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REQUIREMENTS ON THE ISSUANCE AND RENEWAL OF ANNUAL RESIDENCY IN JORDAN

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The Department of Foreign Affairs has provided the POEA with the updated list of requirements on the issuance and renewal of the annual residency permit for foreign nationals in Jordan, based on the information gathered from the Jordan's Borders and Residency Department:

1. Domestic helpers and all other professions:

Issuance

- the approval of the Ministry of Interior

- work permit and work contract

- medical clearance certificate

- two personal photos

- copy of the following pages of the passport: the validity page, first page (information page), the pages showing the entry stamp; the address and the last temporary residence

- a fingerprint for Sri Lankan domestic helpers. Domestic helpers of other nationalities are required to have the work permit application stamped by the Metropolitan Intelligence Department

- Fill out the undertaking form and affix a one-dinar postage stamp on it.

Renewal

- work permit and work contract

- two personal photos

- copy of the following pages of the passport: the validity page, the first page, the pages showing the entry stamp; the address; the departure stamp, if any, and the last temporary residency

- the old residency card

- The approval of the Ministry of Interior, if the previous residency is conditioned for one year.

2. For those without job:

Issuance

- the approval of the Ministry of Interior

- a copy of the bank guarantee letter stating the amount of money as required by the Ministry of Interior.

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- medical clearance certificate

- two personal photos

- copy of the following pages of the passport: the validity page, the pages of personal information; the entry stamp; the address and the last temporary residency

Renewal

- the approval of the Ministry of Interior if the previous residency is conditioned for one year

- a copy of the bank guarantee letter stating the amount of money as required by the Ministry of Interior

- two personal photos

- the old residency card

- copy of the following pages of the passport; the validity page, the first page, the pages showing the entry and departure stamps

3. For Foreign women married to Jordanians: Issuance

- the approval of the Ministry of Interior

- a copy of the marriage contract

- two personal photos

- medical clearance certificate

- copy of the following pages of the passport: the validity page, the first page, the pages showing the entry stamp; the address and the last temporary residency

- copy of the husband’s ID and his personal appearance

- Fill out the undertaking form and affix a one-dinar postage stamp to it.

Renewal

- two personal photos for the wife

- copy of the following pages of the passport: the validity page, the first page, the pages showing the entry stamp; the address and the last temporary residency

- the old annual residency card

- the personal appearance of the husband

4. Other Important Information:

- Non-restricted nationalities: Every foreigner who wishes to reside in Jordan for more than two weeks is required to visit the nearest police station for purposes of indicating his residence and obtaining the first temporary residency.

- Restricted nationalities: after indicating the residence by the police station, the applicant is required to visit the Borders and Residency Department to obtain the first temporary residency permit within the first two weeks of entry.

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- The medical clearance certificate is issued by certified health centers. Every foreign national above 12 years of age is required to submit this certificate.

- Accompanying members 16 years of age require an independent passport and residency permit.

- The residency permit will be considered cancelled in case of stay for more than six months outside Jordan,

- Acquiring the work permit does not mean obtaining the residency permit in result.

Therefore, the applicant is required to visit one of the branches distributed around Jordan to complete the process of obtaining the annual residence permit.

For the information and guidance of all concerned.

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(SGD.) ROSALINDA DIMAPILIS-BALDOZ
Administrator

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