

ISSUANCE OF GOOD CONDUCT CERTIFICATE

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

Each application should be submitted with:

1. Two (2) copies of application form together with two (2) recent passport size photographs;
2. Two (2) photostat copies of passport (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.
3. An introduction letter from the employer/school/college/university (for foreign citizens only);
4. Self-addressed envelope size A4 with sufficient stamp;
5. Mode of Application and Processing fee: -

i) At Consular Service Counter : (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 1 to 2 months from the date of submission. Certificate will be sent to the applicant using the self-addressed envelope above or can be collected by the applicant at the Consular Division counter service.

NOT FOR SALE

Please provide your mailing address (No P.O. Box address) for the Consulate to return your passport and documents. Please ensure that someone will be present at the address to receive and sign the delivery of these documents. If the documents are returned to the Consulate, all charges for re-sending the documents will be on your expense.

Name and Address for passport return:

Telephone Number:
