

Borders and residence department

Information services

Issuing annual residency approval, first time

Documents

1. Approval from ministry of Interior
2. Identifying address and fingerprint in the nearest police station
3. Medical Clearance certificate from medical centers of ministry of health
4. Two personal photo for residency seeker
5. Photo copy of passport (personal information page, validity , the last entry, address page, escorts page if the approval contains escorts , temporary residence if found), passport of at least 3 months validity and the travel documents must have at least 6 months validity .
6. Labor permit of at least 2 months validity issued by the ministry of labor (profession must be identified when submitting request)
 - Conditions above meet getting the annual residency approval
7. Registration certificate for company or organization issued by ministry of industry and commerce and valid profession license issued by the great Amman municipality or other municipalities outside Amman (professions included: investor, company owner or associate).
8. Personal statement in special form of borders and residence department with 1 J.D stamps (required in the following professions: labor, Jordanians' spouses, unclassified professions, if one party is Jordanian or foreigners)
9. Approval from ministry of interior
10. Identifying address in nearest police station

Procedures

- Filling the residency form in borders and residence department.
- Checking the required documents attached by request.
- Checking criminal record of the residency seeker.
- Register the transaction in special or public records.

- Delivery of residency card.

Conditions

1. Approval from ministry of interior
2. Personal statement of guarantor
3. Photo copy of guarantor's personal identity
4. Official letter from governmental authority in case, if foreigner worked before.
5. All procedures are performed by borders and residency department and its branches.

Expected time

15 minutes

Fees

1. 30 J.D residency fees
2. 1 J.D personal statement
3. 1.5 fine for exceed / day
4. Student, governmental labor, embassies, diplomatic agencies and the royal court staff-members are all exempted based on official letter issued by the ministry of interior.

Place

Borders and residence department and all issuing branches in the kingdom.

Renewal of annual residency approval

Documents

- Foreigner's passport
- Guarantor personal identity
- Ex-residency approval
- Approval from ministry of interior
- 2 Personal photos for residency seeker
- Photo copy of passport (information page, validity, last entry and exit)
escorts page if the ex-residency contains escorts , validity must be at least 6

months when submitting request (conditions above required from residency seeker)

- Labor permit of at least 2 months validity issued by the ministry of labor (profession must be identified when submitting request)
 - Registration certificate for company or organization issued by ministry of industry and commerce to approve that company or organization are still operating (professions included investors, company owner or associate).
1. Ex-residency card

Procedures

1. Fill renewal form
2. Check the required documents attached by the request
3. Check the name of renewal residency seeker
4. Register transaction in special record
5. Delivery of card

Expected time

15 minutes

Fees

1. 30 J.D residency fees
2. 1.5 fine exceed / day

Place

Borders and residence department, all issuing braches in the kingdom

Issuing annual residence for labor / first time

The service provided the annual residence for foreign labor after completing requirements

Documents

1. Approval from ministry of interior
2. Work permit
3. Medical clearance certificate
4. 2 Personal photos
5. Photocopy of passport (personal information page, validity , entrance , address or temporary residence)
6. Statement form must be filled by guarantor if he/she is citizen or entity with 1 J.D stamps in issuing branches.

Procedures

1. Visit ministry of interior to get approval
2. Visit labor office to get work permit
3. Visit the medical center to get medical examination
4. Visit police station to identify address
5. Complete the required documents
6. Visit the nearest issuing branches
7. Fill the form and submit it to official on counter

Expected time

15 minutes

Fees

30 J.D issuing fees
1 J.D stamps for the statement form

Place

Issuing branches in the Hashemite kingdom of Jordan

Renewal of annual residency for labor

The service is provided to foreigners who want to renew their annual residency for labor after completing requirements

Documents

1. Approval from ministry of interior
2. Work permit
3. 2 Personal photos
4. Photocopy of passport (information page, validity, entrance or exit , address)

Procedures

1. Visit ministry of interior to get approval
2. Visit labor office to get work permit
3. Complete required documents
4. Visit the nearest issuing branch
5. Medical examination for profession of house-keeper
6. Personal statement in case of guarantor change
7. Fill the form and submit it on counter

Expected time

15 minutes

Fees

30 J.D renewal fees

Place

Borders and residence dept or any other issuing branches of the department

Public Security Directorate

Issuing Annual residency for foreign wife/ husband of Jordanians

The service is provided to foreign wives / husbands of Jordanians after completion of requirements

Requirements

1. Approval from ministry of interior
2. Photocopy of marriage document
3. Medical clearance certificate for wives
4. Two personal photos
5. Photocopy of passport (information page, validity, the last temporary residency, address)
6. Passport personal identity of husband
7. Personal statement by guarantor(husbands)
8. Guarantor must come personally

Procedures

1. Approval from ministry of interior
2. Official address from the nearest police station
3. Medical examination from medical centers
4. Completion of required documents
5. Visit the nearest issuing branch, fill the form and submit it on counter

Expected time

15 minutes

Fees

30 J.D

Place

Borders and residence dept or any other issuing branches of the department

Renewal of annual residency for foreign wives / husbands of Jordanians

The service is provided to Jordanians who want to renew the annual residency for their husbands or wives

Documents

Approval from ministry of interior if the ex-residency is conditioned, if not, residency will be renewed normally. Guarantor (husband / wife) must come personally except those who hold travel documents.

1. Two personal photos
2. Photocopy of passport (information page, validity, entry and last leave, address)
3. Personal identity of husband
4. Passport

Procedures

1. Approval from ministry of interior
2. Official address from the nearest police station
3. Completion of required documents
4. Visit the nearest issuing branch
5. Fill the form and submit it on counter

Expected time

15 minutes

Fees

30 J.D

Place

Borders and residence dept or any other issuing branches of the department

Issuing annual residency for investor profession / associate / company owner (first time)

The service is provided to foreigners who want to get the annual residency for investment purposes.

Documents

1. Approval from ministry of interior
2. Registration certificate of company
3. Valid Work license
4. Two personal photos
5. Photocopy of passport (information page, validity , entry , address of last residency)
6. Passport
7. Medical clearance certificate

Procedures

1. Approval from ministry of interior
2. Visit ministry of industry and commerce
3. Visit Jordan Investment commission
4. Visit police station to identify address
5. Visit the Great Amman Municipality
6. Visit medical center
7. Completion of required documents
8. Visit the nearest issuing branch
9. Fill and submit the form on counter

Expect time

15 minutes

Fees

30 J.D issuing fees and fines (if found)

Place

Borders and residence dept or any other issuing branches of the department

Renewal of annual residency for profession of investor, associate or company owner

The service is provided to foreigners who want to renew his/her residency for investment purposes after completion of documents

Documents

1. Approval from ministry of interior
2. Company registration certificate
3. Valid Work license
4. Two personal photos
5. Photocopy of passport (information page, validity, entry and last leave, address
6. Passport

Expected time

15 minutes

Fees

30 J.D

Place

Issuing branch of Jordan investment commission

Public Security Directorate

Issuing annual residency for university student (first time)

The service is provided to university students who want to get the annual residency for study purposes after completion of requirements

Documents

1. Approval from Ministry of interior
2. Study-confirmation document from university
3. Two personal photos
4. Passport (information page, validity, entry and last leave, address)
5. Passport
6. Medical clearance certificate

Procedures

1. Approval from ministry of interior
2. Visit ministry of high education to certify the study confirmation in case of fees exemption, if the university is private
3. Visit police station to identify address
4. Visit medical center to get medical clearance certificate
5. Visit the nearest issuing branch
6. Completion of documents
7. Fill and submit the form on counter

Expected time

15 minutes

Fees

It is free, in case the student has study confirmation from university in addition to add the profession "student "certified by document from ministry of interior

Place

Borders and residence department or any of its issuing branches

Renewal of annual residency for university students

This service is provided to foreign university students who want to renew his/her residency for the purpose of study in universities after completion of documents

Documents

Approval from ministry of interior

1. Study conformation from university
2. Two personal photos
3. Photocopy of passport (information page, validity , entry and last exit, address)
4. Passport

Procedures

1. Approval from ministry of interior
2. Visit the high education ministry to certify the study confirmation in case of exemption from fines if the university is private
3. completion of documents
4. Visit the nearest issuing branch
5. Fill and submit the form on counter

Expected time

15 minutes

Fees

It is free, in case the student has study confirmation from university in addition to add the profession "student "certified by document from ministry of interior

Place

Borders and residence department or any of its issuing branches

Issuing annual residency for foreign school students / first time

The service is provided to foreign school students who want to have annual residency for study purposes after completion of requirements

Documents

1. Approval from ministry of interior
2. Study confirmation from school
3. Two personal photos
4. Photocopy of passport (information page, validity , entry and last exit, address)
5. Passport
6. Medical clearance certificate

Procedures

1. Approval from ministry of interior
2. Visit the school to get student confirmation
3. Visit police station to identify address
4. Visit medical center to have medical clearance certificate
5. Completion of documents
6. Visit the nearest issuing branch
7. Fill and submit the form on counter

Expected time

15 minutes

Fees

It is free, in case the student has study confirmation from school in addition to add the profession "student " and fines (if found) certified by document from ministry of interior

Place

Borders and residence department or any of its issuing branches

Renewal of annual residency for foreign school students

The service is provided to school students who want to renew their annual residency for study purposes after completion of requirements

Documents

1. Approval from ministry of interior
2. Study confirmation from school
3. Two personal photos
4. Photocopy of passport (information page, validity, entry and last exit , address)
5. Passport

Procedures

1. Approval from ministry of interior
2. Student confirmation from school
3. Completion of documents
4. Visit the nearest issuing branch
5. Fill and submit the form on counter

Expected time

15 minutes

Fees

It is free, in case the student has student confirmation from school in addition to add the profession "student "certified by document from ministry of interior

Place

Borders and residence department or any of its issuing branches

Issuing annual residency for unclassified profession

The service is provided to foreigners who want to have unclassified profession residency after completion of requirements

Procedures

1. Approval from ministry of interior
2. Visit police station to identify address
3. Completion of documents
4. Visit the nearest issuing branch
5. Fill and submit form on counter

6. Personal statement for guaranteed

Expected time

15 minutes

Fees

30 J.D, fines (if found) and 1 J.D stamps

Place

Borders and residence department or any of its issuing branches

Renewal of unclassified profession annual residency

The service is provided to foreigners who want to renew their residency for unclassified professions after the completion of requirements

Procedures

1. Approval from ministry of interior
2. Visit police station for identifying address
3. Completion of documents
4. Visit the nearest issuing branch
5. Fill and submit the form on counter

Expected time

15 minutes

Fees

30 J.D and fines (if found)

Place

Borders and residence department and any of its branches

Leave or entry confirmation

The statement is provided to citizens or foreigners who want to get confirmation of leave or entrance

Documents

1. Official letter from authority that requests confirmation
2. Passing information to police station in case of passport loss
3. Photocopy of work permit in case of queries about labor

Procedures

1. Visit residence and borders department
2. Fill the special form
3. Submit the request form on counter
4. Attendance of person in relation or official authorization.

Expected time

10 minutes if the transaction is already found

Fees

One J.D

Place

Borders and residence department

Urgent travel document for Jordanians

The service is provided to Jordanians

Documents

Official letter from ministry of interior

1. Two personal photos
2. Family book or identity card or birth certificate

Procedures

Visit borders and residence department

- Submit the request to official on counter
- Attendance of one of his parents

Expected time

10-15 minutes

Fees

20 J.D

Place

Borders and residence department

International transit Visa for non-Jordanians

This service is provided to foreigners who already has arrived the country with no diplomatic representation (embassy or mission)

Documents

1. Official letter from ministry of interior
2. Two Personal photos
3. Photocopy of personal identity

Procedures

1. Visit borders and residence department
2. Submit request to official on counter
3. Personal attendance of service seeker

Expected time

10-15 minutes

Fees

3 J.D

Place

Procedures of temporary residency for non-Jordanians

Overview

Foreigners who come to country are given a residency of two weeks in borders centers except those whose countries are a member of GCC and Yemen; they are given a residency of 3 months.

1. After arriving the country, foreigners must visit the nearest police station to identify address and give him/here a residency of 3 months free, after

that, if foreigner decides to stay longer, he/she pays 1 J.D in borders and residence department after getting medical examination from local medical centers of ministry of health, then foreigner leaves the country or being given annual residency.

2. If a foreigner exceeds the limited time of residency, 1 J.D / day must be paid or 30 J.D / month
3. Leave tax of 10 J.D is paid if travel by flight, 4 J.D tax is paid in case of land or sea travel.
4. Tourist groups come to Jordan are exempted from Visa fees and leave taxes if the group contains more than 15 tourist and come via tourism offices , in case the group contains less than 15 tourists, residency is given just 4 days only.

Procedures of Issuing Visas

1. Unrestricted nationalities: approval from ministry of interior is not required to visit the kingdom, to do so; Visas can be issued in the Jordanian embassies in other countries or borders centers when arriving to the Kingdom.
2. Restricted nationalities: approval from ministry of interior is required to visit Jordan, to do so, when approval is ready, Visas are issued by embassy or borders centers since those Visas are distributed to all borders centers after issuing in ministry of interior. Fees are paid in embassies or border centers depending on reciprocity.

Annual residency file completion

The service is provided to foreigners who want to complete their residency file on their own guarantee

Documents

1. Foreigner's passport and the annual residency card, if file completion is before travel
2. Leave confirmation for foreigner, if file completion is after travel in case residency is over.
3. Guarantor authorization certified from Bank.
4. Photocopy of passport in case foreigner is outside the country.
5. If the file completion targeted to redeem deposit, he/she must have official letter from ministry of interior.
6. Leave confirmation and official letter titled by cancellation of residency if the residency is still valid.

Procedures

1. Visit borders and residency department or any of issuing branches
2. Fill the special form
3. Submit the form to official on counter
4. Pay the fines (if found)

Expected time

15 minutes

Fees

1 J.D stamps

Place

Borders and residence department or any of its issuing branches

Annual residency file completion

The service is provided to Jordanians who want to complete their annual residency file for foreigners on their own guarantee

Documents

1. Foreigner's passport and his/her annual residency card if completion is before travel
2. Leave confirmation if travel after completion and the annual residency is over
3. Leave confirmation with official cancellation letter from ministry of interior, if the residency is still valid.
4. Authorization from guarantor certified by Bank.

Procedures

1. Visit borders and residency department or any of issuing branches
2. Fill the special form
3. Submit the form to the official on counter
4. Pay the fines (if found)

Expected time

15 minutes

Fees

1 J.D stamps

Place

Borders and residence department or any of its issuing branches

Public Security Directorate

Transferring entry stamp from passport to another

The service is provided to foreigners who want to transfer the stamp of entry from one passport to another

Documents

1. Valid passports
2. Ex-passport or invalid one (report police station in case of ex-passport loss)

Procedures

1. Approval from ministry of interior, if the transfer from a document to passport or vice-versa.
2. Visit borders and residence department
3. Fill the special form + 1 J.D stamps
4. Fines must be paid (if found)
5. Submit the form to official on counter

Expected time

5 minutes

Fees

1 J.D and fines (if found)

It is not conditioned to pay fines in case of transferring entry stamp from Ex-passport to the new one

Place

Borders and residence department

Exemptions / Jordanian's wife / Jordanian's husband

The service is provided to foreigners who want to get exemption of exceed residency fines

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Documents

1. Valid passport
2. Marriage document
3. Jordanian Husband's or wife's identity card

Procedures

1. Visit borders and residence department or any of its issuing branches or borders centers.
2. Fill the form + 1J.D stamps
3. Attendance of wife or husband personally
4. Fines must be paid (if found) before marriage date
5. Submit request on the counter
6. Checking of the transaction and exemption stamp passport.

Expected time

5-10 minutes

Fees

1 J.D stamps and fines (if found before marriage date)

Place

Borders and residence department or any of its issuing branches, borders centers

Public Security Directorate

Exemptions / Jordanian's children

The service is provided to female Jordanian's children who want to get exemption of exceed-residency fines

Documents

1. Valid passport
2. Birth certificate
3. Jordanian mother identity card.

Procedures

1. Visit borders and residence department or any of its issuing branches or borders centers.
2. Fill the form + 1J.D stamps
3. Submit request on the counter
4. Check the transaction and passport exemption stamp.

Expected time

5-10 minutes

Fees

1J.D

Place

Borders and residence department or any of its issuing branches, borders centers

Exemptions: students of Jordanian universities and institutes

The service is provided to university / institutes students who want to get exemption of exceed-residency fines

Documents

1. Valid passport

2. Student confirmation from university certified by ministry of high education for private universities.
3. Annual residency (if found)

Procedures

1. Visit borders and residence department or any of its issuing branches or borders centers.
2. Fill the form + 1J.D stamps
3. Submit request on the counter
4. Check the transaction and passport exemption stamp.

Expected time

5-10 minutes

Fees

1 J.D

Place

Borders and residence department or any of its issuing branches, borders centers

Bail and release of irregular labor via cooperation with ministry of labor

The service is provided to guarantors of irregular labor

Documents

1. Official letter from ministry of labor

Procedures

2. Visit borders and residence department
3. Submit transaction to competent official
4. Issuing bail or release document from police directorate.

Expected time

5-10 minutes

Fees

Free

Place

Borders and residence department

Public Security Directorate

Iraqi nationality repatriation

The service is provided to Iraqi people

Document

1. Valid passport (except departures to Iraq)

Procedures

1. Visit borders and residence department
2. Fill the special form with photocopy of passport
3. Submit transaction on counter
4. Security check of transaction

5. Passport stamp

Expected time

5-10 minutes

Fees

Free

Place

Borders and residence department

Public Security Directorate

Repatriation from ministry of interior

The service is provided to all Arab nationalities

Documents

1. Valid passport (except those departures to their original countries) or travel document.
2. Official letter from ministry of interior
3. Travelling ticket

Procedures

1. Visit borders and residency department
2. Personal attendance of person
3. Submit transaction on counter
4. Security check of transaction
5. Delivery of Passport or document with repatriation stamp.

Expected time

5-10 minutes

Fees

Free

Place

Borders and residence department

Public Security Directorate

Facilitation of leave resettlement for refugees

The service is provided to all nationalities

Documents

1. Travel document or passport
2. Official letter from ministry of interior

Procedures

1. Visit borders and residence department
2. Attendance of UNHCR representative
3. Submit transaction on counter
4. Transaction security check

5. Passport or travel document with repatriation stamp and delivery of document or passport to the UNHCR representative.

Expected time

5-10 minutes

Fees

Free

Place

Borders and residence department

Public Security Directorate

Sequence of annual residency

The service is provided to all nationalities

Documents

1. photocopy or original annual residency.
2. Official authorization from guarantor.

Procedures

1. Visit the place where annual residency is issued
2. Fill the form
3. Submit transaction on counter
4. Issuing official letter of sequence of residency

Expected time

5-10 minutes

One J.D stamps

Place

Borders and residence department or any of its issuing branches

Public security directorate

Issuing temporary residency for first time / unrestricted nationalities

Documents

Valid passport of at least 3 months

Procedures

1. Visit the nearest police station within two weeks for identifying address and getting the **temporary residency** for first time except Turkish and Lebanese nationalities who are given 3 months residency in borders centers.
2. Paying fines of exceed-residency (if found)
3. Residency of first time stamp must be fixed on passport for three months since the entry date

Place

Borders and residency department or any of its issuing branches

Public Security Directorate

Issuing temporary residency for second time / unrestricted nationalities

Documents

1. Valid passport of at least 3 months
2. Medical clearance certificate issued by one of medical centers of ministry of health
3. Visit borders and residence department
4. Fill the form of extension residency for the second time and photocopy of information page.

Note...

No medical clearance certificate is required from people of EU, Canada, USA, Switzerland, Norway, and Sweden.

Procedures

1. Checking passport to insure the stamp of entry, the first temporary residency and identification of address
2. 1 J.D Fees of extension and fines (if found)
3. Stamp of second time residency (three months period) starting from the termination of the first residency period.

Place

Borders and residence department

Public Security Directorate

Temporary residency for more than 6 months

The service is provided to foreigners who want to extend their residency for more than 6 months

Documents

Valid passport

Procedures

Approval for extension from ministry of interior

1. Visit borders and residence department or any of its branches with approval from ministry of interior
2. fill the form
3. fees and fines must be paid (if found)
4. submit the request on counter

Expected time

5-10 minutes

Fees

1 J.D and fines (if found)

Place

Borders and residence department or any of its issuing branches

Public Security Directorate

Issuing temporary residency (first time)/ restricted nationalities

The service is provided to foreigners who want to extend their residency for more than one month

Documents

1. valid passport
2. visit the nearest police station to identify address
3. Extension official letter from ministry of interior, except Libyan, Iraqi, Yemeni nationalities, foreigners visit issuing centers to get the first three months residency.

Procedures

1. Complete the required documents
2. Submit documents to official of foreigners affairs branch
3. A residency of 3 months is given to restricted nationalities.

Expected time

5-10 minutes

Fees

Free except fines (if found)

Place

The nearest police station where issuing branches are located

Public Security Directorate

Issuing temporary residency for second time to restricted nationalities

The service is provided to foreigners who want to extend their residency for more than one month

Documents

1. valid passport of at least 3 months
2. medical clearance certificate
3. extension official letter from ministry of interior

Procedures

1. completion of required documents
2. submit the documents on counter
3. Temporary residency is given for three months in case the validity of residency does not exceed the validity of passport.

Expected time

5-10 minutes

Fees

One J.D and fines (if found)

Place

The nearest police station where issuing branch is located

Public Security Directorate

Issuing temporary residency of house-keepers, drivers, escorts whom their guarantors come from GCC

They are given **temporary residency** of three months in borders centers

Documents

1. Valid passport of at least three months
2. Valid **residency** from the country where he/she lives

Expected time

5-10 minutes

Fees

40 J.D

Place

Borders centers

Public Security Directorate

Issuing temporary residency of more than three months for house-keepers, drivers, escorts whom their guarantors come from GCC

Documents

1. valid passport of at least three months
2. medical clearance certificate
3. extension approval from ministry of interior
4. Identifying address in nearest police station

Procedures

1. completing required documents

2. submit the documents to foreigner's affairs branch
4. Temporary residency is given for three months in case the validity of residency does not exceed the validity of passport.

Expected time

5-10 minutes

Fees

One J.D and fines (if found)

Place

Borders and residence department or any of its issuing branches

Public Security Directorate

Request of five years residency

Documents

5. photocopy of passport
6. photocopy of annual residency
7. photocopy of guarantor identity card or annual residency card
8. official authorization from guarantor

Procedures

1. visit the place where the annual residency is issued
2. visit the management center to get the official letter to the ministry of interior

Notes:

Requirements for the five years residency

1. the legal residency inside the kingdom must be at least ten years
2. the renewal of residency mustn't be delayed for more than 6 continuous months within the last 10 years of his/her residency
3. Resident must be investor, associate or unclassified profession.
4. there mustn't be work permit when submitting request

Expected time

30 minutes

Fees

Free

Place

Borders and residence department

Public security directorate

Issuing Residency for five years

Documents

1. approval from ministry of interior
2. Identifying address
3. two personal photos
4. photo copy of passport for residency seeker (information page, validity , the last entry , address page, escorts page , if the approval including escorts , temporary residency, if found,)
5. company / association registration certificate issued by ministry of commerce and industry in addition to valid profession permit issued by the great Amman municipality or other municipalities outside Amman (professions included investor, associate , company owner)
6. marriage document for husband/ wife

Procedures

1. fill the residency request according to the form of borders and residence department
2. checking the required documents attached by the request

3. checking the criminal record of residency seeker
4. register the transaction in public or private record
5. issuing residency card

Notes

Conditions

1. approval from ministry of interior
2. personal statement from guarantor
3. photo copy guarantor's identity card
4. Official letter from governmental agency if a foreigner worked before in it.
5. all procedures are prepared by the borders and residence department or any of its issuing branches

Expected time

15 minutes

Fees

1. 30 J.D residency fees
2. 1 J.D personal statement
3. 1.5 fine of exceed / day
4. Students, governmental professions and staff-members of diplomacy agencies and the royal court are all exempted from fees by official letter from ministry of interior.

Place

Borders and residence department

Public Security Directorate

Request of nationality

The service is provided to Jordanian's foreign wife who wants to get the Jordanian nationality

Documents

1. passport
2. family book
3. marriage certificate
4. nationality confirmation certificate for Palestinians who do not have passport and born in Jordan

Procedures

1. visit borders and residence department
2. submit the request on counter
3. personal attendance of person or official authorization
4. security check of transaction
5. fines must be paid (if found)

Expected time

5 minutes

Fees

Free

Place

Borders and residence department