



EMBASSY OF THE REPUBLIC OF KENYA IN ABU DHABI

SUMMARY OF SERVICE DELIVERY CHARTER

VISION

A dynamic Mission contributing to Kenya's economic aspirations.

MISSION

To advance Kenya's Foreign Policy in the United Arab Emirates through effective diplomatic engagement.

CORE VALUES

Patriotism, Integrity, Sustainable Development, Good Governance, Inclusiveness, Professionalism

S/NO	SERVICE	REQUIREMENTS TO OBTAIN A SERVICE	COST OF SERVICE AT THE KENYA EMBASSY	TIMELINE
1.	Application of Good Conduct Certificate (Kenyan Nationals)	1. Original Passport / Kenyan ID 2. Valid UAE Residence Visa 3. Finger Print Capture Form 4. E-citizen Payment Invoice	AED 100	Within Four Weeks

2.	Application of Good Conduct certificate (Foreign Nationals)	1. Passport 2. Self-explanatory application letter for good conduct request 3. Proof of residence in Kenya (work permit, offer letters, etc. 4. Fingerprints capture form 5. E-citizen payment invoice	AED 200	Within Four Weeks
3.	Attestation of Police Clearance / Good Conduct Certificate	1. Original Passport 2. Kenyan ID Card 3. Original Police Clearance / Good Conduct Certificate valid for six months	AED 50	Within Three Working Days
4.	Application of Newborn Birth Certificate	1. UAE Birth Certificate- In both English and Arabic, duly attested by the Ministry of Foreign Affairs, Abu Dhabi 2. Parents' Original Passports and Kenyan National ID 3. Parents' Valid UAE Residence Visa 4. Parents' Marriage Certificate (affidavits are not admissible)	AED 50	Within Two Months
5.	Attestation of Birth Certificate	1. Original Passport 2. Original Birth Certificate 3. Authentication Certificate from the Ministry of Foreign Affairs, Kenya	AED 50	Within Three Working Days
6.	Application for No Impediment to Marriage	1. Both partners' original passports 2. Both partners' Kenyan IDs 3. Both partners' Birth Certificates 4. Valid UAE residence visas *If the fiancé is not a Kenyan citizen, the passport must be certified by their Embassy/ Consulate.	AED 500	Within Two Months
7.	Attestation of No Impediment to Marriage	1. Original Certificate of No Impediment 2. Authentication Certificate from the Ministry of Foreign Affairs, Kenya 3. Both Partners' Original Passports & Kenyan National IDs- 4. Both Partners' Birth Certificates	AED 50	Within Three Working Days

8.	Attestation of Marriage Certificate	1. Original Marriage Certificate 2. Both Partners' Original Passports/Kenyan IDs- 3. Authentication Certificate from Ministry of Foreign Affairs, Kenya 4. Certified Copy of Marriage Certificate	AED 50	Within Three Working Days.
9.	Attestation of Marriage Certificate (Issued in Kenya to Foreign Nationals)	1. Attested marriage certificate by the Civil Registrar of Marriages and Ministry of Foreign Affairs, Kenya 2. Passports	AED 200	Within Three Working Days
10.	Attestation of Divorce Certificate	1. Original Passport. 2. UAE Residence Visa 3. Original Divorce Certificate- attested by the Ministry of Foreign Affairs, Kenya, and the UAE Embassy, Nairobi	AED 50	Within Three Working Days
11.	Death Certificate Attestation	1. Passport of the Late 2. Authentication Certificate from Ministry of Foreign Affairs, Kenya 3. Authenticated original Death Certificate 4. Kenyan national ID copy	AED 50	Within Three Working Days
12.	Certified True Copy (CTC).	1. Original documents	AED 20	Same day
13.	Driving License Attestation / Arabic Translation	1. Passport and residence visa 2. Kenyan Identity card 3. Original Kenyan driving license (Must be valid)	AED 100	Within Three Working Days
14.	Overstay Letter	1. Original Passport 2. E-Citizen Invoice 3. Kenyan Birth Certificate 4. Parents' Passports and Valid Residence Visas	Gratis	Within Three Working Days
15.	Sponsor Letter	1. Request Letter 2. Original Passports of both the applicant and the sponsor	AED 100	Within Three Working Days

16.	Travel Emergency Certificate	For Newborn 1. Original UAE Birth Certificates - Both Attested by MOFA 2. Baby's Two Passport Size Photographs 3. Parents' Original Passports & Copy / Kenya ID 4. Marriage Certificate 5. Air Ticket For Lost Passport 1. Passport Copy 2. Police Abstract with English translation. 3. Two Passport Size Photographs 4. Air Ticket For Expired Passport 1. Original Passport 2. Visa Copy 3. Air Ticket	AED 100	Within One Day.
17.	Attestation of Academic Certificates	1. Original Passport 2. Original Certificates- authenticated by the Ministry of Foreign Affairs, Kenya 3. Attestation by the UAE Embassy, Nairobi 4. Academic Transcripts.	AED 20	Within Three Working Days
18.	Equivalence	1. Passport 2. Original certificates attested by Ministry of Foreign Affairs, Kenya and the UAE Embassy in Nairobi 3. Original transcript 4. The attestation of the Ministry of Foreign Affairs is considered valid for a maximum of two years (e.g. 2021/2022).	AED 100	Upon Verification from The Issuing Institution.
19.	Attestation of Power of Attorney	1. Original Passport and residence Visas of all individuals mentioned in the certificate. 2. For those not in the Country their Passports and visas must be attested by the Ministry of Foreign Affairs	AED 250	Within Three Working Days

20.	Attestation of Jobs Demand Letters	1. Copy of the Demand Letter- attested by the Chamber of Commerce 2. Service Contract duly signed by both parties, 3. Power of Attorney duly signed by the requesting company- attested by the chamber of commerce 4. Certificate / License issued by the respective Emirates Government, duly attested by MOFA or Chamber of Commerce; 5. National Employment Authority (NEA) Certificate from the Kenya Private Recruitment Agencies. 6. Copy of passport and Emirates ID for the company signatory 7. Copy of passport and Kenyan ID for the recruitment agent in Kenya	AED 500	Within two Working Days
21.	Attestation of Trade Documents	1. Copy of the Demand letter attested by the Chamber of Commerce 2. Service Contract duly signed by both parties, 3. Power of Attorney duly signed by the requesting company, attested by the Chamber of Commerce 4. Certificate / License issued by the respective Emirates Government, duly attested by MOFA or the UAE Chamber of Commerce; 5. Copy of passport or Emirates ID for the company signatory	AED 500	Within two Working Days
22.	Diaspora Banking Account Opening	1. Diaspora banking form 2. Passport / Kenyan identity card 3. Valid UAE residence visa 4. Official Email from the bank requesting facilitation 5. Immigration exit stamp from Kenya and entry stamp to the UAE	AED 100	Within Three Working Days

23.	Safaricom Line Mpesa Activation	1. Passport / Kenyan identity card 2. Valid UAE residence visa 3. Official Email from Safaricom requesting facilitation 4. Immigration exit stamp from Kenya and entry stamp to the UAE	AED 100	Within Three Working Days
24.	No Objection for Armored Vehicles		AED 500	
25.	Application For Passport	New Case 1. Duly filled passport application Form and two copies of payment invoices 2. Original Kenyan Birth Certificate and copy 3. Certificate of registration if Kenyan by registration. 4. Applicant's/ Child's two passport-size photographs 5. Recommender's ID copy 6. Original ID and copy for adults 7. Parents' original Passports & Copy/Kenya ID 8. Marriage Certificate of parents in case of a child. Replacements 1. Duly filled passport application Form and two copies of payment invoices 2. Original Kenyan Birth Certificate and copy 3. Certificate of registration if Kenyan by registration. 4. Applicant's/ Child's two passport-size photographs 5. Original ID and copy for adults 6. Recommender's ID copy 7. Duly filled Consent Form for minors	Applicable statutory fees paid during the application on E-citizen platform	Within Three Weeks from the Date of Biometrics Capture at the Consulate General of Kenya in Dubai

		8. Original passports that are to be replaced. Lost/Mutilated Passports 1. Duly filled passport application Form and two copies of payment invoices 2. Original Kenyan Birth Certificate and copy 3. Certificate of Registration if Kenyan by registration. 4. Applicant's/ Child's two passport-size photographs 5. Original ID and copy for adults 6. Recommender's ID copy 7. Duly filled Consent Form for minors 8. The original mutilated passport is to be replaced. 9. Police abstract for the lost passport 10. Sworn Affidavit for both lost and mutilated passports Personal letter explaining the circumstances of mutilation or loss.		
26.	Kenyan ID Application	New case 1. Copy of Birth Certificate 2. Kenyan Passport 3. UAE Residence Visa 4. Parents' Kenyan IDs 5. Parents' Birth Certificate 6. Two passport-size photos against a white background Lost ID 1. Kenyan ID Card/Kenyan ID Number 2. Copy of Birth Certificate	AED 30 AED 100	Within three Months Biometric capture at the Consulate General of Kenya in Dubai Within three Months

		3. Passport Copy 4. UAE Residence Visa Copy 5. Two Photos against a white background 6. Police Abstract ID Replacement 1. Copy of Birth Certificate 2. Passport Copy 3. UAE Residence Visa Copy 4. Original Kenyan ID Card 5. Two passport-size photos against a white background	AED 50	Within three Months
--	--	---	--------	---------------------

N/B All documents should be accompanied by copies of the original documents

THE EMBASSY OF THE REPUBLIC OF KENYA

Villa No.12, 26th St, Opp. Khalifa Award for Education ‘Al Rowdah
P.O. BOX 3854,

Abu Dhabi

TEL: +971 26666300

EMAIL: abu_dhabi@mfa.go.ke

FACEBOOK: <https://www.com/share/1EBgbhKcng/>

X: [@abudhabi_kenyaE](https://twitter.com/abudhabi_kenyaE)

Mobile WhatsApp number/ Emergency Number: [0542208646](tel:0542208646)

Website: www.kenyaembassyuae.com