



Republic of Rwanda
Ministry of Foreign Affairs
and International Cooperation

MINAFFET SERVICES

The Ministry of Foreign Affairs and International Cooperation (MINAFFET) provides digital consular and diplomatic facilitation services through the [IremboGov platform](#).

These services support **citizens, Rwandans living abroad, and diplomatic missions accredited to Rwanda**. Most services can be applied for online through <https://www.irembo.gov.rw>

Services to Citizens

1. **Apostille: Legalization of Public Documents from Rwanda to be Used Abroad / Apostille**

This service allows individuals to legalize public documents issued in Rwanda so that they can be legally recognized in foreign countries. Typical documents include civil registry records, academic certificates, court documents, and other notarized documents.

Who can apply?

- Rwandan citizens
- Foreign nationals holding Rwandan public documents

Requirements:

Applicants must prepare:

- National ID (for Rwandans) or Passport (for foreigners)
- Notarized public document to be legalized
- Supporting documents depending on document type

Important: All documents must be notarized by MINIJUST, RDB or NLA Public Notary before submission.

- ✓ **MINIJUST public notary:** for civil registry documents, education documents and other public documents
 - ✓ **RDB public notary:** for business registry related documents
 - ✓ **NLA public notary:** for documents related to land in foreign countries.
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- **Application fees:** 10,000 RWF
 - Processing Time (SLA): Up to **3 working days**
 - **Output:** Electronic Apostille certificate or Legalization certificate (for Non-Apostille countries) with QR code for verification
 - **Apply Online:** Available through [IremboGov](#) under Foreign Affairs and Consular Services.

2. Recommendation Letters: Issuance of Recommendation Letters to Rwandans living abroad for land-related services

The recommendation letter facilitates faster processing of land services in Rwanda. This service supports Rwandans living abroad by issuing recommendation letters required for land-related processes in Rwanda, such as:

- Transfer of land ownership
 - Construction permits
 - Other land-related administrative procedures
- **Who can apply?** Rwandans living abroad
 - **Requirements:**

Applicants must provide:

 - National ID or valid passport
 - Proof of residence abroad (passport, consular card, or equivalent document)
 - Land title document
 - Supporting documents (optional)
 - Processing Time (SLA): Up to **2 working days**
 - **Output:** Recommendation letter issued by MINAFFET
 - **Apply Online:** Available through [IremboGov](#) under Foreign Affairs and Consular Services.

Need Assistance?

For assistance regarding any MINAFFET services to citizens:

- Email : rca@minaffet.gov.rw , info@minaffet.gov.rw
- Phone : +25079039738

Services to Diplomats residing in Rwanda and their dependents

1. Diplomatic Plate Numbers: Facilitation of Issuance of Diplomatic Plate Numbers

This service facilitates foreign diplomatic missions and international organizations in obtaining diplomatic vehicle plate numbers. MINAFFET issues a recommendation letter that enables applicants to proceed with plate number issuance through relevant authorities.

Who Can Apply?

- Diplomatic missions
- International organizations
- Eligible diplomatic staff

Requirements:

Applicants must submit:

- Note Verbale requesting diplomatic plate numbers
- Guarantee letter
- Arrival notice
- Passport copy (if applicable)
- Visa copy (if applicable)
- Tax Identification Number (TIN) for individuals or organizations

Processing Time (SLA): **Up to 3 working days**

Output: Recommendation letter for issuance of diplomatic plate numbers

[Apply Online: Available through IremboGov.](#) under Foreign Affairs and Consular Services.

2. **Recommendation Letter: Issuance of Recommendation Letter for Rwandan Visa or Permit to diplomats and their dependents**

This service enables diplomats, experts, international organization staff, and their dependents to obtain a recommendation letter required for visa or residence permit processing.

Who can apply?

- Diplomats
- International organization staff
- Experts
- Dependents of eligible applicants

Requirements:

Applicants, depending on their status, must provide some or all of the below:

- Valid passport
- Police clearance certificate
- Curriculum Vitae (CV)
- Academic transcripts
- Degree certificates
- Recommendation letter from employer, embassy, or organization

Note: Additional documents may be required depending on the case, including:

- Previous visa or permit

- Work contract
- Birth certificate (if applicable)

Processing Time (SLA): **Up to 2 working days**

Output: Recommendation letter for visa or permit application

[Apply Online: Available through IremboGov.](#)

How to apply for Services:

All services are available online through [IremboGov](#).

Application Steps:

1. Visit www.irembo.gov.rw
2. Go to the **Foreign Affairs and Consular Services** section
3. Choose the desired service
4. Input the required information and upload required attachments
5. Pay application fees, where applicable
6. Submit application
7. Track progress online

Need Assistance?

For assistance regarding any MINAFFET services:

- **Email :** protocol@minaffet.gov.rw
- **Phone :** +250788125043