



REPUBLIC OF RWANDA

MINISTRY OF FOREIGN AFFAIRS AND INTERNATIONAL COOPERATION

RWANDAN COMMUNITY ABROAD SERVICES

Legalization and Authentication of Documents going or coming from 9 Embassies/Mission or Rwandan Notary.

Type of Document	When to Deposit the Documents	When to pick the Documents	What is required to get the service
Birth, Death, School Transcript & Marriage certificates Investors and company registration certificates	From Monday to Friday morning	From Monday to Thursday morning	<ol style="list-style-type: none">1. copy of national Id2. stamped & signed on it by the notary from the ministry of Justice;3. A copy of valid national ID card or Passport.
Power of Attorney (Procurator) regarding the sell and transfer of land.	Monday To Friday	After 4days to one week.	<ol style="list-style-type: none">1. copy of a valid passport or ID;2. Original power of attorney stamped & signed on it by Rwandan Embassy /High Commission from a residence country and not to have exceeded 2 years from the date of issuance.3. A copy of ID card or Passport for both (owner & receiver);4. A copy of the land deeds or company registration certificate.



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Type of Document	When to Deposit the Documents	When to pick the Documents	What is required to get the service
Legalization of foreign certificates to be used in Rwanda like; Death, marriage, divorce, birth, bank transfer, company board resolutions, car sell and transfer and other management agreements.	Monday To Friday	After 4days to one week.	<ol style="list-style-type: none">1. Original power of attorney stamped & signed on it by Rwandan Embassy /High Commission from a residence country and not to have exceeded 2 years from the date of issuance.2. A copy of ID card or Passport for both (owner & receiver);3. A copy of the company registration certificate for investors and a yellow card copy for car transfers.



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Issuance of recommendation letters to RCA Members for land registration, Online exemption & Account opening forms from BK and BPR.		
Type of Service	When to Require	What is required to get the service
Recommendation letters to RCA Members for land registration.	Monday to Friday	<ol style="list-style-type: none">1. National ID card & Passport of residence state;2. Consulate card;3. A copy of land tittle/deed4. Sell Agreement between two parties;5. Form from land Notre
Online exemption	Monday TO Friday	<ol style="list-style-type: none">1. ID card or Passport;2. letter from the Embassy; Stamped and signed by the Embassy together with the list of items to be exempted.3. For the case of the Vehicle, (Vehicle documents are needed)4. Yellow card, valid insurance and should be above one year of ownership.
Account Forms BK Or BPR	Monday TO Friday	<ol style="list-style-type: none">1. A copy of ID card or Passport;2. Consulate card;3. Passport Photos