

**Middle East  
North Africa  
Business  
Information  
Center**



## **CERTIFICATION AND LEGALIZATION OF EXPORT DOCUMENTS - EGYPT**

The following information has been provided by the American Egyptian Cooperation Foundation/U.S.-Egypt Chamber Commerce.

### **Procedure for Certification of Commercial and Legal Documents**

1. All shipping documents, including the Certificate of Origin, should be notarized by a county clerk or a notary public prior to certification (the original and one copy) should be notarized. All legal documents, including distributorship agreements and power of attorney, must be notarized by a county clerk **and** a notary public.
2. All documents must first be certified by the **American Egyptian Cooperation Foundation (AECF)** prior to its submission for legalization at the Consulate General of Egypt.
3. The original documents should be submitted to **AECF** for certification. The certification fee is \$25.00 per document, payable to:  
**American Egyptian Cooperation Foundation**  
by a certified check or money order only. Three (3) copies of the original documents should also be submitted for filing purposes.
4. Following the certification procedure by **AECF** the documents should be submitted at the Consulate General of Egypt for legalization. The legalization costs \$50 per document and will take 2 business days if brought in and 5 business days plus mail time if mailed. Mailed documents must include a self addressed stamped envelope. (the original, 2 copies and the corresponding fees).
5. For alimentary articles exported to Egypt, all necessary certificates must be presented, e.g. health certificate, halal certificate, sanitary certificate.
6. For tallow exported to Egypt for the purpose of soap and other detergent production, a certificate stating that "the tallow is free from radiation, D.D.B. and/or L.A.B" should be presented.
7. All certificates of origin should include the commercial invoice. Invoice number must be stated in the certificate of origin.
8. For documents sent by mail, please provide a self-addressed stamped envelope.
9. The certification of documents is processed by AECF in the same day.

**Certification Locations:**

**American Egyptian Cooperation Foundation Main Office**

330 East 39th Street, Suite 321

New York, NY 10016

Telephone: 212-867-2323, ext. 13 or 212-867-2328, ext. 13

Fax: 212-697-0465

This office serves: Connecticut, Maine, Massachusetts, New Hampshire, New York, Ohio, Puerto Rico, Rhode Island, and Vermont.

**AECF-Chicago, IL Office**

28 East Jackson Blvd.

Chicago, IL 60604

Telephone: 312-427-9368

This office serves: Illinois, Indiana, Iowa, Kentucky, Michigan, Minnesota, Nebraska, North Dakota, South Dakota, and Wisconsin.

**AECF-Washington, DC Office**

733 15th Street NW, Suite 700

Washington, DC 20005

Telephone: 202-393-3369

This office serves: Delaware, Florida, Georgia, Maryland, North Carolina, South Carolina, Virginia, Washington, DC, and West Virginia.

**AECF-Houston, TX Office**

1535 West Loop South, Suite 219A

Houston, TX 77027

Telephone: 713-993-9650

This office serves: Alabama, Arkansas, Colorado, Kansas, Louisiana, Mississippi, Missouri, New Mexico, Oklahoma, Tennessee, and Texas.

**AECF-San Francisco, CA Office**

2027 Van Ness Avenue

San Francisco, CA 94109

Telephone: 415-474-0713

This office serves: Alaska, Arizona, California, Hawaii, Idaho, Montana, Nevada, Oregon, Washington, Wyoming, and Utah.

**Information regarding the regulations and fees assessed by the Consulates General of the Arab Republic of Egypt can be attained by telephoning the respective Consulate General.**

Washington, DC: 202-966-6342

District of Columbia, Florida, Georgia, North Carolina, South Carolina, West Virginia, Virginia, Maryland, Delaware.

New York: 212-759-7120

New York, Vermont, Maine, New Hampshire, Massachusetts, Rhode Island, Connecticut, New Jersey, Pennsylvania, Ohio, and Puerto Rico.

Chicago: 312-828-9162

Nebraska, North Dakota, South Dakota, Minnesota, Iowa, Wisconsin, Indiana, Michigan, Kentucky, and Illinois.

Houston: 713-961-4915

Texas, New Mexico, Colorado, Kansas, Louisiana, Arkansas, Oklahoma, Alabama, Tennessee, Mississippi, and Missouri.

San Francisco: 415-346-9700

Washington, Oregon, California, Idaho, Nevada, Arizona, Utah, Montana, Hawaii, and Alaska.

**Information Source:** [The American Egyptian Cooperation Foundation/U.S.-Egypt Chamber of Commerce](#)

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