



**EMBASSY OF THE ARAB SYRIAN REPUBLIC**  
**2215 WYOMING AVENUE, N.W.**  
**WASHINGTON, D.C. 20008**

- **These are the Consular documents requested for all commercial shipments :**

Commercial Invoice and Certificate of Origin:

1. Please have a Notary Public notarize the invoice as well as the certificate of origin and have them authenticated by the National U.S. Arab Chamber of Commerce which has branches in several cities.
2. We cannot accept the Commercial Invoice without the Certificate of Origin and vice-versa. We need to have both available in order to process your request.
3. The following statement should be added on the certificate of origin and the invoices: "We hereby certify that the merchandise is wholly produced in the United States of America and produced with labor and materials from the above-mentioned country. Thus, we assume full responsibility for any inaccuracies or errors".

- **Particular Guidelines:**

Documentation with Errors:

1. A new set of documents must be prepared. Moreover, an additional Consular fee will be charged for the same amount as legalizing the original documents.

Medical Samples

1. Free medical samples may not be imported unless they conform to the following conditions:
  - A. The medical samples to be shipped must be different in form and size from the product intended to be sold.
  - B. It must be clearly labeled "Free Medical Sample".

- **Consular fees:**

1. Consular fees must be paid by cashier's check, company check or money order payable to the "Embassy of Syria". Personal checks are not accepted.
2. Attach payment to the original copies of the Commercial Invoice and Certificate of Origin.

3. Enclose a self-addressed stamped envelope.

4. The fee charged is per copy not per set. Moreover, the fees are based on the total value of the Commercial Invoice. Essentially, the fees are equal to 1 percent of the value of the Commercial Invoice, up to a maximum of \$1,500.00.

5. You must provide an extra copy of each commercial document for the records of the Consular Section.

6. Legalization is usually completed within three working days after receiving the documents.

• **Example of consular fees:**

1. Invoice value from \$1.00 to \$1,600.00: \$16.00

2. Invoice value from \$1,600.00 up to \$150,000.00: 1% of the total amount.

3. Invoice value from \$150,000.00 and up: \$1,500.00

**THANK YOU FOR YOUR COOPERATION**

**CONSULAR SECTION**