

Embassy of the Federal
Democratic Republic of
Ethiopia, Beijing"– Consular
Services Information and
Detailed Manual

埃塞俄比亚联邦民主共和国驻华
大使馆"--领事服务信息手册

EMBASSY OF THE FEDERAL DEMOCRATIC REPUBLIC OF ETHIOPIA,

埃塞俄比亚联邦民主共和国驻华使馆

ELANDER-VISION

Document Authentication & Legalization – Step-by-Step Guide

文书认证及合法化 —— 分步指南

1. Documents originated from Ethiopia → For Use in China

1. 埃塞俄比亚出具的文件→在中国使用

Step-by-Step Process:

分步流程：

Notarization in Ethiopia

在埃塞俄比亚进行公证

According to the Citizens' Charter of the Ministry of Foreign Affairs of the Federal Democratic Republic of Ethiopia, the following prerequisites must be fulfilled before documents can be submitted to the consular services of the Ministry.

根据埃塞俄比亚联邦民主共和国外交部《公民宪章》，文件提交至外交部领事服务部门前，必须满足以下先决条件。

Civil Status Documents:

民事状况文件：

Birth certificates, non-marital status certificates, marriage certificates, divorce certificates, and death certificates.

出生证明、未婚证明、结婚证明、离婚证明和死亡证明。

Documents issued by regional or national civil status offices must be authenticated by the respective regional authorities.

由地区或国家民事状况办公室出具的文件，须经相应的地区当局认证。

Documents issued under the Addis Ababa city administration must be authenticated by the main civil status office or agency.

亚的斯亚贝巴市政府出具的文件，须由主要民事状况办公室或机构认证。

Documents issued under the Dire Dawa city administration must be authenticated by the city's civil status office.

德雷达瓦市政府出具的文件，须由该市的民事状况办公室认证。

Educational Certificates:

教育证书:

Educational documents issued by institutions under regional governments must be authenticated by the respective regional education bureaus.

地区政府下属机构出具的教育文件，须经相应的地区教育局认证。

Technical and vocational training certificates must be authenticated by the regional Technical and Vocational Education and Training (TVET) commissions.

技术和职业培训证书，须经地区技术和职业教育培训（TVET）委员会认证。

Educational documents from Addis Ababa and Dire Dawa must be authenticated by their respective education bureaus.

亚的斯亚贝巴和德雷达瓦出具的教育文件，须经各自的教育局认证。

University-issued documents must be authenticated by the registrar's office of the respective institution.

大学出具的文件，须经所属院校的注册办公室认证。

Non-governmental educational documents (above diploma level) must be authenticated by the Federal Education and Training Authority, while those below diploma level must be authenticated by regional or city education bureaus.

非政府教育文件（diploma 以上级别）须经联邦教育和培训管理局认证，diploma 以下级别须经地区或城市教育局认证。

National exam certificates (Grade 10/12) must be authenticated by the Educational Assessment and Examinations Service.

国家考试证书（10 级 / 12 级）须经教育评估和考试服务机构认证。

Health-Related Documents:

健康相关文件：

Health documents issued by regional health institutions must be authenticated by regional health bureaus.

地区卫生机构出具的健康文件，须经地区卫生局认证。

Documents issued by health institutions in Addis Ababa or Dire Dawa must be authenticated by their respective city health bureaus.

亚的斯亚贝巴或德雷达瓦卫生机构出具的文件，须经各自的市卫生局认证。

Documents issued by federal health institutions must be authenticated by the Ministry of Health.

联邦卫生机构出具的文件，须经卫生部认证。

Driving Licenses:

驾驶执照：

Licenses issued by regional transport bureaus must be authenticated by the respective regional transport offices.

地区交通局颁发的执照，须经相应的地区运输办公室认证。

Licenses issued by Addis Ababa or Dire Dawa must be authenticated by their respective city transport bureaus.

亚的斯亚贝巴或德雷达瓦颁发的执照，须经各自的市交通局认证。

Police Clearance Certificates:

无犯罪记录证明：

Must be Issued and authenticated by the Federal Police's Crime and Forensic Investigation Bureau.

须由联邦警察犯罪和法医调查局出具并认证。

Copy of Ethiopian Passport:

埃塞俄比亚护照复印件：

Must be authenticated by the Immigration and Citizenship Service.

须经移民和公民身份服务局认证。

Court Documents:

法院文件:

Regional court documents must be authenticated by the regional Supreme Court or executive bureau.

地区法院文件须经地区最高法院或执行局认证。

First-instance court documents from Addis Ababa or Dire Dawa must be authenticated by their respective court registrars.

亚的斯亚贝巴或德雷达瓦的初审法院文件，须经各自的法院书记官认证。

Federal court documents must be authenticated by the federal Supreme Court registrar.

联邦法院文件须经联邦最高法院书记官认证。

Sharia court documents must be authenticated by the Higher Islamic Affairs Council of Ethiopia.

伊斯兰教法法院文件须经埃塞俄比亚高级伊斯兰事务委员会认证。

Power of Attorney, Declarations, and Affidavits:

委托书、声明和宣誓书:

Regional documents must be authenticated by regional justice bureaus.

地区文件须经地区司法局认证。

Documents from Addis Ababa or Dire Dawa must be authenticated by their respective city legal agencies.

亚的斯亚贝巴或德雷达瓦的文件，须经各自的市法律机构认证。

Trade Licenses and Commercial Documents:

贸易许可证和商业文件:

Regional trade documents must be authenticated by regional trade bureaus.

地区贸易文件须经地区贸易局认证。

Addis Ababa or Dire Dawa trade documents must be authenticated by their respective city trade offices.

亚的斯亚贝巴或德雷达瓦的贸易文件，须经各自的市贸易办公室认证。

Export-related documents must be authenticated by the Ethiopian Trade Council or regional/city trade bureaus.

出口相关文件须经埃塞俄比亚贸易委员会或地区 / 市贸易局认证。

Agricultural export documents (e.g., phytosanitary certificates) must be authenticated by the Ministry of Agriculture.

农业出口文件（如植物检疫证书）须经农业部认证。

Investment Permits and Related Documents:

投资许可证及相关文件:

Regional investment documents must be authenticated by regional investment bureaus.

地区投资文件须经地区投资局认证。

Addis Ababa or Dire Dawa investment documents must be authenticated by their respective city investment offices.

亚的斯亚贝巴或德雷达瓦的投资文件，须经各自的市投资办公室认证。

Federal investment documents must be authenticated by the Federal Investment Agency.

联邦投资文件须经联邦投资局认证。

Adoption Documents:

收养文件：

Must be authenticated by the federal first-instance court registrar.

须经联邦初审法院书记官认证。

Hajj, Umrah, and Related Travel Documents:

朝觐、副朝及相关旅行文件：

Must be authenticated by the Higher Islamic Affairs Council of Ethiopia.

须经埃塞俄比亚高级伊斯兰事务委员会认证。

The Ethiopian Trade Council may authenticate trade-related documents, but Islamic Affairs Council authentication is mandatory for Hajj/Umrah.

埃塞俄比亚贸易委员会可认证贸易相关文件，但朝觐 / 副朝文件必须由伊斯兰事务委员会认证。

Employment Contracts for Overseas Workers:

海外工人就业合同：

Must be authenticated by the Ministry of Labor and Social Affairs.

须经劳动和社会事务部认证。

Residence, Address, and Employment Status Documents:

居住、地址和就业状况文件:

- Regional documents must be authenticated by regional justice bureaus or authorized offices.
- 地区文件须经地区司法局或授权办公室认证。

Translated Legal Documents:

翻译的法律文件:

Original documents must accompany translations.

译文须附原件。

Regional translations must be authenticated by regional justice bureaus.

地区翻译文件须经地区司法局认证。

Addis Ababa or Dire Dawa translations must be authenticated by their respective legal agencies.

亚的斯亚贝巴或德雷达瓦的翻译文件，须经各自的法律机构认证。

Federal translations must be authenticated by the originating institution.

联邦翻译文件须经原出具机构认证。

Other Eligible Documents Not Listed Above

上述未列出的其他合格文件

Regional documents must be authenticated by regional executive bureaus.

地区文件须经地区执行局认证。

Addis Ababa or Dire Dawa documents must be authenticated by their respective city executive bureaus.

亚的斯亚贝巴或德雷达瓦的文件，须经各自的市执行局认证。

Federal documents must be authenticated by the respective federal institution. 联邦文件须经相应的联邦机构认证。

Non-governmental documents must be authenticated by relevant government offices.

非政府文件须经相关政府部门认证。

Documents Issued by Foreign Entities:

外国机构出具的文件：

Documents from abroad must first be authenticated by the Ministry of Foreign Affairs of the issuing country.

外国文件须先由出具国的外交部认证。

Subsequently, they must be authenticated by the Ethiopian mission in that country or the mission of the issuing country in Ethiopia.

随后，须由埃塞俄比亚驻该国使团或出具国驻埃塞俄比亚使团认证。

If no Ethiopian mission exists in the issuing country, the document must be authenticated by the nearest Ethiopian mission or through diplomatic agreement.

如出具国无埃塞俄比亚使团，文件须由最近的埃塞俄比亚使团或通过外交协议认证。

Authentication by Ethiopian MoFA

埃塞俄比亚外交部认证

Have the document authenticated by the Ministry of Foreign Affairs (MoFA) in Addis Ababa. 文件须由亚的斯亚贝巴的外交部（MoFA）认证。

Authentication by the Embassy PRC in Ethiopia

中国驻埃塞俄比亚大使馆认证

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

文件须由以下机构合法化： 中华人民共和国驻埃塞俄比亚大使馆：（具体地址和要求请查询其网站：chinaemb_et@mfa.gov.cn, chineseembassy@telecom.net.et）

Submit at Ethiopian Embassy in Beijing

向埃塞俄比亚驻华使馆馆提交

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 请本人携带原件至:  地址: 中国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:

费用及办理时间:

 Service Fee:

 服务费:

Individual documents (I): 317.70 RMB (cash only)

个人文件 (I) : 317.70 元人民币 (仅限现金)

Commercial documents (C): 331.82 RMB (cash only)

商业文件 (C) : 331.82 元人民币 (仅限现金)

 Processing Time: 10 minutes (upon arrival during working)

 办理时间: 10 分钟 (工作时间内到达后办理)

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

 服务时间: 周一至周五, 上午 8:30 至下午 5:00

2. Documents originated from China → For Use in Ethiopia

2. 中国出具的文件→在埃塞俄比亚使用

Step-by-Step Process:

分步流程:

Notarization in China

在中国进行公证

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

文件须由中国公证处公证员公证。

Authentication by Chinese MoFA or FAO

中国外交部或外事办公室认证

Have it authenticated by:

须由以下机构认证:

Ministry of Foreign Affairs (Beijing) (for national documents)

外交部（北京）（适用于国家文件）

Local Foreign Affairs Office (FAO) (for provincial documents)

地方外事办公室（FAO）（适用于省级文件）

Submit at Ethiopian Embassy in Beijing

向埃塞俄比亚驻华使馆馆提交

Bring the original document in person to the embassy.

请本人携带原件至大使馆。

📍 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 📍 使

馆地址：中国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:

费用及办理时间：

💰 Service Fee:

💰 服务费：

Individual documents (I): 508.32 RMB (cash only)

个人文件 (I) : 508.32 元人民币（仅限现金）

Commercial documents (C): 543.62 RMB (cash only)

商业文件 (C) : 543.62 元人民币（仅限现金）

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

 办理时间: 10 分钟（工作时间内到达后办理）

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

 服务时间: 周一至周五, 上午 8:30 至下午 5:00

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

3. 来自香港、澳门或其他国家的文件→在埃塞俄比亚使用

Step-by-Step Process:

分步流程:

Notarization in Home Country

在本国进行公证

Get your document notarized by a local notary public.

文件须由当地公证员公证。

Authentication by Local MoFA or FAO

当地外交部或外事办公室认证

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

须由外交部（MoFA）或当地外事办公室（FAO）认证。

Submit at Ethiopian Embassy in Beijing

向埃塞俄比亚驻华使馆馆提交

Bring the original document in person to the embassy.

请本人携带原件至大使馆。

Fees & Processing Time:

费用及办理时间:

💰 Service Fee:

💰 服务费:

Individual documents (I): 508.32 RMB (cash only)

个人文件 (I) : 508.32 元人民币 (仅限现金)

Commercial documents (C): 543.62 RMB (cash only)

商业文件 (C) : 543.62 元人民币 (仅限现金)

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

🕒 办理时间: 10 分钟 (工作时间内到达后办理)

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

⌚ 服务时间: 周一至周五, 上午 8:30 至下午 5:00

Important Notes:

重要提示:

✓ 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.

✓ 所有提交的文件必须为原件。严禁提交伪造、抄袭或篡改的文件，此类行为构成违法犯罪。一经发现，将依法追究法律责任。

✓ Payment must be in cash (RMB).

✓ 支付方式仅限人民币现金。

- ✓ Processing is done in person during embassy working hours.
- ✓ 须在使馆工作时间内本人办理。

Need Help?

需要帮助？

📞 Contact: +86 10 653 253 18

📞 联系电话: +86 10 653 253 18

✉️ Email: beijing.embassy@mfa.gov.et

✉️ 电子邮箱: beijing.embassy@mfa.gov.et

🌐 Website: www.beijing.mfa.gov.et

🌐 官方网站: www.beijing.mfa.gov.et

2. Power of Attorney Service (PoA) Step-by-Step Guide

2. 委托书服务（PoA）分步指南

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.

本服务允许授权人（授予委托书的一方）授权他人（接受委托书的一方）在埃塞俄比亚代其行事。

Step 1: Visit the Ethiopian Embassy in Beijing

步骤 1：访问埃塞俄比亚驻华使馆馆

📍 Embassy Address:

📍 使馆地址:

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

所需材料：

For the person giving Power of Attorney (Grantor):

授权人（授予委托书方）：

Original passport + one photocopy

护照原件 + 一份复印件

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

受委托人（接受委托书方）：

One copy of their valid identification 有效身份证件复印件一份

- E.g. Resident Permit, National ID (Ethiopia) or Driver's License
- 如：居留许可、（埃塞俄比亚）国民身份证或驾驶执照

 Service Fee: 331.82 RMB (cash only)

 服务费用：331.82 元人民币（仅限现金）

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

处理时间：15 分钟（工作时间内到达后开始计算）

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

服务时间：周一至周五，上午 8:30 至下午 5:00

Step 2: Send the Document to Ethiopia

第二步：将文件寄往埃塞俄比亚

After receiving the Power of Attorney from the embassy:

收到使馆出具的授权委托书后：

-  Send the original hard copy to the person receiving the Power of Attorney in Ethiopia.
-  将原件邮寄给埃塞俄比亚境内接收授权委托书的人员。

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

第三步：在埃塞俄比亚外交部领事事务总局进行认证

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

接收人须首先将文件提交至埃塞俄比亚外交部领事事务总局进行核实和认证。

📍 Address: 2QF4+8JH, Wendmanah St, Addis Ababa, Ethiopia

📍 地址：埃塞俄比亚亚的斯亚贝巴温德马纳街，邮编 2QF4+8JH

Step 4: Final Authentication at Federal Documents Office

Authentication and Registration Service (DARS)

第四步：在联邦文件办公室认证和注册服务局（DARS）完成最终认证

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

经外交部批准后，接收人须前往联邦文件认证和注册服务局（DARS）进行最终验证。

🌐 Branch Locations: Check the nearest office here → www.dars.gov.et

🌐 分支机构地址：点击此处查询最近的办事处→ www.dars.gov.et

Important Notes:

重要提示：

✓ 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.

✓ 所有提交的文件必须为原件。严禁提交伪造、抄袭或篡改的文件，此类行为构成违法犯罪。经查实提交此类文件者，将依法追究法律责任。

✓ Payment must be in cash (RMB).

✓ 支付方式仅限现金（人民币）。

✓ Processing is done in person during embassy working hours.

✓ 须在使馆工作时间内本人办理。

Need Help?

如需帮助：

📞 Contact: +86 10 653 253 18

📞 联系电话: +86 10 653 253 18

✉️ Email: beijing.embassy@mfa.gov.et

✉️ 电子邮箱: beijing.embassy@mfa.gov.et

🌐 Website: www.beijing.mfa.gov.et

🌐 官方网站: www.beijing.mfa.gov.et

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

3. 无犯罪记录证明及指纹认证 —— 分步指南

Step 1: Visit the Ethiopian Embassy in Beijing

第一步：前往埃塞俄比亚驻北京使馆

📍 Embassy Address:

📍 使馆地址：

• English: Ethiopian Embassy, No. 3 Xiushui South Street, Chaoyang District, Beijing 100600

• 英文：埃塞俄比亚使馆，北京市朝阳区秀水南街 3 号，邮编 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:

所需材料：

✓ For the applicant:

✓ 申请人需携带：

• Original passport + one photocopy

• 护照原件及一份复印件

• Five (5) photos (3cm x 4cm)

• 5 张照片 (3 厘米 ×4 厘米)

💰 Service Fee: Free of charge

💰 服务费用：免费

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

⌚ 处理时间：20 分钟（工作时间内到达后开始计算）

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

 服务时间：周一至周五，上午 8:30 至下午 5:00

What Happens Next?

后续流程：

- Your fingerprints will be taken.
- 采集指纹。
- The officer will:
- 工作人员将：
 - Sign the document
 - 在文件上签字
 - Place it with your photos in a sealed envelope
 - 将文件和照片装入密封信封
 - Stamp the envelope for security
 - 对信封进行安全盖章
- You will receive the sealed envelope—DO NOT OPEN IT.
- 您将收到密封信封 —— 请勿拆开。

Step 2: Send the Sealed Document to Ethiopia

第二步：将密封文件寄往埃塞俄比亚

 Mail the sealed envelope to Ethiopia for further processing.

 将密封信封邮寄至埃塞俄比亚进行后续处理。

Step 3: Processing in Ethiopia

第三步：在埃塞俄比亚境内处理

- ◆ The document must be submitted to: Federal Police Criminal Investigation Sector – Forensic Investigation Directorate (Only they can open the sealed envelope.)
- ◆ 文件须提交至：联邦警察刑事调查部门 —— 法医调查局（仅限该部门可拆封密封信封）。

Step 4: Authentication at Ethiopian MoFA

第四步：在埃塞俄比亚外交部进行认证

- ◆ After police clearance, the document must be verified & stamped by:
- ◆ 获得警方 clearance 后，文件须由以下部门核实并盖章：
 - 📍 Ethiopian Ministry of Foreign Affairs – Consular Affairs, Address: 2QF4+8JH, Wendmanah St, Addis Ababa, Ethiopia
 - 📍 埃塞俄比亚外交部领事事务司，地址：埃塞俄比亚亚的斯亚贝巴温德马纳街 2QF4+8JH

Step 5: Final Verification at Chinese Embassy in Ethiopia

第五步：在中国驻埃塞俄比亚使馆完成最终验证

- ◆ The document must be legalized by:
- ◆ 文件须由以下部门认证：

📍 Embassy of the People's Republic of China in Ethiopia: (Check their website (chinaemb_et@mfa.gov.cn, chineseembassy@telecom.net.et) for exact address & requirements.)

📍 中华人民共和国驻埃塞俄比亚使馆：（具体地址和要求请查询其网站：chinaemb_et@mfa.gov.cn, chineseembassy@telecom.net.et）

⚠ Important Notes:

⚠ 重要提示：

- ✓ DO NOT OPEN the sealed envelope from the Ethiopian Embassy.
- ✓ 请勿拆开埃塞俄比亚使馆提供的密封信封。
- ✓ All steps must be completed in order.
- ✓ 所有步骤须按顺序完成。
- ✓ Processing is done in person during embassy hours.
- ✓ 须在使馆工作时间内本人办理。

Need Help?

如需帮助：

📞 Contact: +86 10 653 253 18

📞 联系电话：+86 10 653 253 18

✉ Email: beijing.embassy@mfa.gov.et

✉ 电子邮箱：beijing.embassy@mfa.gov.et

🌐 Website: www.beijing.mfa.gov.et

 官方网站: www.beijing.mfa.gov.et

Vital Events

重要事件登记

Birth Certificate Registration – Ethiopian Embassy in Beijing

出生证明登记 —— 埃塞俄比亚驻北京使馆

Step 1: Visit the Ethiopian Embassy in Person

第一步：亲自前往埃塞俄比亚使馆

 Embassy Address:

 使馆地址:

- English: Ethiopian Embassy, No. 3 Xiushui South Street, Chaoyang District, Beijing 100600

- 英文：埃塞俄比亚使馆，北京市朝阳区秀水南街 3 号，邮编 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:

所需文件:

For the child:

儿童需提供:

- Original birth certificate from the hospital + one photocopy
- 医院出具的出生证明原件及一份复印件
- Two (2) passport-sized photos (3cm x 4cm) of the child
- 儿童 2 张护照尺寸照片 (3 厘米 ×4 厘米)

I For parents:

父母需提供:

- Original passports of both parents + one photocopy each
- 父母双方护照原件及各自一份复印件

 Service Fee: 30 USD (Cash only)

 服务费用: 30 美元 (仅限现金)

 Processing Time: 20 minutes (during embassy working hours)

 处理时间: 20 分钟 (使馆工作时间内)

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

 服务时间: 周一至周五, 上午 8:30 至下午 5:00

⚠ Important Notes:

 重要提示:

- ✓ Must be registered within 90 days of birth – After this period, it will be considered a late registration.

- ✓ 须在出生后 90 天内登记 —— 逾期将视为延迟登记。
- ✓ 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.
- ✓ 须父母双方同意 —— 若一方无法到场，须提供授权委托书委托另一方代办。
- ✓ Processing is in-person only – No online applications.
- ✓ 仅限本人办理 —— 不接受在线申请。

Marriage Certificate Registration – Ethiopian Embassy in Beijing

结婚证登记 —— 埃塞俄比亚驻北京使馆

Step 1: Visit the Ethiopian Embassy in Person

第一步：亲自前往埃塞俄比亚使馆

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

双方配偶所需文件:

Proof of Marital Status:

婚姻状况证明:

• For Ethiopian citizens:

• 埃塞俄比亚公民:

o Certificate of unmarried status from The Civil Registration and Residency Service Agency - <https://aacrrsa.gov.et/departments/2>

o 民事登记和居住服务机构出具的未婚证明 ——

<https://aacrrsa.gov.et/departments/2>

o Must be authenticated by Ethiopian Ministry of Foreign Affairs and the embassy of china in Ethiopia

o 须经埃塞俄比亚外交部和中国驻埃塞俄比亚使馆认证

📍 Authentication Address: 2QF4+8JH, Wendmanah St, Addis Ababa

📍 认证地址: 埃塞俄比亚亚的斯亚贝巴温德马纳街, 2QF4+8JH

• For foreign citizens:

• 外国公民:

o Certificate of unmarried status from home country

o 本国出具的未婚证明

o Must be verified by relevant authorities in home country

o 须经本国相关部门核实

o Need to be authenticated by ministry of foreign affairs of the PRC

o 须经中华人民共和国外交部认证

Identification Documents:

身份证明文件:

- Original passports + one photocopy each
- 护照原件及各自一份复印件

Photographs:

照片:

- Two (2) passport-sized photos (3cm x 4cm) for each spouse
- 双方配偶各 2 张护照尺寸照片 (3 厘米 ×4 厘米)

Witness Requirements:

证人要求:

- Four (4) witnesses totals (two for each spouse)

- 共 4 名证人 (双方配偶各 2 名)

- Witnesses must:

- 证人须:

- Be legally residing in China

- 在中国合法居留

- Bring original ID cards/visas/passports + one photocopy each

- 携带本人身份证 / 签证 / 护照原件及各自一份复印件

- ฿ Service Fee: 30 USD (Cash only)

- ฿ 服务费用: 30 美元 (仅限现金)

- ⌚ Processing Time: 2 hours (during embassy working hours)

- ⌚ 处理时间: 2 小时 (使馆工作时间内)

⚠ Important Notes:

⚠ 重要提示:

✓ Public Notice:

✓ 公示要求:

• A marriage notice will be posted on the embassy website for one month with the Both spouses' consent to verify:

• 经双方配偶同意，结婚公告将在使馆网站公示一个月，以核实：

o No previous marriages

o 无前婚记录

✓ Both spouses must be present and Processing is in-person only

✓ 双方配偶须亲自到场，仅限本人办理

✓ All documents must be original and verified

✓ 所有文件须为原件并经核实

✓ The Certificate of Unmarried Status must be issued within the last six months to be considered valid.

✓ 未婚证明须在最近 6 个月内出具方为有效。

✓ Any certificate dated more than six months prior to submission will not be accepted.

✓ 提交日期超过 6 个月的证明不予接受。

Need Help?

如需帮助:

 Contact: +86 10 653 253 18

 联系电话: +86 10 653 253 18

 Email: beijing.embassy@mfa.gov.et

 电子邮箱: beijing.embassy@mfa.gov.et

 Website: www.beijing.mfa.gov.et

 官方网站: www.beijing.mfa.gov.et

Death Certificate Registration – Ethiopian Embassy in Beijing

死亡证明登记 —— 埃塞俄比亚驻北京使馆

Service Overview

服务概述

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

如需为在华埃塞俄比亚公民政办死亡登记, 请遵循以下步骤:

Step 1: Visit the Ethiopian Embassy in Person

第一步：亲自前往埃塞俄比亚使馆

 Embassy Address:

 使馆地址:

- English: Ethiopian Embassy, No. 3 Xiushui South Street, Chaoyang District, Beijing 100600

- 英文： 埃塞俄比亚使馆， 北京市朝阳区秀水南街 3 号， 邮编
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:

所需文件：

For the deceased:

deceased 需提供：

1. Original death certificate from:

1.死亡证明原件（由以下机构出具）：

2.Hospital (if passed in medical facility) OR

2.医院（如在医疗机构去世）或

3.Local health service center (if passed at home/elsewhere)

3.当地卫生服务中心（如在家中 / 其他地点去世）

4.Photocopy of the deceased's passport (if available)

4.死者护照复印件（如有）

5.💰 Service Fee: 20 USD (Cash only)

5.  服务费用: 20 美元 (仅限现金)

6.  Processing Time: 20 minutes (during embassy working hours)

6.  处理时间: 20 分钟 (使馆工作时间内)

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

7.  服务时间: 周一至周五, 上午 8:30 至下午 5:00

Important Notes:

重要提示:

- All documents must be original where applicable
- 所有文件须为原件 (如适用)
- The deceased must have been an Ethiopian citizen
- 死者须为埃塞俄比亚公民
- Family members or legal representatives may apply on behalf of the deceased
- 家属或法定代表人可代为申请

Divorce Certificate Registration – Ethiopian Embassy in Beijing

离婚证明登记 —— 埃塞俄比亚驻北京使馆

Service Overview

服务概述

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

适用于需在埃塞俄比亚驻北京使馆办理离婚登记的埃塞俄比亚公民。

Step 1: Visit the Ethiopian Embassy in Person

第一步：亲自前往埃塞俄比亚使馆

📍 Embassy Address:

📍 使馆地址:

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

所需文件:

For both spouses (if applicable):

双方配偶（如适用）需提供:

1. Original divorce certificate issued by:

1. 离婚证明原件（由以下机构出具）：
2. Chinese court (must be notarized and authenticated by Chinese authorities)
2. 中国法院（须经中国相关部门公证和认证）
3. Photocopy of passport (bio-data page)
3. 护照个人信息页复印件
4. 💰 Service Fee: 30 USD (Cash only)
4. 💰 服务费用：30 美元（仅限现金）
5. 🕒 Processing Time: 20 minutes (during embassy working hours)
5. 🕒 处理时间：20 分钟（使馆工作时间内）
6. 🕒 Service Hours: Monday-Friday, 8:30 AM - 5:00 PM
6. 🕒 服务时间：周一至周五，上午 8:30 至下午 5:00

⚠ Important Notes:

⚠ 重要提示：

- All foreign documents must have certified English translations
- 所有外国文件必须附有经认证的英文翻译件
- The embassy may require additional verification for certain cases

- 使馆可能对某些情况要求额外核实

Ethiopian Immigration & Citizenship Services Guide

埃塞俄比亚移民与公民事务服务指南

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

埃塞俄比亚移民与公民事务服务指南

根据部长会议第 550/2016 号法令，埃塞俄比亚驻北京大使馆为埃塞公民提供护照服务。

Applications can be made:

申请方式：

A. Online Services

A. 在线服务

You may apply for Immigration & Citizenship Services through:

您可通过以下平台申请移民与公民事务服务

Official Portals:

官方门户网站：

- Digital Invea (<https://digitalinvea.com/>)
- Ethiopian Passport Services
(<https://www.ethiopianpassportservices.gov.et>)
- 埃塞俄比亚护照服务网

B. Embassy Services

B. 使馆服务

In-Person at Ethiopian Embassy Beijing

亲临埃塞俄比亚驻北京大使馆

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

Service Overview

服务概述

1.1 New Passport for Children 1.1 儿童新护照



Required Documents:



所需文件

- Parents/guardians must apply in person
- 父母 / 监护人必须亲自申请
- For children born in China:
- 在中国出生的儿童：

- Original + copy of **birth certificate** from the hospital where the child was born. (authenticated by Chinese authorities).
◦ 儿童出生医院出具的出生证明原件及复印件（需经中国当局认证）
 - 2 passport photos (3×4 cm) of child
儿童 2 张护照照片 (3×4 厘米)
 - Original + copy of parent's passport
• 父母护照原件及复印件
- 💰 Service Fee:** \$200 USD (Cash only)

💰 服务费： 200 美元（仅限现金）

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

⌚ 服务时间： 周一至周五，上午 8:30 至下午 5:00

1.2 Change of Passport Data

1.2 护照信息变更

Required Documents:

所需文件：

- Original + copy of current passport
• 现有护照原件及复印件
- For name changes: **court order**

- 姓名变更：法院判决书
- For birth date/place changes: **birth certificate** (authenticated by Ethiopian MoFA)
- 出生日期 / 地点变更：出生证明（需经埃塞俄比亚外交部认证）
- 2 passport size photos
- 2 张护照尺寸照片

 **Service Fee:** \$550 USD (Cash only)

 服务费：550 美元（仅限现金）

-  **Service Hours:** Monday-Friday, 8:30 AM - 5:00 PM
-  服务时间：周一至周五，上午 8:30 至下午 5:00

1.3 Lost/Stolen Passport

1.3 护照遗失 / 被盗

Required Documents:

 所需文件：

- Copy of lost passport (or passport number)
- 遗失护照复印件（或护照号码）
- **Police report** (in English or certified translation)
- **警方报告**（英文或经认证的翻译件）
- 2 passport size photos

- 2 张护照尺寸照片
- 💰 **Service Fee:** \$450 USD (Cash only)
- 💰 服务费：450 美元（仅限现金）
- 🕒 **Service Hours:** Monday-Friday, 8:30 AM - 5:00 PM 🕒 服务时间：周一至周五，上午 8:30 至下午 5:00

1.4 Damaged Passport

1.4 护照损坏

Required Documents:

所需文件：

- Bring damaged passport
- 提交损坏的护照
- Copy of passport (or passport number)
- 护照复印件（或护照号码）
- 2 passport photos
- 2 张护照照片
- 💰 **Service Fee:** \$450 USD (Cash only)
- 💰 服务费：450 美元（仅限现金）
- 🕒 **Service Hours:** Monday-Friday, 8:30 AM - 5:00 PM 🕒 服务时间：周一至周五，上午 8:30 至下午 5:00

1.5 Passport Pages Running Out

1.5 护照页数不足



Required Documents:



所需文件：

- Passport with only 3-5 pages remaining can get this service.
- 剩余 3-5 页空白页的护照可申请此项服务
- Original + copy of passport
- 护照原件及复印件
- 2 passport photos
- 2 张护照照片
- 💰 Service Fee: \$200 USD (Cash only)
- 💰 服务费：200 美元（仅限现金）
- 🕒 Service Hours: Monday-Friday, 8:30 AM - 5:00 PM
- 🕒 服务时间：周一至周五，上午 8:30 至下午 5:00

1.6 passport renewal

护照换发

- Only the passport can be renewed if passport issued <1 year ago
仅签发未满 1 年的护照可换发
- Original + copy of current passport
- 现有护照原件及复印件
- 2 passport size photos

- 2 张护照尺寸照片
- 💰 **Service Fee:** \$200 USD (Cash only)
- 💰 服务费：200 美元（仅限现金）
- 🕒 **Service Hours:** Monday-Friday, 8:30 AM - 5:00 PM
- 🕒 服务时间：周一至周五，上午 8:30 至下午 5:00

1.7 Laissez-Passer (Emergency Travel Document)

1.7 旅行证（紧急旅行文件）

For Children:

儿童申请：

- Birth certificate (authenticated by China MoFA)
- 出生证明（需经中国外交部认证）
- At least one of the parents must be an Ethiopian citizen.
- 至少一方父母为埃塞俄比亚公民
- Original + copy of parents' passports
- 父母护照原件及复印件
- 2 passport size photos
- 2 张护照尺寸照片
- 💰 **Service Fee:** \$120 USD (Cash only)
- 💰 服务费：120 美元（仅限现金）

-  **Service Hours:** Monday-Friday, 8:30 AM - 5:00 PM
-  服务时间：周一至周五，上午 8:30 至下午 5:00

For Adults:

成人申请：

- Copy of lost passport or passport number.
- 遗失护照复印件或护照号码
- Police report (in English/translated)
- 警方报告（英文 / 翻译件）
-  **Service Fee:** \$120 USD (Cash only)
-  服务费：120 美元（仅限现金）
-  **Service Hours:** Monday-Friday, 8:30 AM - 5:00 PM
-  服务时间：周一至周五，上午 8:30 至下午 5:00

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

注：第二次遗失需提供警方报告并缴纳 150 美元费用

⚠ Important Notes: ⚠

重要提示：

- ✓ All names must be written **exactly as in official records**
- ✓ 所有姓名必须与官方记录完全一致
- ✓ All documents must be **original + copies**
- ✓ 所有文件必须提供原件及复印件

- ✓ Services available **in-person only** during working hours (8:30 am – 5:00 pm) Monday to Friday
- ✓ 仅在工作日（周一至周五，上午 8:30 至下午 5:00）提供现场服务
- ✓ Fees payable in **USD cash**
- ✓ 费用需以美元现金支付

Online Services Available:

在线服务渠道：

- 🌐 Apply through:
 - 通过以下网址申请：
 - <https://digitalinvea.com/>
 - <https://www.ethiopianpassportservices.gov.et>

CONTACT US / GET IN TOUCH

联系我们

Embassy of Ethiopia Beijing, China

埃塞俄比亚驻中国北京大使馆

Email

电子邮箱

beijing.embassy@mfa.gov.et

Phone

联系电话

+86 10 653 253 18

Embassy Address 使馆地址

- **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