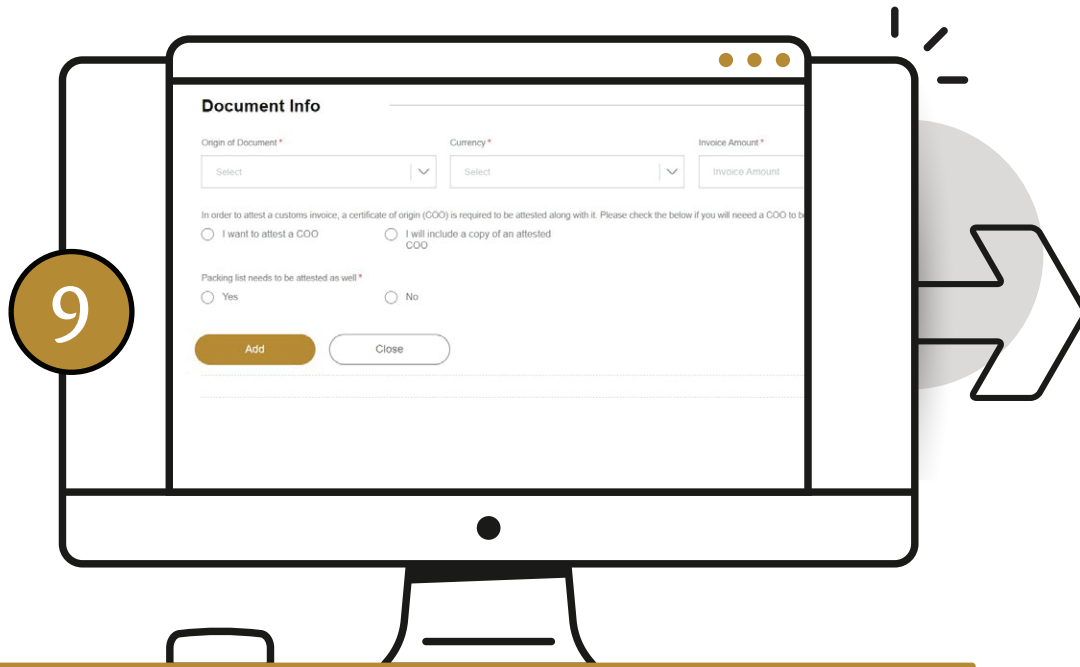
11:15 AM 04:00 PM

I have read and agree to [Aramex terms of service](#)

Attestation Location

Fill in the required information and answer the questions

Please make sure all the documents you wish to have attested are attested/stamped by relevant authorities before applying for this service.



Proceed to fees payment



- 10 Courier service will pick up the documents from your chosen location.
- 11 Courier service will drop off the documents to your chosen location

Online Attestations in the UAE for Businesses



1

Log in to MoFA's website or smartphone application with UAE Pass

2

Apply under services for Individuals - official Documents and Certificates Attestation

3

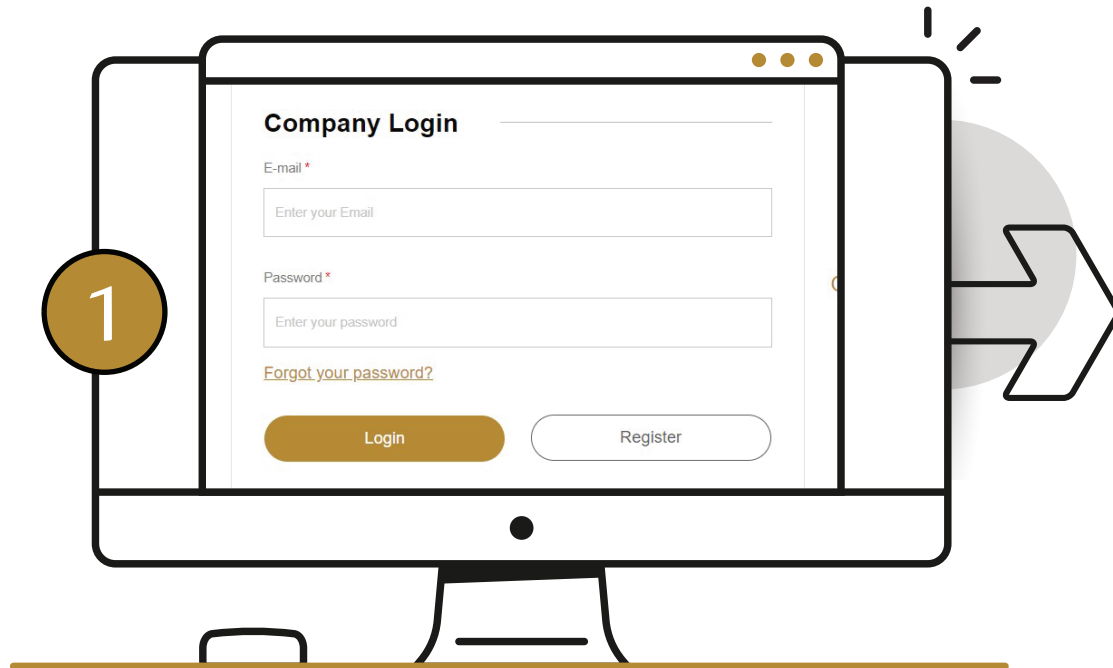
Choose a courier option and select a timing for document pick-up and delivery

4

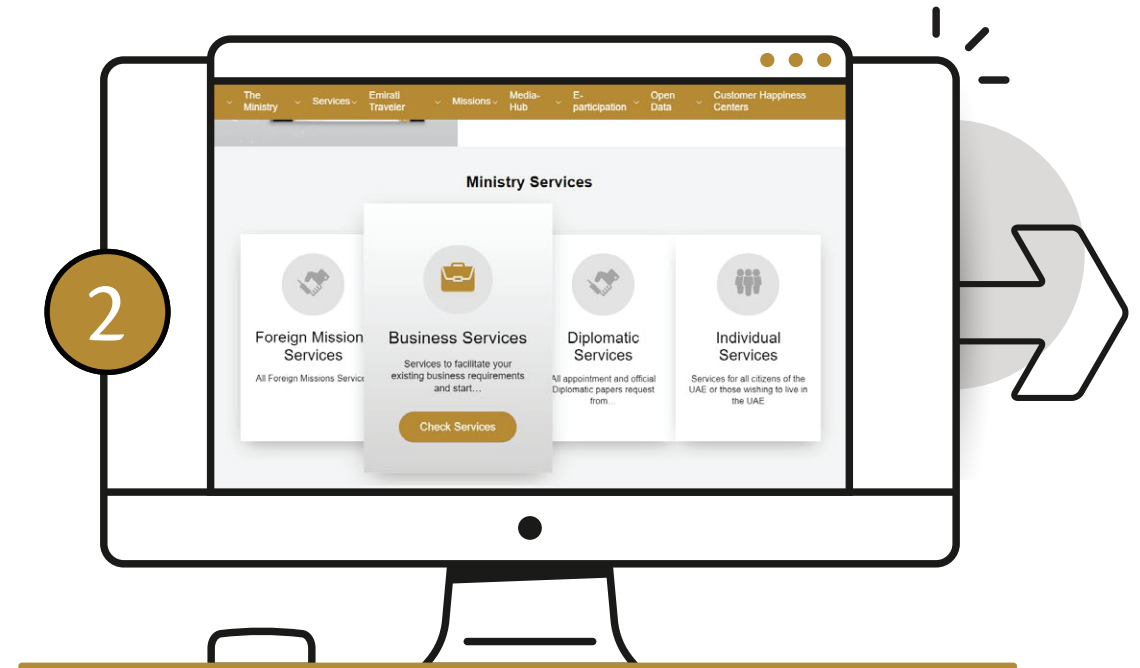
Pay the attestation and preferred courier services fee

5

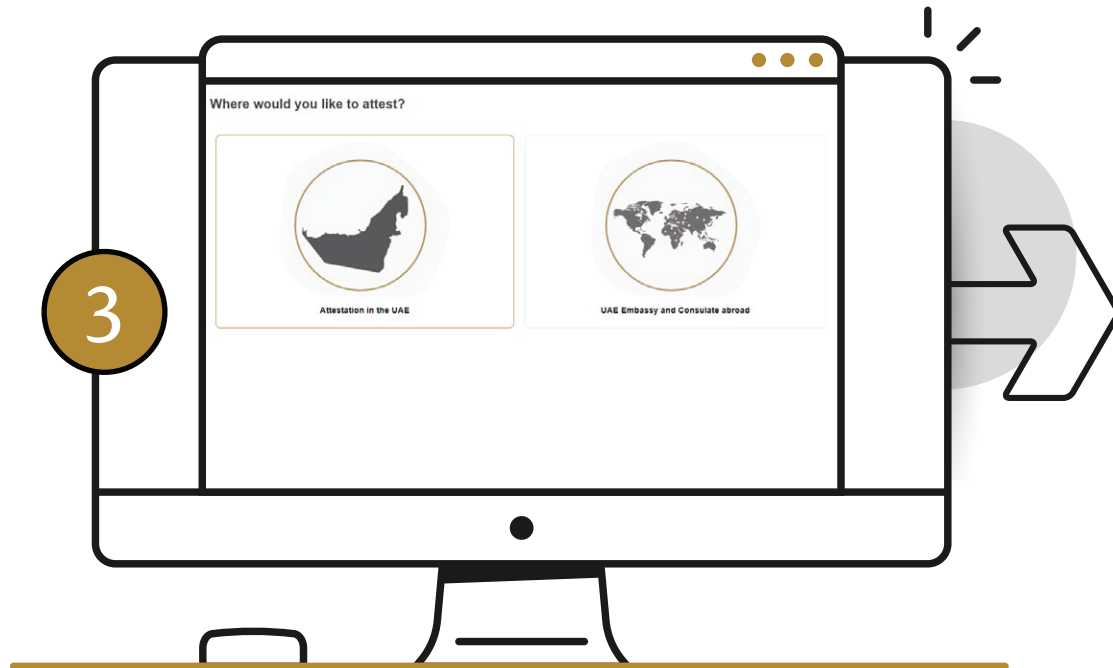
Hand the document(s) over to the courier agent



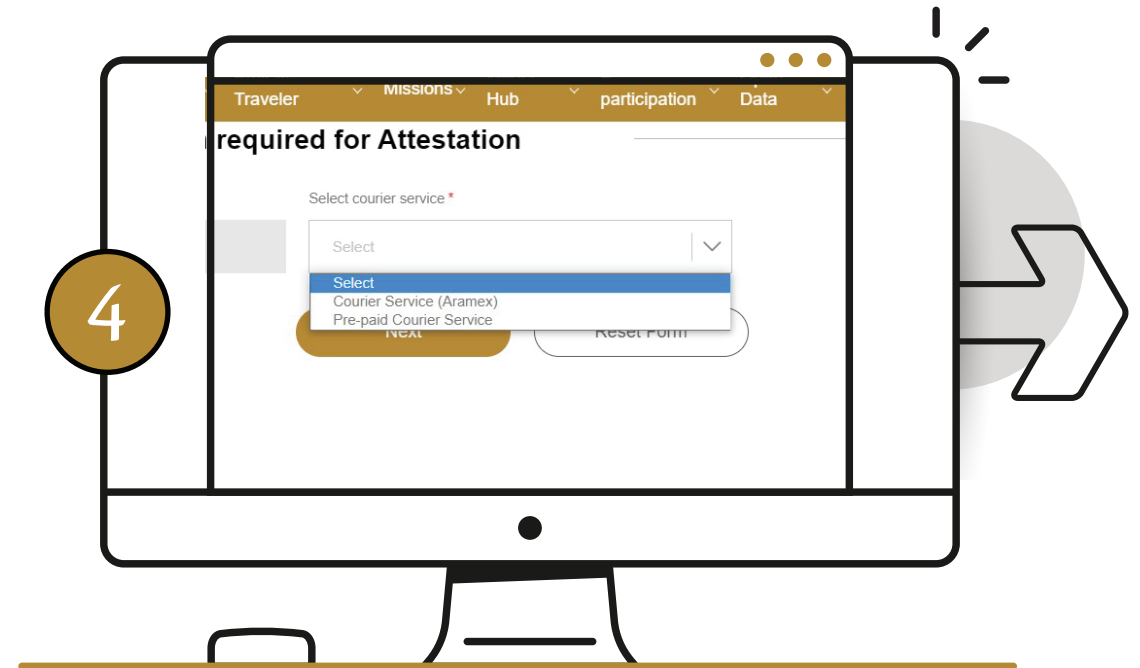
New users: Register and Log In
Existing users: Log in



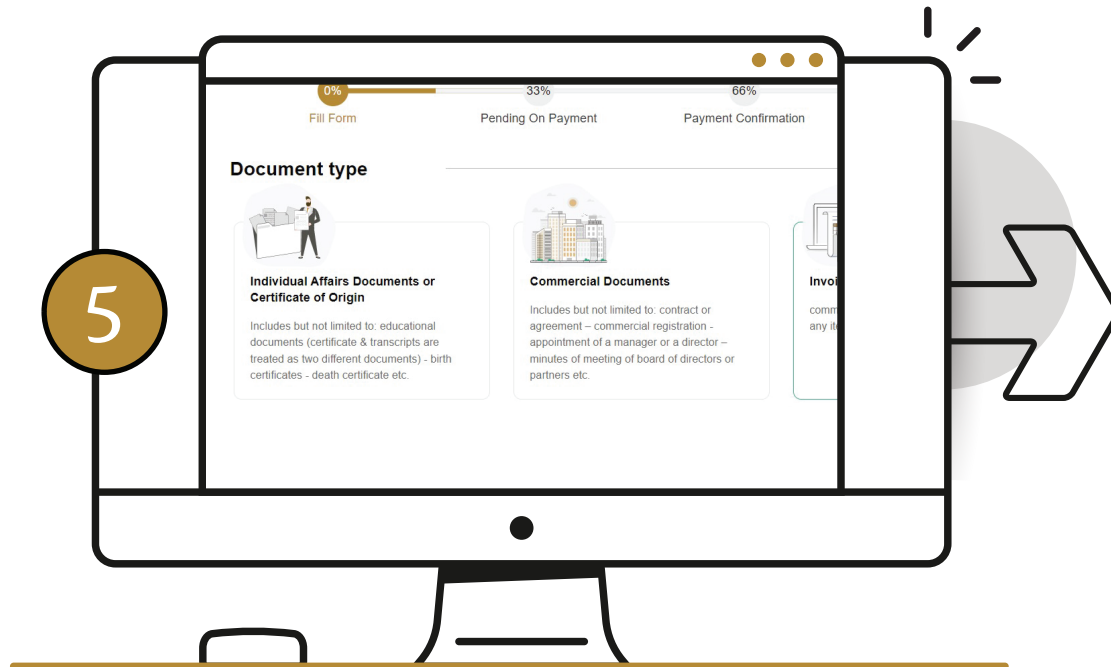
Select "Business Services"



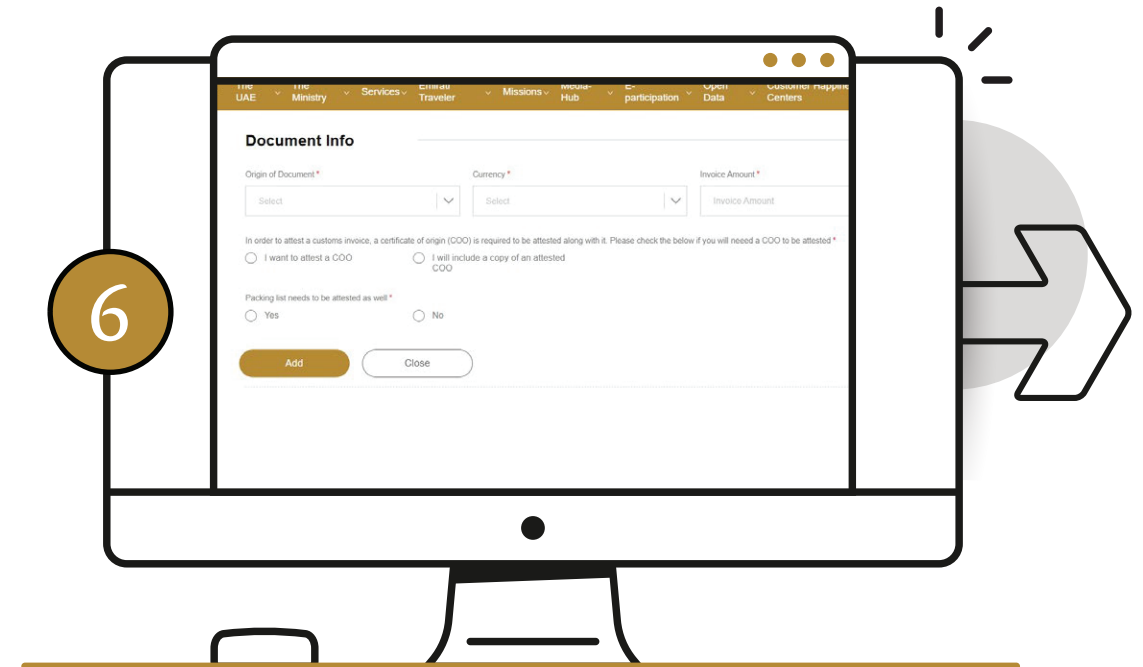
Select « Attestation in the UAE »



Select the courier service
If you have previously subscribed to a courier package, select "prepaid. If not, please select another option



Select the type of document you wish to have attested.



Select the place of issuance of the document and press Add
You can get more than one document attested within the same application.

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Name: Abu Dhabi ex+971 123456789

Email* Address for receiving documents* Pickup Date*

Email: Address for receiving documents: 2022-04-27

Time to collect the shipment* Last Time to collect the shipment*

11:15 AM 04:00 PM

I have read and agree to [Aramex terms of service](#)

Attestation Location

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Packing list needs to be attested as well*

Yes No

Add Close

Enter the requested information and answer the questions

Proceed to fees payment



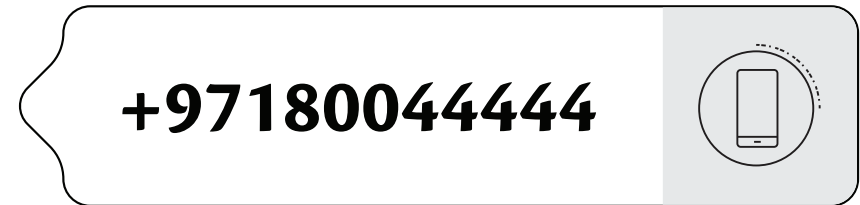
- 9 Courier service will pick up the documents from your chosen location.
- 10 Courier service will drop off the documents to your chosen location

We are here to answer questions and enquiries

Reach out via



Call us



We aim to ensure your happiness