<u>የውክልና ሰነድ ማረጋገጥ</u>

በስቶክሆልም የሚገኘው የኢትዮጵያ ኤምባሲ ከመስከረም 01 ቀን 2003 ዓም ጀምሮ የአገልግሎት አሰጣጥ ማሻሻያና ለውጥ አድርጓል፡፡ በመሆኑም ማንኛውም የውክልና ሰጪ ወይም ሻሪ ወደ ኤምባሲዉ በአካል ከመምጣቱ በፊት የውክልና መስጫ ወይም ማሻሪያ ቅፅ በቅድሚያ በመሙላት ይዞ መቅረብ ይኖርበታል፡፡

<u>የውክልና ሰነድ ለማረጋገጥ መሟላት የሚገባቸው ሰነዶች</u>

የሚረጋገጠው ሰነድ የኢትዮጵያዊ ወይም የኢትዮጵያ ተወላጅ ከሆነ፡-

- በግንባር ኤምባሲው በመምጣት ለሚጠየቅ የውክልና አገልግሎት ወካይ በቆንስላ ኃላፊ ወይም ከቆንስላ ክፍል ሠራተኛ ፊት አገልግሎት ላይ ያለ የኢትዮጵያ ፓስፖርት ወይም Allen's or Travel document የኢትዮጵያ ተወላጅ መታወቂያ ካርድ ይዞ በመቅረብ በውክልና ሰነዱ ላይ መፈረም፣
- በፓስታ ቤት በኩል የመጣ ከሆነ እንዲረጋገጥ በቀረበው ሰነድ ላይ ወካይ ፊርማውን በሚኖርበት አካባቢ ጠበቃ ፊት በመቅረብ መረጋገጡንና የወካዩን ማንነት የሚያሳይ አገልግሎት ላይ ያለ ፓስፖርት ወይም የኢትዮጵያ ተወላጅ መታወቂያ ካርድ ማቅረብ፣
- ከሚኖሩበት ሀገር ከፖሊስ ወይም ከኢሚግሬሽን የተሰጠ የማንነት መታወቂያ (ከስዊድን Personbevis, ከዴንማርክ Folkeregisteret, ከኖርዌይ Folkeregister, ከፊንላንድ Extract from the Population Information System, ከአይስላንድ Einstaklingar' ወይም A paper from Police or Immigration Authority)
- ሰርተፊኬት ነክ (የልደት የምስክር ወረቀት፣ የጋብቻ የምስክር ወረቀት፣ የትምህርት የምስክር ወረቀት፣ የመንጃ ፈቃድ ወዘተ...) ከሆነ 490 ክሮነር፣
- ከላይ ከተጠቀሱት ሰነዶች ውጪ ለሚቀርብ ማንኛውም ማመልከቻ 515 ክሮነር፣

- በውክልና ሰነዱ ላይ የወካይና የተወካይ ሙሉ ስም፣ የፓስፖርት ቁጥር፣ ዜግነት፣ የትውልድ ኢትዮጵያዊ መታወቂያ ካርድ ቁጥር እና አድራሻ፣

<u>ማስታወሻ</u>፡-

- የሚረጋገጠው ዋናው ሰነድ (Original Document) መላክ ይኖርበታል፡፡
- ክፍያ የሚፈፀመው ለእያንዳንዱ ፊርማ ነው፡፡

<u>Authentication/Legalization</u>

1. **<u>Authenticating documents originated in the Nordic Countries</u>** (Denmark, Finland, Iceland, Norway and Sweden)

A. Authenticating documents originated in Nordic Countries for Foreign Nationals

1. All documents originated from the above countries need to notarized and authenticated by Ministry of Foreign Affairs of their respective countries in order to be legalized by the Embassy in Stockholm.
2. Service fee of 790SEK See the detail of payment below.
3. Self addressed envelope with sufficient prepaid postage, for those using mail service. See the detail of postage below.
4. If all the above mentioned are fulfilled, the Embassy will give the required service within two working days.

B. Authenticating documents originated in the Nordic Countries for Ethiopians and Holders of Ethiopian Origin ID Card

- Notarized and authenticated documents by the Ministry of Foreign Affairs of their respective countries.
- Copy of valid Ethiopian Passport for Ethiopians.
- Copy of valid Ethiopian Origin ID card for foreign nationals of Ethiopian Origin.
- Self addressed envelope with sufficient prepaid postage, for those using mail service. See the detail of postage below.
- If all the above mentioned are fulfilled accordingly, the

የውጭ ሃገር ዜግነት ባላቸው አመልካቾች ለሚቀርብ ሰነድ፡-

- በጠበቃና በአገሩ ውጭ ጉዳይ ሚኒስቴር መረጋገጡንና ከአሁን በፊት የተረጋገጠ ከሆነም ከአንድ ዓመት ያልበለጠው መሆን ይኖርበታል፣
- ኤርትራዊያን በኢትዮጵያ ያላቸውን ንብረት በ^ሳቸው ወይም በተወካያቸው አማካይነት ለማንቀሳቀስ ከውክል" መስጫ ፎርም ጋር አብሮ የሚሞላ ፎርም፣

ክፍያ፡-

- ለልደት፣ ለጋብቻና የትምህርት ሰርተፊኬት 747 ክሮነር ሲሆን ሌሎች ሰነዶች 790 ክሮነር፣

ከኢትዮጵያ የመጣን ማንኛውም ሰነድ ለማረጋገጥ በቅድሚያ፡-

- በኢትዮጵያ ውጭ ጉዳይ ሚኒስቴር መረጋገጥ ይኖርበታል፣
- ከአሁን በፊት የተረጋገጠ ከሆነም ከአንድ ዓመት ያልበለጠው መሆን ይኖርበታል፣
- ጊዜው ያላለፈበት ኦሪጂናል ፓስፖርትና ኮፒ ይዞ መቅረብ/ በፖስታ የሚላክ ከሆነም የፓስፖርት ኮፒው ትክክለኛ ኮፒ መሆኑ አመልካች በሚኖርበት ሀገር ጠበቃ መረጋገጥ ይኖርበታል፡፡

<u>ከስዊድን ውጭ ላሉ አመልካቾች</u>

- Bank Giro no. 521-8235 write message instead of OCR No. OR
  SEB Bank IBAN No. SE575000 0000 0527 7110 6248, Bic-Code ESSESESS
- የተፈፀመ ትርፍ ክፍያ አይመለስም፡፡

<u>ቀደም ሲል የተሰጠን ውክልና ለማንሳት/ ለመሻር</u>

- አጠቃላይ ሂደቱ እና መምዋላት የሚገባቸው ቅድመ ሁኔታዎች ውክልና ለመስጠት ከሚያስፈልገው ጋር ተመሳሳይ ነው፡፡

<u>የፖስታ መላኪያ ክፍያን በሚመለከት</u>

- ኤምባሲው ማንኛውንም ለፖስታ መላኪያ በባንክ ቤት የሚፈፀም ክፍያን መቀበል አቁሟል፡፡
- በመሆኑም አSልካቾች በቅድሚያ የተከፈለበትና የተቀባይ ሙሉ አድራሻ በትክክል የተፃፈበት ፖስታ (envelop) መላክ ይጠበቅባቸዋል፡፡

Embassy will give the required service within two working days.

<u>**Notes**</u>:-

- Any document originated from foreign institutions need to be authenticated first by the Authorized Notary Public and then by the Ministry of Foreign Affairs of the country in which the document is originated from in order to legalize by the Embassy Of Ethiopia in Stockholm.

2. <u>Authenticating documents originated in Ethiopia</u>

- All documents originated from Ethiopian institutions need to be authenticated first by the Ministry of Foreign Affairs of Ethiopia in order to authenticate by the Embassy.
- Copy of Valid Ethiopian Passport for Ethiopians.
- Copy of valid Ethiopian origin ID card for foreign nationals of Ethiopian Origin.
  - Service fee of 790SEK for all foreign national
  - For foreign national Payment for Birth Certificate, Marriage Certificate, Education Certificate, Driving Licence:- 747 SEK
  - Service fee of 515 SEK for Ethiopians and Holders of an Ethiopian Origin ID Card
  - For Ethiopians, payment for Birth Certificate, Marriage Certificate, Education Certificate, Driving Licence:- 490 SEK).
- Self addressed and prepaid return envelope, for those using

በዚሁ መሰረት

<u>ከስዊድን ለሚቀርቡ ማመልከቻዎች</u>

አመልካቾች

- እስከ 100 ግራም ክብደት ላለው ሰነድ የ82 የስዊድን ክሮነር ቴምብር
- እስከ 250 ግራም ክብደት ላለው ሰነድ የ94 የስዊድን ክሮነር ቴምብር
- እስከ 500 ግራም ክብደት ላለው ሰነድ የ106 የስዊድን ክሮነር ቴምብር እንዲሁም እስከ 1000 ግራም ክብደት ላለው ሰነድ የ118 የስዊድን ክሮነር **ቴምብር** የተለጠፈበት እና የተቀባይ ሙሉ አድራሻ በትክክል የተፃፈበት ፖስታ (envelop) መላክ ይኖርባቸዋል፡፡

<u>ከስዊድን ውጭ ለሚቀርቡ ማመልከቻዎች</u>

አመልካቾች

- እስከ 100 ግራም ክብደት ላለው ሰነድ 9 አለም አቀፍ ኮፖን፣
- እስከ 250 ግራም ክብደት ላለው ሰነድ 11 አለም አቀፍ ኮፖን እንዲሁም
- እስከ 500 ግራም ክብደት ላለው ሰነድ 14 አለም አቀፍ ኮፖን
- እስከ 1000 ግራም ክብደት ላለው ሰነድ እና የተቀባይ ሙሉ አድራሻ በትክክል የተፃፈበት ፖስታ (envelop) መላክ ይኖርባቸዋል፡፡

mail service. See the detail of postage below.

- If all the above mentioned are fulfilled accordingly, the Embassy will give the required service within two working days.

3. <u>Power of Attorney (Wikilina)</u>

A. Legalization of Power of Attorney/Wikilina for Ethiopians and holders of Ethiopian origin ID Card

- Dully filled power of attorney (wikilina) form.
- Notarized document of power of attorney by a recognized notary office (if applicant/s are unable to come in person to the Embassy to sign on the document in the presence of the consular officer).
- If applicant/s able to come to the Embassy in person with the document (power of attorney/wikilina), he/she can sign on the document in the presence of the consular officer. Therefore, there is no need to authorize the document by the notary public.
- On the Power of Attorney (Wikilina) form, Please write your Full name, Passport number, Nationality, Ethiopian Origin ID number and current address and mainly the **content** of the power of attorney clearly and carefully.
- Copy of valid Ethiopian passport for Ethiopians and valid Ethiopian origin ID car for foreign nationals of Ethiopian Origin
- Paper or certificate of registration **(**i.e. Personbevis

	(Sweden), Folkeregisteret (Denmark), Folkeregister (Norway), Extract from the Population Information System (Finland), Einstaklingar (Island) • Service fee of 515SEK • Self addressed and prepaid return envelope, for those using mail service. • If all the above mentioned are fulfilled accordingly, the Embassy will give the required service within the same day of the application. **B. For Ethiopians and holders of Ethiopian origin ID Card** • Dully filled power of attorney (wikilina) form. • Power of Attorney Form to be filled (pdf) • Notarized document of power of attorney by a recognized notary office (Foreign National can not sign on power of attorney in the presence of the consular officer). • Authentication of the same document by the Ministry of Foreign Affairs of the country in which the applicant is residing. • Service fee of 790SEK • (Self addressed and prepaid return envelope for those using mail service. • If all the above mentioned are fulfilled accordingly, the Embassy will give the required service within the same day of the application.

4. **<u>Payment details: -</u>**

- Legalization fee should be paid in advance and payment receipt must be attached with the document to be legalized.
- Those who come to the Embassy in person can pay in cash, only in Swedish kronor. We do not accept credit card.
- Only original documents can be authenticated.
- Payment is done for every seal and signature.
- All payments can be made through,
  - Bank Giro no. 521-8235 write message instead of OCR No. OR
  - SEB Bank IBAN No. SE575000 0000 0527 7110 6248, Bic-Code ESSESESS
- Attach payment receipt. If the payment is made for the service of some other person or organization, write the full name of the person or the organization on the receipt for whom the payment is made.
- Any amount of money paid in excess of the required amount **is not refundable.**

5. **<u>Postage and postage fee</u>**

- We do not accept any payment for postage fee and applicants do not need to add extra money for the postage fee.
- Therefore, applicants **must** send (enclose) a pre-paid and a pre-addressed envelop. Hence;

<u>From Sweden</u>

- Applicants must send a pre-paid and a pre-addressed envelop with
  - 82 SEK stamps up to 100 grams or
  - 94 SEK stamps up to 250 grams or
  - 106 SEK stamps up to 500 grams or
  - 118 SEK stamps up to 1000 grms, to enable us to send back your documents by registered mail to your address.
- write the full postal address of the receiver on the envelop.

<u>From outside Sweden</u>

- Applicant form outside Sweden must enclose a **pre-addressed** envelop (write the full postal address of the receiver on the envelop) with
  - **9** International coupons for the weight up to 100 grams
  - **11** International coupons for the weight up to 250 grams
  - **14** International coupons for the weight up to 500 grams, to enable us to send back your documents by registered mail to your address.
- Write the full postal address of the receiver on the envelop.