

## Required Immigration Documents

This information is intended for general background understanding and should not be acted upon until an employment contract has been completed.

### Request Documents for Visa

It is the responsibility of the employee to ensure all documents are in English or Arabic. If not, have a certified translation from a local Consulate or Embassy of Qatar.

- Copy of the first two passport pages for all family members' relocating with you. (Indian nationals will also need to submit page 36 of the passport and must be cleared by ECNR to exit India.) Note: passports must have 6 months minimum validity. It is best for passports to be valid for the length of the contract.
- Copy of employee's highest educational diploma/ degree attained or official transcript
- Copy of marriage certificate (if applicable)
- Birth certificate copy for ALL children (Note: males 19 years or older cannot obtain a Qatar visa except in special situations.)

### Police Clearance Certification

Completing your police clearance takes time and the process varies based on passport country of origin.

#### Basis instructions for non United States citizens:

- Contact your designated Qatar Embassy on requirements/ instructions to obtain an attested criminal history record
- Your criminal history record must be based on fingerprints
- Keep in mind that some governments require multiple notarizations on the criminal history record
- Have your local Qatar Embassy attest the notarized criminal history record

#### For United States citizens only:

Follow the instructions on the FBI website <http://www.fbi.gov/hq/cjisd/fprequest.htm> for a criminal history record request. Please state on the request form that the results are sent to:

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