



**MALDIVES HIGH  
COMMISSION  
MALAYSIA**  
*Consular Advice Series*

## Authentication Services

Various Malaysian organisations, including governments, businesses, and educational institutions sometimes ask for documents issued by a foreign authority to be authenticated before they are accepted.

This brochure provides answers to FAQs regarding the High Commission's authentication services.

It is advisable to get your certificates and other educational documents attest through the **Maldives Accreditation Board** before you travel to Malaysia.

## Contact us

The High Commission provides general consular services between **9:30am and 4:00pm from Monday to Friday except on High Commission holidays<sup>i</sup>**. A list of High Commission holidays is available on our website [www.maldives.org.my](http://www.maldives.org.my).

In an emergency you can contact us on our emergency line <sup>ii</sup>

**+6 012 655 7895**

The High Commission's contact details are provided below.



### **MALDIVES HIGH COMMISSION**

Suite 701, Menara See Hoy Chan  
374 Jalan Tun Razak  
50400 Kuala Lumpur  
Tel: +603 2163 7244  
Fax: +603 2164 7244  
Email: [mail@maldives.org.my](mailto:mail@maldives.org.my)  
[www.maldives.org.my](http://www.maldives.org.my)

<sup>i</sup> Ramadan working hours are from 10:30am to 3:00pm

<sup>ii</sup> No sms service



## What are authentication services?

---

Authentication services (notary services or legalisation of documents) involve the placing of the High Commission's seal or issuing a letter certifying that a document is authentic.

**We only authenticate documents that are issued by government agencies in the Maldives.** Generally, we provide the following services:

1. Placing the consular seal on a copy of a document, attesting that it is a true copy of the original.
2. Issuing an authentication letter verifying the details of a document which is in Dhivehi.
3. Attest the signing of a legal document to be used for legal matters in the Maldives. For example, the power of attorney or agreement to be used in a Maldivian court.
4. Issuing verification letters stating the bona fide status such as verifying your relationship to a family member.

**Note:** The High Commission does not attest to the authenticity of the *contents* of the document. For example, we verify that a power of attorney is signed by the person, but we do not attest the contents of the statement which provides the legal rights to a specific person.

We also do not make statements as to the character of a person beyond acknowledging facts stated in source documents.

## Who can request for authentication services?

---

Authentication services are available to all Maldivian citizens. It is also available to Malaysian

or foreign individuals or organisations who want to authenticate documents issued by a Maldivian authority.

## What documents would I normally need to get authentication services?

---

You would normally need a photo identification such as a valid passport or National ID card of the individuals applying for the service, AND originals of the documents that need to be authenticated. If in doubt, call us before you visit us to ensure that you bring the right documents.

## What are the fees?

---

Our authentication services are free of charge.

## Can you attest a copy of a document issued by another country except Maldives?

---

No. We do not authenticate documents issued by another country. For example, we do not authenticate your university certificates or transcripts that are issued in another country.

## My birth certificate/marriage certificate is in Dhivehi, and I need a translation.

---

The High Commission does not translate documents.

However, we do issue authentication letters verifying the details on Dhivehi documents in English.

English original translations of birth or marriage certificates should be obtained from the competent Maldivian government authority.

Get Dhivehi birth certificates or other documents translated to English through the competent Maldivian government office before travelling. You might need them for various purposes such as visa applications.

## I want to convert my Maldivian driving licence to a Malaysian one, and the Malaysian Road Transport Department (JPJ) has asked for a letter from the High Commission.

---

If you provide us a valid Maldivian driving licence, we can issue a letter stating your eligible driving categories. We will also attest a copy of the driving licence to be submitted to JPJ with your application.

## Do I need a letter from the High Commission to submit to Malaysian Immigration with my visa application?

---

No verification letters of the High Commission are required for visa applications for extending visas.

However, if you are a Maldivian studying in Malaysia and need your immediate family members to be with you during your stay, we can issue a letter to the Malaysian Immigration Department stating your bona fide status as a student, and verifying your relationship with your spouse, children or parents. This service is provided to assist students (other than post-graduate students) in obtaining Malaysian visa for their family members while they are in Malaysia.

**Our website** contains the application form for authentication services. The form includes procedures and service standards. Call us if you have questions regarding your case.

[www.maldives.org.my](http://www.maldives.org.my)