

Attestation and other services

Written by EED Admin

Tuesday, 21 December 2010 13:13 - Last Updated Thursday, 01 September 2011 17:06

For Ethiopians and naturalized Ethiopians Power of Attorney

- Fully completed and signed application form [CS07](#)
- Current valid passport or Person of Ethiopian origin ID (copy and original)
- Or birth certificate or education certificate or other similar certificates originated from Ethiopian government and attested by Ministry of foreign affairs of Ethiopia along with Irish valid ID (copy and original)
- Neatly presented power of attorney to be signed in front of the Embassy staff
- The power of attorney should include full name, passport/ID number and addresses of both parties
- Appropriate fee (see service fees)
- To come in person with all the documents and fee
- The power of attorney should be attested by Ministry of foreign affairs of Ethiopia within one year (see service fees)
- The document could be attested at Ministry of foreign affairs of Ethiopia in person or through representatives in Ethiopia, there is no service through post

Document Attestation

- Fully completed and signed application form [CS07](#)
- If the document originates from Ethiopia it has to be attested by Ministry of foreign affairs of Ethiopia within the last one year
- If the document originates from Ireland has to be legalized by Department of foreign affairs of Ireland within the last one year
- Appropriate fee (see fees)
- To come in person with all the documents and fee or to post it with self addressed pre paid registered return post
- Documents should also be attested by Ministry of foreign affairs of Ethiopia within one year (see service fees)
- The document could be legalized by Ministry of foreign affairs of Ethiopia in person or through representatives in Ethiopia, there is no service through post

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Fingerprint capture

- Fully completed and signed application form [CS07](#)
- Current valid passport or Person of Ethiopian origin ID (original and/or copy)
- Or birth certificate or education certificate or other similar certificates originated from Ethiopian government and attested by Ministry of foreign affairs of Ethiopia along with valid Irish ID (copy and original)
- 1 photograph (see photos)
- To have fingerprint captured in front of embassy staff
- Appropriate fee (see service fees)
- The document should also be attested by Ministry of foreign affairs of Ethiopia within one year (see service fees)
- The document could be attested by Ministry of foreign affairs of Ethiopia in person or through representatives in Ethiopia, there is no service through post

Certificate of good conduct (police clearance)

- Fully completed and signed application form [CS07](#)
- Current valid passport or Person of Ethiopian origin ID (original and/or copy)
- Or birth certificate or education certificate or other similar certificates originated from Ethiopian government and legalized by Ministry of foreign affairs of Ethiopia (copy and original)
- 1 photograph (see type of photos)
- To have fingerprint captured in front of embassy staff
- Appropriate fee (see service fees)
- Original fingerprint document should also be attested by Ministry of foreign affairs of Ethiopia with in one year (see service fees)

To take the following documents to Ethiopian Federal Police Commission

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Forensic Investigation Department
P.O. Box 80358
Addis Ababa
Ethiopia

- Legalized fingerprint document
 - Two passport size photographs
 - Copy of current valid passport or Person of Ethiopian origin ID
 - Statement of request for police clearance certificate
 - The fee to issue the police clearance certificate in Ethiopia is Br 10.00
-
- To attest the police clearance certificate by Ministry of foreign affairs in Ethiopia (see service fees)
 - Police clearance certificate could be obtained by applying in person or through representatives in Ethiopia, there is no service through post

For Foreigners Power of Attorney

- Fully completed and signed application form [CS10](#)
- The power of attorney should be given in the appropriate Irish solicitor and notary public/court
 - To attest the power of attorney at department of foreign affairs of Ireland within the last one year
 - Appropriate fee (see service fees)
 - To come in person with all the documents and fee or to post it with self addressed pre paid registered return envelop
 - The document should also be attested by Ministry of foreign affairs of Ethiopia within one year (see service fees)
 - The document could be attested at Ministry of foreign affairs of Ethiopia in person or through representatives in Ethiopia, there is no service through post

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Document legalization

- Fully completed and signed application form [CS10](#)
- If the document originates from Ethiopia it has to be attested by Ministry of foreign affairs of Ethiopia within the last one year
- If the document originates from Ireland has to be legalized by Department of foreign affairs of Ireland within the last one year
- Appropriate fee (see service fees)
- To come in person with all the documents and fee or to post it with self addressed registered return envelop
- Documents should also be attested by Ministry of foreign affairs of Ethiopia within one year (see service fees)
- The document could be attested at Ministry of foreign affairs of Ethiopia in person or through representatives in Ethiopia, there is no service through post

Fingerprint capture

- This service is available only for Ethiopians and Foreigners of Ethiopian origin with Person of Ethiopian origin ID
- Certificate of good conduct (police clearance)
- Fully completed and signed application form [CS10](#)
- To have fingerprint captured at local police office (Garda)
- To attest the fingerprint at department of foreign affairs of Ireland
- Appropriate fee (see service fees)
- Original fingerprint document should also be attested by Ministry of foreign affairs of Ethiopia (after it is legalized by our office) within one year (see service fees)
- To take the following documents to

Ethiopian Federal Police Commission

Forensic Investigation Department
P.O. Box 80358

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Addis Ababa

Ethiopia

- Legalized fingerprint document
- Two passport size photographs
- Copy of current valid passport and copy of passport used while in Ethiopia (including the part which shows the residence permit while in Ethiopia)

Statement of request for police clearance certificate

- To attest the police clearance certificate at Ministry of foreign affairs in Ethiopia (see service fees)
- Police clearance certificate could be obtained by applying in person or through representatives in Ethiopia, there is no service through post
- Adopting an Ethiopian Child by Foreign Adoptive Parents

The documents to be submitted by the prospective adoptive parent/s from his/her permanent domicile should be original and should not be dated more than tow years except for passports, birth and marriage certificates and should include:

- Proof of economic status from a recognized source
- Police clearance
- Medical certificate from recognized hospitals, clinics etc.
- Birth certificate
- Marriage certificate showing marriage conducted between male and female
- Two passport-size photographs (3*4 cm)
- Full address
- Home study report prepared by an authorized institution
- Psychosocial study and recommendation on applicants by an authorized institution
- "Obligation of Adoption or Social Welfare Agency" form to send regular post adoption report
- Verification by the adoption agency on qualification for adoption under the national law of the applicant
- A short statement as to why an Ethiopian child is preferred
- All the aforementioned documents should be authenticated by the Ethiopian Embassy or

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Consulate (refer document attestation)

- All the aforementioned documents should also be authenticated by the Ministry of Foreign Affairs in Ethiopia (refer document attestation)
- All the aforementioned documents should be submitted or forwarded by the applicant or agency to the Ministry of Women's Affairs (MOWA)
- For more information on adoption contact:

Ministry Of Women's Affairs (MOWA)

Children and Youth Affairs Office, Adoption Team (CYAO)

P.O.Box1293

Addis Ababa

Ethiopia

Tel: (251)-11416-6362;

The head of the Adoption Team can be reached at:

Tel: (251)- 251-11-554-5676

Fax: (251)-11-416-6362

Other services & info for Ethiopians and naturalized Ethiopians

- Repatriation of mortal remains permit
- Fully completed application form [CS14](#)
- Or letter of consent from families in Ethiopia through Ministry of foreign affairs of Ethiopia
- Current valid passport or Person of Ethiopian origin ID of the deceased (Original and copy)
- Passport of the applicant (Ethiopian or otherwise)
- Service can be requested and obtained in person/ by post or by fax

Nationality confirmation letter for passport holders

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- Fully completed and signed application form [CS07](#)
- Valid passport (copy and original)
- For those who stayed in Ireland five or more years affidavit declaring that the applicant has not sought or obtained any other nationality
- To come in person with all the documents and fee (see service fee)
- Passport should always be presented with the letter to enter/exit Ethiopia

Nationality confirmation letter for travel document holders

- Fully completed and signed application form [CS07](#)
- Travel document which shows nationality as Ethiopian (copy and original)
- Birth certificate or education certificate or other similar certificates originated from Ethiopian government and attested by Ministry of foreign affairs of Ethiopia (copy and original)
- Or testimony by three Ethiopians with their passport copy and interview by the consular officer
- For those who stayed in Ireland five or more years affidavit declaring that the applicant has not sought or obtained any other nationality
- To come in person with all the documents and fee (see service fee)
- Travel document should always be presented with the letter to enter/exit Ethiopia

Adopting an Ethiopian Child by Ethiopian Adoptive Parents

The documents to be submitted by the prospective adoptive parent/s from his/her permanent domicile should be original and should not be dated more than two years except for passports, birth and marriage certificates and should include:

- Proof of economic status from a recognized source
- Police clearance

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- Medical certificate from recognized hospitals, clinics etc.
- Birth certificate
- Marriage certificate showing marriage conducted between male and female
- Two passport-size photographs (3*4 cm)
- Full address
- All the aforementioned documents should be authenticated by the Ethiopian Embassy or Consulate (refer document attestation)
- All the aforementioned documents should also be authenticated by Ministry of foreign affairs of Ethiopia (refer document attestation)
- All the aforementioned documents should be submitted or forwarded by the applicant or agency to the Ministry of Women's Affairs (MOWA)
- For more information on adoption contact:

Ministry Of Women's Affairs (MOWA)
Children and Youth Affairs Office, Adoption Team (CYAO)
P.O.Box1293
Addis Ababa
Ethiopia
Tel: (251)-11416-6362;
The head of the Adoption Team can be reached at:
Tel: (251)- 251-11-554-5676
Fax: (251)-11-416-6362

Duty paid import confirmation letter

- An Ethiopian or person of Ethiopian origin with a valid Ethiopian origin ID residing abroad may import the following items only for personal use after paying the duty if he/she wishes to return to Ethiopia for good
 - For those who stayed abroad five or more years One private automobile with a capacity to carry up to 10 people and house hold items (see details on app to form [CS19A](#))
 - For those who stayed abroad less than five years House hold items (see details on app to form [CS19A](#))

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To import this items with duty payment one has to fulfil the following requirements and get a letter from the embassy

- Fully completed and signed application form [CS17](#) or [CS18](#)
- Current valid passport or Person of Ethiopian origin ID (original and copy)
- GNIB card copy and original
- Copy of resident permit from the date of entry up to now
- A document showing you are leaving the country for good
- 2 photographs (see type of photos)
- List of items to be imported (See app to form [CS19A](#))
- Affidavit about the intention to use the items only for personal purpose (See form [CS19](#))
- For students from government office from Ethiopia, a letter of approval to the study from your office
 - For students, a letter of acceptance by the college
 - For students, Diploma/ degree copy and original
 - For students, a letter from college about completion of the study