Embassy of the Arab Republic of Egypt in Ottawa - Canada

EMBASSY OF THE ARAB REPUBLIC OF EGYPT IN OTTAWA - CANADA

Important announcement

The Embassy of the Arab Republic of Egypt in Canada extends its best greetings to the ladies and gentlemen of the Egyptian community in Canada, and is honored to inform you that the Embassy will send a consular mission to the city of Calgary in the province of Alberta on September 28 and 29, 2024, from 10:00 am to 6:00 pm on the first day, and from 10:00 am to 3:00 pm on the second day. Members of the community who wish to complete a number of consular transactions can meet the mission team

The consulate is located at the following address:

Hyatt Place Calgary Airport

"Sky Room"

10 Aero Crescent NE

Calgary, Alberta, T2E 7Y5

This includes the consular services that will be provided during the mission to the gentlemen.

Citizens of the following consular transactions:

1 - Verify the validity of the signature of the “power of attorney” and various official documents (please

It is necessary to have a valid machine-readable Egyptian passport or national ID card.

(Egyptian valid when applying to complete the power of attorney). 2 - Receiving requests to renew the national ID card only, not to obtain a national ID card for the first time).

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Receiving applications for issuing and renewing the Egyptian machine-readable passport. - Criminal record certificate.

E - Obtaining travel facilitation certificates through international airports for Canadian citizens of Egyptian origin. Please note that it is necessary to have an expired machine-readable Egyptian passport, a national ID card, or a machine-readable Egyptian birth certificate in addition to the valid Canadian passport, and that the name written in the Canadian passport matches the name written in the machine-readable Egyptian identification documents.

The Embassy in Ottawa urges the esteemed community members to adhere to all requirements, instructions and documents required to complete these transactions, in order to assist in the success of the mission and provide them with the best possible consular service. In order to facilitate matters for citizens, you will find attached the requirements and fees for all consular transactions that will be submitted during the mission.

In this regard, the embassy calls upon citizens to take into account that the collection of fees for consular services provided will be done by bank check (Money Order) in the name of the embassy.

."Embassy of Egypt in Ottawa"

The Embassy of the Arab Republic of Egypt in Canada takes this opportunity to express its utmost appreciation and respect to the ladies and gentlemen of the Egyptian community.

Ottawa 9/12/2024

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Authentication of signature (power of attorney)

Fees: 80 Canadian dollars for authentication in cash or Money Order in the name of the Egyptian Embassy in Ottawa.

First: If the signatory (the principal) is of Egyptian nationality in the case of personal attendance, the original national ID card or Egyptian passport must be submitted, provided that the validity of any of them.

In the event of dealing by mail: 1 - The required power of attorney is issued before the Notary Public, considering the live signature.

(Not electronic).

2 - The power of attorney must be issued in Arabic. If the text of the power of attorney is in English,

English, must be accompanied by an Arabic translation. - Authentication from the Canadian Ministry of Foreign Affairs. Please note that the Canadian Ministry of Foreign Affairs has announced new procedures for authenticating documents and papers, and

View it at the following link: https://www.international.gc.ca/gac-amc/about-a-propos/services/authentication- authentification/apostille-convention.aspx?lang=eng

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- It is necessary to attach a certified copy of the valid Egyptian passport, which is stated in the validity text, or a valid Egyptian national ID card, according to the power of attorney.

E - The request must be sent in a Prepaid Return Envelope, to the following address:

454 Laurier Avenue East, Ottawa, Ontario K1N 6R3

- Please note the postal address, email or mobile phone number for communication when necessary.

Second: If the authorized signatory is a Canadian national:

1 - The required power of attorney shall be drawn up before the Notary Public, taking into account the live signature (not electronic), and the name of the principal shall be recorded according to what is stated in the Canadian passport, and with all

Accuracy. - Then obtain the Canadian Ministry of Foreign Affairs authentication. Please note that the Canadian Ministry of Foreign Affairs has announced new procedures for authenticating documents and papers, and it can

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3- Then you must come in person to the embassy with the original power of attorney and the original Canadian passport to obtain the embassy’s authentication.

Important note:

Each mission has a scope of competence through which it serves citizens in that district, and we hope you adhere to the scope.

Allocated to each of the two missions to facilitate everyone and to avoid disruption of your transactions.

The scope of jurisdiction of the Consular Section of the Embassy of the Arab Republic of Egypt in Ottawa:

British Columbia

Ottawa Gatineau Manitoba

Saskatchewan - Northwest Territories - Yukon Territory

Alberta

. The scope of jurisdiction of the Consulate General of the Arab Republic of Egypt in Montreal

Ontario (except Ottawa) - Quebec (except Gatineau) - New Brunswick

- Prince Edward Island - Nova Scotia - Newfoundland and Labrador

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Authentication of official documents issued by Canadian authorities

The fee is 160 Canadian dollars in cash or Money Order in the name of the Egyptian Embassy in Ottawa to certify both the original and the translation, where the value is divided between certifying the original at a value of 80 Canadian dollars and the translation at a value of another 80 dollars.

1- The original document and its translation into Arabic must be certified by the Canadian Ministry of Foreign Affairs. Please note that the Canadian Ministry of Foreign Affairs has announced new procedures for the certification of documents and papers, which can be viewed at the following link:

https://www.international.gc.ca/gac-amc/about-a propos/services/authentication-\

authentication/apostille-convention.aspx?lang=eng

2- In the case of dealing by mail, the request must be sent in a Prepaid Return Envelope, to the following address:

Important note:

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Steps to obtain a criminal record

Fees: $50 CAD in cash or Money Order in the name of the Egyptian Embassy in Ottawa.

In case of personal attendance, the original + a copy of the passport or national ID for Egyptians and the foreign passport for non-Egyptians must be brought.

In the case of dealing by mail, the previous documents are sent to the embassy with a personal request to extract a criminal record sheet with a postage-free envelope with the name and address written on it until

We can send the form to you to complete.

1 - All data is filled out on this form, then fingerprints are taken at the police station, or fingerprinting centers approved by the Canadian Police Service, and a (604-size personal photo) is also affixed to the form and stamped so that part of the stamp is on the photo and part on the form.

With the knowledge of the same party in front of which the fingerprints were raised.

2 - The form is sent back to the embassy after completing it and uploading fingerprints, along with a copy of the personal identification document, with the Prepaid Return Envelope, to send the newspaper to you after it arrives from the competent authorities in Cairo, which disclose the data of its owner within a period of no less than 8 Weeks.

The person concerned can send it to the Criminal Evidence Department of the Egyptian Ministry of Interior after it has been authenticated by one of the authentication offices of the Egyptian Ministry of Foreign Affairs to complete all the procedures related to it, and he returns the newspaper to the consulate after completing his procedures with the Criminal Evidence Department, so that the newspaper can be approved by the consular section of the embassy to be recognized by

Canadian authorities and this step does not require additional fees.

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Jurisdiction of the Consulate General of the Arab Republic of Egypt in Montreal Saskatchewan - Northwest Territories - Yukon Territory

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Machined passports

First: Issuing and renewing computerized passports:

Fees: $460 CAD in cash or Money Order in the name of the Egyptian Embassy in Ottawa.

The following documents must be submitted to the embassy either in person or by mail:

1- Original + copy of passport (copy of first page only)

2- Original + copy of the valid national ID card for those over 15 years of age. If the national ID card is not available or has expired, a passport will be issued for a shorter period.

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- Original + copy of the computerized birth certificate for those under 15 years of age.

4 - 3 personal photos, size 64 cm, with a white background.

E - The recruitment status of males over the age of 29.

- Money Order in the name of the Egyptian Embassy in the amount of 460 Canadian dollars or in cash in case of personal attendance.

The form data must be completed and obtained from the embassy after reviewing the documents and paying the fees according to the previous passport data and writing the telephone numbers

Canadian in the work and home phone box. The embassy sends the papers to the competent authorities in Cairo, then sends the passport to you

Upon receipt. - In the case of dealing by mail, the above shall be sent with a prepaid return envelope with your address written on it to send the original of the previous documents + passport renewal form.

Travel and then the application is sent back to the embassy.

Second: Obtaining a replacement for a lost or damaged machine-readable passport

Fees: $680 CAD in cash or Money Order in the name of the Egyptian Embassy in Ottawa.

The embassy must be provided with the following documents, either in person or by mail: 1 - A request submitted by the citizen to obtain a replacement for a lost passport, with a telephone number or contact number written on it.

2- A police report from the local authorities for the lost passport only.\

- A copy of the lost passport (original of the damaged passport (first page). - Original + copy of the national ID card.

E - Conscription document for males over 29 years of age. - In the case of dealing by mail, the above is sent with a prepaid return envelope with your address written on it to send the original of the previous documents + the passport renewal request, then the request is sent back to the embassy without a return envelope.

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Renewing the national ID card

Fees: $125 CAD in cash or Money Order in the name of the Egyptian Embassy in Ottawa.

The following documents must be submitted to the embassy, ​​either in person or by mail: 1 - A request to renew the national ID card is obtained from the embassy after reviewing the documents.

And get the fees.

2- Original + copy of the national ID card to be renewed.

In the case of dealing by mail, the above will be sent with a Prepaid Return Envelope with your address written on it to send the renewal form to you, to complete it and send it back to the embassy with the Prepaid Return Envelope to send the new card to you after it arrives From Egypt.

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Authentication of academic certificates and academic registration

The steps are as follows:

1- It must first be certified by the Egyptian Cultural Office in Montreal and its address is:

1 Place Ville Marie Suite1076, Montreal, Quebec H3B 4S6

Website address:

www.egypt-edu-can.net

2- Then the authentication from the embassy and the fee for each authentication is 80 Canadian dollars in cash or Money Order

On behalf of the Egyptian Embassy in Ottawa.

If the application is sent by mail to the embassy:

The academic document is certified according to the first step, and the mail sent must include a prepaid return envelope with your address for returning the transaction.

To its owner after completion, and please note a phone number to contact you if necessary.

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Commercial Certifications

Fees: $210 CAD in cash or Money Order to the Egyptian Embassy in Ottawa.

Required documents:

1- In the case of a certificate of origin, commercial invoice, and any other documents of a commercial nature, the authentication is done after authentication by the Chamber of Commerce / Canadian Ministry of Foreign Affairs. Please note that the Canadian Ministry of Foreign Affairs has announced new procedures for authenticating documents

And the documents can be viewed at the following link:

https://www.international.gc.ca/gac-amc/about-a propos/services/authentication- authentification/apostille-convention.aspx?lang=eng

2 - The commercial documents to be certified should not be combined into one document by the certification applicant, as the independent commercial documents must be certified separately.

If the application is sent by mail to the embassy:

Documents are sent in accordance with the above rules, and the mail sent must include a postal envelope.

Prepaid Return Envelope with your address to return the transaction after completion

It is also important to write down a phone number to contact you when necessary.

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