



[illegible][illegible]

Others

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NOT FOR SALE

Issuance of Good Conduct Certificates

Malaysians and foreigners (those who have stayed in Malaysia 1 year and beyond) who wish to apply for the Good Conduct certificate could do so as follows:

Application can be made at the Consular Division, Ministry of Foreign Affairs at the following address:

**Consular Division
Ministry of Foreign Affairs Malaysia
Wisma Putra
No 1, Jalan Wisma Putra
Precint 2
62602 PUTRAJAYA
Telephone No : (603)-88874000**

Applicants need to fill in a Certificate of Good Conduct form (2 pages).

For Malaysians abroad, forms can also be obtained from the respective Malaysian Mission in the country. Address, telephone number and e-mail of Malaysian Missions is available in this website under the topic "Malaysia's Missions Worldwide".

Each application should be submitted in:

- **Two (2) copies application form together with two (2) recent passport size photographs**
- **Two (2) photostat copies of identification card (for Malaysian citizens only)**
- **Two (2) photostat copies of passport (front and back pages for Malaysian citizens and all visa stamp pages for foreign citizens)** **Note: Kindly ensure that the passport has a minimum validity of nine (9) month from the date of application. If the validity is less than 9 months, kindly renew your passport before applying the Letter of Good Conduct.**
- **An introduction letter from the employer (for foreign citizens only)**
- **Self-address envelope size A4 with sufficient stamp**

Mode of Application and Processing fee:-

i) At Consular Counter Service : (Application in Person)

Ringgit Malaysia Twenty Only (RM 20.00) in cash, Postal Order or Bank Draft (Payable to: AKAUNTAN NEGARA MALAYSIA)

ii) Through Mail / By Post

Ringgit Malaysia Twenty Only (RM 20.00) in Postal Order or Bank Draft only (Payable to: AKAUNTAN NEGARA MALAYSIA)

* Do not send cash through mail / by post

Processing period is within 30 working days from the date of submission. Certificate will be sent to the applicant using the self-address envelope above or can be collected by the applicant at the Consular Division counter service.