

2025

**EMBASSY OF THE FEDERAL
DEMOCRATIC REPUBLIC OF
ETHIOPIA, BEIJING"- CONSULAR
SERVICES INFORMATION AND
DETAILED MANUAL**

EMBASSY OF THE FEDERAL DEMOCRATIC REPUBLIC OF ETHIOPIA,

Document Authentication & Legalization – Step-by-Step Guide

1. Documents from Ethiopia → For Use in China

Step-by-Step Process:

1. Notarization in Ethiopia

- Get your document notarized by the issuing authority in Ethiopia.

2. Authentication by Ethiopian MoFA

- Have the document authenticated by the Ministry of Foreign Affairs (MoFA) in Addis Ababa.

3. Authentication by Embassy in Ethiopia consular service

- The document must be legalized by:  **Embassy of the People's Republic of China in Ethiopia:** (Check their website (chinaemb_et@mfa.gov.cn, chinesembassy@telecom.net.et) for exact address & requirements.)

4. Submit at Ethiopian Embassy in Beijing

- Bring the original document in person to:  Address: Ethiopian Embassy, No. 3 Xiushui South Street, Chaoyang District, Beijing, China
Postcode: 100600 -- 北京市朝阳区秀水南街3号 埃塞俄比亚使馆 邮编：100600

Fees & Processing Time:

Service Fee:

- Individual documents (I): **317.70** RMB (cash only)
- Commercial documents (C): **331.82** RMB (cash only)

Processing Time:

10 minutes (upon arrival during working)

Service Hours:

Monday-Friday, 8:30 AM - 5:00 PM

2. Documents from China → For Use in Ethiopia

Step-by-Step Process:

1. Notarization in China

- Get your document notarized by a Chinese notary public (公证处).

2. Authentication by Chinese MoFA or FAO

- Have it authenticated by:
 - Ministry of Foreign Affairs (Beijing) (for national documents)
 - Local Foreign Affairs Office (FAO) (for provincial documents)

3. Submit at Ethiopian Embassy in Beijing

- Bring the original document in person to the embassy.

📍 Embassy Address: Ethiopian Embassy, No. 3 Xiushui South Street, Chaoyang District, Beijing, China Postcode: 100600 北京市朝阳区秀水南街3号 埃塞俄比亚使馆 邮编：100600

Fees & Processing Time:

💰 Service Fee:

- Individual documents (I): 508.32 RMB (cash only)
- Commercial documents (C): 543.62 RMB (cash only)



Processing Time: 10 minutes (upon arrival during working hours)



Service Hours: Monday-Friday, 8:30 AM - 5:00 PM

3. Documents from Hong Kong, Macau, or Other Countries → For Use in Ethiopia

Step-by-Step Process:

1. Notarization in Home Country

- Get your document notarized by a local notary public.

2. Authentication by Local MoFA or FAO

- Have it authenticated by the Ministry of Foreign Affairs (MoFA) or local Foreign Affairs Office (FAO).

3. Submit at Ethiopian Embassy in Beijing

- Bring the original document in person to the embassy.

Fees & Processing Time:

Service Fee:

- Individual documents (I): **508.32** RMB (cash only)
- Commercial documents (C): **543.62** RMB (cash only)



Processing Time: 10 minutes (upon arrival during working hours)



Service Hours: Monday-Friday, 8:30 AM - 5:00 PM

Important Notes:

- ✓ All submitted documents must be original. Any attempt to present forged, plagiarized, or altered documents is strictly prohibited and constitutes a legal offense. Individuals found submitting such documents will be held legally accountable in accordance with applicable laws and regulations.
- ✓ Payment must be in cash (RMB).
- ✓ Processing is done in person during embassy working hours.

Need Help?

 **Contact:** +86 10 653 253 18

 **Email:** beijing.embassy@mfa.gov.et

 **Website:** www.beijing.mfa.gov.et

2. Power of Attorney Service (PoA)

Step-by-Step Guide

This service allows the person who is granting the Power of Attorney (the grantor) to authorize someone else (the person who receives the power of attorney) to act on your behalf in Ethiopia.

Step 1: Visit the Ethiopian Embassy in Beijing

 **Embassy Address:**

- **English:** Ethiopian Embassy, No. 3 Xiushui South Street, Chaoyang District, Beijing 100600
- **中文:** 北京市朝阳区秀水南街3号 埃塞俄比亚使馆 邮编：100600

What You Need to Bring: Documents required

 **For the person giving Power of Attorney (Grantor):**

- Original passport + one photocopy

 **For the person receiving Power of Attorney (Attorney-in-fact):**

- One copy of their valid identification
 - E.g. Resident Permit, National ID (Ethiopia) or Driver's License

 **Service Fee: 331.80 RMB (Cash only)**

 **Processing Time: 15 minutes** (upon arrival during working hours)

 **Service Hours:** Monday-Friday, 8:30 AM - 5:00 PM

Step 2: Send the Document to Ethiopia

After receiving the Power of Attorney from the embassy:

 Send the original hard copy to the person receiving the Power of Attorney in Ethiopia.

Step 3: Authenticate at the Ethiopian Ministry of Foreign Affairs - Consular Affairs Directorate General

The recipient must first get the document verified and authenticated by the Ministry of Foreign Affairs – Consular Affairs Directorate General.

- 📍 **Address:** 2QF4+8JH, Wendmanah St, Addis Ababa, Ethiopia
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Step 4: Final Authentication at Federal Documents Office Authentication and Registration Service (DARS)

After Ministry approval, the recipient must visit the Federal Documents Authentication and Registration Service (DARS) for final verification.

- 🌐 **Branch Locations:** Check the nearest office here → www.dars.gov.et
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Important Notes:

- ✓ All submitted documents must be original. Any attempt to present forged, plagiarized, or altered documents is strictly prohibited and constitutes a legal offense. Individuals found submitting such documents will be held legally accountable in accordance with applicable laws and regulations.
- ✓ Payment must be in cash (RMB).
- ✓ Processing is done in person during embassy working hours.

Need Help?

- 📞 **Contact:** +86 10 653 253 18
- ✉️ **Email:** beijing.embassy@mfa.gov.et
- 🌐 **Website:** www.beijing.mfa.gov.et

3. Police Clearance & Fingerprint Certification – Step-by-Step Guide

Step 1: Visit the Ethiopian Embassy in Beijing

Embassy Address:

- **English:** Ethiopian Embassy, No. 3 Xiushui South Street, Chaoyang District, Beijing 100600
- **中文:** 北京市朝阳区秀水南街3号 埃塞俄比亚使馆 邮编：100600

What You Need to Bring:

For the applicant:

- Original passport + one photocopy
- Five (5) photos (3cm x 4cm)

Service Fee: Free of charge

 Processing Time: 20 minutes (upon arrival during working hours)

 **Service Hours:** Monday-Friday, 8:30 AM - 5:00 PM

What Happens Next?

- Your fingerprints will be taken.
- The officer will:
 - Sign the document
 - Place it with your photos in a sealed envelope
 - Stamp the envelope for security
- You will receive the **sealed envelope—DO NOT OPEN IT.**

Step 2: Send the Sealed Document to Ethiopia

 Mail the sealed envelope to Ethiopia for further processing.

Step 3: Processing in Ethiopia

- ◆ The document must be submitted to: **Federal Police Criminal Investigation Sector – Forensic Investigation Directorate** (*Only they can open the sealed envelope.*)
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Step 4: Authentication at Ethiopian MoFA

- ◆ After police clearance, the document must be **verified & stamped** by:  **Ethiopian Ministry of Foreign Affairs – Consular Affairs, Address: 2QF4+8JH, Wendmanah St, Addis Ababa, Ethiopia**
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Step 5: Final Verification at Chinese Embassy in Ethiopia

- ◆ The document must be **legalized** by:  **Embassy of the People's Republic of China in Ethiopia**: (*Check their website (chinaemb_et@mfa.gov.cn, chineseeembassy@telecom.net.et) for exact address & requirements.*)
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⚠ Important Notes:

- ✓ DO NOT OPEN the sealed envelope from the Ethiopian Embassy.
- ✓ All steps must be completed in order.
- ✓ Processing is done in person during embassy hours.

Need Help?

-  **Contact:** +86 10 653 253 18
-  **Email:** beijing.embassy@mfa.gov.et
-  **Website:** www.beijing.mfa.gov.et

Vital Events

Birth Certificate Registration – Ethiopian Embassy in Beijing

Step 1: Visit the Ethiopian Embassy in Person

 **Embassy Address:**

- **English:** Ethiopian Embassy, No. 3 Xiushui South Street, Chaoyang District, Beijing 100600
- **中文:** 北京市朝阳区秀水南街3号 埃塞俄比亚使馆 邮编：100600

 **Documents Required:**

 **For the child:**

- Original birth certificate from the hospital + one photocopy
- Two (2) passport-sized photos (3cm x 4cm) of the child

 **For parents:**

- Original passports of both parents + one photocopy each

 **Service Fee:** 30 USD (Cash only)

 **Processing Time:** 20 minutes (during embassy working hours)

 **Service Hours:** Monday-Friday, 8:30 AM - 5:00 PM

 **Important Notes:**

- ✓ Must be registered within 90 days of birth – After this period, it will be considered a late registration.
- ✓ Both parents must consent – If one parent cannot attend, they must provide a Power of Attorney for the other parent to act on their behalf.
- ✓ Processing is in-person only – No online applications.

Marriage Certificate Registration – Ethiopian Embassy in Beijing

Step 1: Visit the Ethiopian Embassy in Person

Embassy Address:

- **English:** Ethiopian Embassy, No. 3 Xiushui South Street, Chaoyang District, Beijing 100600
- **中文:** 北京市朝阳区秀水南街3号 埃塞俄比亚使馆 邮编：100600

Required Documents for Both Spouses:

Proof of Marital Status:

- For Ethiopian citizens:
 - Certificate of unmarried status from
The Civil Registration and Residency Service Agency -
<https://aacrrsa.gov.et/departments/2>
 - Must be authenticated by Ethiopian Ministry of Foreign Affairs and
the embassy of china in Ethiopia
 - Authentication Address: 2QF4+8JH, Wendmanah St, Addis Ababa
- For foreign citizens:
 - Certificate of unmarried status from home country
 - Must be verified by relevant authorities in home country

Identification Documents:

- Original passports + one photocopy each

Photographs:

- Two (2) passport-sized photos (3cm x 4cm) for each spouse

Witness Requirements:

- Four (4) witnesses totals (two for each spouse)
- Witnesses must:
 - Be legally residing in China
 - Bring original ID cards/visas/passports + one photocopy each

 **Service Fee:** 30 USD (Cash only)

 **Processing Time:** 2 hours (during embassy working hours)

 **Important Notes:**

 **Public Notice:**

- A marriage notice will be posted on the embassy website for **one month with the Both spouses' consent** to verify:
 - No previous marriages
 - ✓ Both spouses must be present and Processing is in-person only
 - ✓ All documents must be original and verified
 - ✓ The Certificate of Unmarried Status must be issued within the last six months to be considered valid.
 - ✓ Any certificate dated more than six months prior to submission will not be accepted.
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Need Help?

 **Contact:** +86 10 653 253 18

 **Email:** beijing.embassy@mfa.gov.et

 **Website:** www.beijing.mfa.gov.et

Death Certificate Registration – Ethiopian Embassy in Beijing

Service Overview

For registering the death of an Ethiopian citizen in China, please follow these steps:

Step 1: Visit the Ethiopian Embassy in Person

 **Embassy Address:**

- **English:** Ethiopian Embassy, No. 3 Xiushui South Street, Chaoyang District, Beijing 100600
- **中文:** 北京市朝阳区秀水南街3号 埃塞俄比亚使馆 邮编：100600

 **Documents Required:**

 **For the deceased:**

1. Original death certificate from:
 - Hospital (if passed in medical facility) OR
 - Local health service center (if passed at home/elsewhere)
2. Photocopy of the deceased's passport (if available)

 **Service Fee:** 20 USD (Cash only)

 **Processing Time:** 20 minutes (during embassy working hours)

 **Service Hours:** Monday-Friday, 8:30 AM - 5:00 PM

 **Important Notes:**

- All documents must be original where applicable
- The deceased must have been an Ethiopian citizen
- Family members or legal representatives may apply on behalf of the deceased

Divorce Certificate Registration – Ethiopian Embassy in Beijing

Service Overview

For Ethiopian citizens needing to register a divorce at the Ethiopian Embassy in Beijing.

Step 1: Visit the Ethiopian Embassy in Person

 **Embassy Address:**

- **English:** Ethiopian Embassy, No. 3 Xiushui South Street, Chaoyang District, Beijing 100600
- **中文:** 北京市朝阳区秀水南街3号 埃塞俄比亚使馆 邮编：100600

 **Documents Required:**

 **For both spouses (if applicable):**

1. Original divorce certificate issued by:
 - Chinese court (must be notarized and authenticated by Chinese authorities)
2. Photocopy of passport (bio-data page)

 **Service Fee:** 30 USD (Cash only)

 **Processing Time:** 20 minutes (during embassy working hours)

 **Service Hours:** Monday-Friday, 8:30 AM - 5:00 PM

 **Important Notes:**

- All foreign documents must have certified English translations
- The embassy may require additional verification for certain cases

Ethiopian Immigration & Citizenship Services Guide

The Ethiopian Embassy in Beijing provides passport services for Ethiopia citizens under the Council of Ministers Decree No. 550/2016.

Applications can be made:

A. Online Services

You may apply for Immigration & Citizenship Services through:

Official Portals:

- [Digital Invea](https://digitalinvea.com/) (<https://digitalinvea.com/>)
- [Ethiopian Passport Services](https://www.ethiopianpassportservices.gov.et) (<https://www.ethiopianpassportservices.gov.et>)

B. Embassy Services

In-Person at Ethiopian Embassy Beijing

- **English:** Ethiopian Embassy, No. 3 Xiushui South Street, Chaoyang District, Beijing 100600
 - **中文:** 北京市朝阳区秀水南街3号 埃塞俄比亚使馆 邮编：100600
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Service Overview

1.1 New Passport for Children

Required Documents:

- Parents/guardians must apply in person
- For children born in China:
 - Original + copy of **birth certificate** from the hospital where the child was born. (authenticated by Chinese authorities).
- 2 passport photos (3x4 cm) of child
- Original + copy of parent's passport

-  **Service Fee:** \$200 USD (Cash only)
-  **Service Hours:** Monday-Friday, 8:30 AM - 5:00 PM

1.2 Change of Passport Data

Required Documents:

- Original + copy of current passport
- For name changes: **court order**
- For birth date/place changes: **birth certificate** (authenticated by Ethiopian MoFA)
- 2 passport size photos
-  **Service Fee:** \$550 USD (Cash only)
-  **Service Hours:** Monday-Friday, 8:30 AM - 5:00 PM

1.3 Lost/Stolen Passport

Required Documents:

- Copy of lost passport (or passport number)
- **Police report** (in English or certified translation)
- 2 passport size photos
-  **Service Fee:** \$450 USD (Cash only)
-  **Service Hours:** Monday-Friday, 8:30 AM - 5:00 PM

1.4 Damaged Passport

Required Documents:

- Bring damaged passport

- Copy of passport (or passport number)
- 2 passport photos
- 💰 **Service Fee:** \$450 USD (Cash only)
- ⏱ **Service Hours:** Monday-Friday, 8:30 AM - 5:00 PM

1.5 Passport Pages Running Out

Required Documents:

- Passport with only 3-5 pages remaining can get this service.
- Original + copy of passport
- 2 passport photos
- 💰 **Service Fee:** \$200 USD (Cash only)
- ⏱ **Service Hours:** Monday-Friday, 8:30 AM - 5:00 PM

1.6 passport renewal

- *Only the passport can be renewed if passport issued <1 year ago*
- Original + copy of current passport
- 2 passport size photos
- 💰 **Service Fee:** \$200 USD (Cash only)
- ⏱ **Service Hours:** Monday-Friday, 8:30 AM - 5:00 PM

1.6 Laissez-Passer (Emergency Travel Document)

For Children:

- Birth certificate (authenticated by China MoFA)
- At least one of the parents must be an Ethiopian citizen.

- Original + copy of parents' passports
- 2 passport size photos
- 💰 **Service Fee:** \$120 USD (Cash only)
- 🕒 **Service Hours:** Monday-Friday, 8:30 AM - 5:00 PM

For Adults:

- Copy of lost passport or passport number.
- Police report (in English/translated)
- 💰 **Service Fee:** \$120 USD (Cash only)
- 🕒 **Service Hours:** Monday-Friday, 8:30 AM - 5:00 PM

Note: Second-time loss requires police report +150 *USD fee*

⚠ Important Notes:

- ✓ All names must be written **exactly as in official records**
- ✓ All documents must be **original + copies**
- ✓ Services available **in-person only** during working hours (8:30 am – 5:00 pm) Monday to Friday
- ✓ Fees payable in **USD cash**

Online Services Available:

🌐 Apply through:

- <https://digitalinvea.com/>
- <https://www.ethiopianpassportservices.gov.et>

CONTACT US / GET IN TOUCH

Embassy of Ethiopia Beijing, China

Email

beijing.embassy@mfa.gov.et

Phone

+86 10 653 253 18

Embassy Address

- English: Ethiopian Embassy, No. 3 Xiushui South Street, Chaoyang District, Beijing 100600
- 中文: 北京市朝阳区秀水南街3号 埃塞俄比亚使馆 邮编 : 100600