

**Middle East
North Africa
Business
Information
Center**



DOCUMENTATION REQUIREMENTS AND PROCEDURES – SAUDI ARABIA

EXPORT DOCUMENTATION AND CERTIFICATION

Like most Arab states, Saudi Arabia requires that export documentation be certified and legalized prior to shipment. The exporter is responsible for authenticating the certificate of origin, the commercial invoice and any special documents. The documents must be certified in the following order:

1. Notarized by a Notary Public and certified by a local US Chamber of Commerce;
2. Certified by the US-Saudi Arabian Business Council;
3. Legalized by the Saudi Embassy or any Saudi Consulate in the US.
(located in New York, Houston, and Los Angeles.)

The fee for certification by the US-Saudi Business Council is \$15 per page.

The Saudi Embassy or Consulate will charge a fee of \$8.50 per page for legalization.

Information on documentary requirements for shipments from the United States to Saudi Arabia can be found at the following website: <http://www.iccp.com/>

The documents required for all commercial shipments to the Kingdom of Saudi Arabia are:

- [commercial invoice](#)
- [certificate of origin](#)
- bill of lading (or airway bill)
- steamship (or airline) company certificate
- insurance certificate (if goods are insured by the exporter)
- packing list
- Export Information Sheet (EIS - see below)

Regardless of shipment value or the mode of transportation, all U.S. exporters to the Kingdom of Saudi Arabia are currently required to file a completed Export Information Sheet (EIS) paper form 1048-595, with one of the Royal Saudi Consulates in the U.S., as a prerequisite for the certification of shipping documents for their commercial shipments to the Kingdom of Saudi Arabia. You can obtain the EIS form from the website: http://www.saudicommercialoffice.com/appendix_viii/the_export_informat.html

The Export Information Sheet, "EIS", is an export information and data gathering system managed, run and supported by the Commercial Office of the Royal Embassy of Saudi Arabia in Washington, DC. The gathered EIS information is used by the Saudi Arabian Commercial Office. This automated EIS system that was once available free of charge is currently unavailable. At this time, paper form 1048-595 is required.

Exporters should consult the commercial documentation requirements as well as the procedures of certification and authentication on the U.S.-Saudi Arabian Business Council Website at the following

address:<http://www.us-saudi-business.org/Saudi%20Import%20Standards%20and%20Procedures.html#Export%20Documentation%20Requirements>

The U.S.-Saudi Arabian Business Council is an organization of business leaders in both countries working together to increase trade and investment by promoting broader understanding among U.S. and Saudi Arabian companies, as well as specific business opportunities.

To facilitate the certification process, the U.S.-Saudi Arabian Business Council has the following offices:

U.S.-Saudi Arabian Business Council
1401 New York Avenue, NW
Suite 720
Washington, DC 20005
Telephone: 202-638-1212 or 1-888-638-1212
Fax: 202-638-2894
ussaudi@us-saudi-business.org
<http://www.us-saudi-business.org/>

U.S.-Saudi Arabian Business Council
Certification Location
Ms. Sahar Nadri, Certification Officer
601 New Hampshire Avenue, NW
Washington, DC 20037
Tel: 202-944-3104
Fax: 202-944-3277

The following are the Embassy and consulates where legalization may be requested:

Saudi Arabian Embassy and Consulates:
Royal Embassy of Saudi Arabia
Consular Office
601 New Hampshire Ave., N.W.
Washington, D.C. 20037
Tel.: 202-944-3126
Fax: 202-337-4084
<http://www.saudi.net/>
Saudi Commercial Office Website
<http://www.saudicommercialoffice.com/>
Certification Office:
Tel: 202-944-3104
Fax: 202-944-3277

Consulate General of Saudi Arabia
2045 Sawtelle Blvd.
Los Angeles, CA 90025
Tel.: 310-914-9011 or 479-6000
Fax: 310-479-2752
Certification Office:
Tel: 310-479-6000, Ext. 245
Fax: 310-478-2598

Consulate General of Saudi Arabia
One Westheimer Plaza
5718 Westheimer, Suite 1500
Houston, TX 77057

Tel.: 713-785-5577

Fax: 713-785-1163

Certification Office:

Tel: 713-785-8950

Fax: 713-785-8957

Consulate General of Saudi Arabia

866 UN Plaza

Suite 480

New York, NY 10017

Tel.: 212-752-2740

Fax: 212-688-2719

Certification Office:

Tel: 212-319-1195

Fax: 212-319-1192

For more information on documentation, tariffs and customs regulations, see:
The Saudi Commercial Office in the United States

<http://www.saudicommercialoffice.com/>

Information Source: Trade Information Center, U.S. Department of Commerce, 2005.