

(iii) Citizen Card

The derivative card of Weihai Citizen Card is a card integrating the functions of Citypass and public transportation. The card loaded with appropriate functions can be used for attendance checking, entry and exit, cafeteria dining, water affairs management, store consumption and library visit at schools and enterprises; for access to the book borrowing app, City Book Rooms, self-help book borrowing and returning services and book borrowing services at Weihai Library; for free workouts at Weihai Stadium; and for interconnection with more than 300 cities across China in terms of public transportation. Follow the official WeChat account of Weihai Citizen Card or download Weihai Citizen Card APP for more details.

Processing time limit: Instant service

Working hours: Monday to Sunday

May 1 – October 31 8:30 – 16:30

November 1 – April 30 8:30 - 16:00

Application materials: 1. The passport or Exit-Entry Permit for Travelling to and from Hong Kong, Macau and Taiwan of the applicant
2. For the application filed by others on behalf of the applicant, a 1-inch bareheaded color photograph with white background of the applicant.

Fees: RMB 20 per card as the functional service fee

Processed by: Weihai Citizen Card Company

Address: Weihai Citizen Card Service Outlet of Huancui District, No. 119, Guzhai East Road, Weihai Torch High-tech Industrial Development Zone
Tel. 0631-5566000

II. Residence

Overseas institutions, organizations and personnel shall go through the approval formalities for matters concerning national security at service windows of Weihai Government Service Center before leasing (purchasing) or otherwise

acquiring houses and other buildings, structures and premises (including those selected and invested by foreign merchants).

Application materials:

Application materials for leasing (purchasing) or otherwise acquiring houses and other buildings, structures and premises (including those selected and invested by foreign merchants) by overseas institutions, organizations and personnel

Properties leased or purchased by foreign resident representative offices	Properties leased or purchased by foreign-related enterprises	Properties leased or purchased by overseas personnel
Application for Approval of Leased or Purchased Properties Involving National Security	Application for Approval of Leased or Purchased Properties Involving National Security	Application for Approval of Leased or Purchased Properties Involving National Security
Property Ownership Certificate	Property Ownership Certificate	Property Ownership Certificate
Documents of appointment of the chief representative or the representative by foreign enterprises	Business License	Identification documents
Identification documents of the chief representative or the representative	Identification documents of the legal representative	Property lease or purchase contract
Power of attorney provided by the organization for the application	Power of attorney provided by the organization for the application	Power of attorney provided by the individual for the application
For the documents submitted in other languages, Chinese translations with the official seal of a translation company shall be provided.	For the documents submitted in other languages, Chinese translations with the official seal of a translation company shall be provided.	



Working hours: Working day: 8:30-12:00; 13:30-17:00

Statutory processing time limit: 10 working days

Fees: Free of charge

Processed by: Weihai National Security Bureau

Address: Integrated Social Affair Service Window No. 6, 2/F, Weihai Government Service Center, No. 86, Wenhau Middle Road, Weihai, Shandong Province

Tel.: 0631-5897074

III. Transportation

(i) Application for Driving License by foreign nationals

See the following for the application for motor vehicle driving licenses of the People's Republic of China by foreign nationals holding overseas motor vehicle driving licenses, the application for provisional motor vehicle driving licenses by foreign nationals who enter China temporarily and the application for motor vehicle driving licenses of the People's Republic of China by foreign nationals.

1. Application for motor vehicle driving licenses of the People's Republic of China by foreign nationals holding overseas motor vehicle driving licenses

Foreign nationals who hold overseas motor vehicle driving licenses may, if meeting the conditions for driving permission as prescribed by the public security authority under the State Council and assessed by the traffic administrative department of the public security authority to be qualified, be issued motor vehicle driving licenses of China.

Application location: The applicant who holds a residence permit issued by Weihai and who does not hold a resident permit but has a valid visa or stay permit and a residence registration certificate issued by the public security authority shall submit the application to the Vehicle Management Office of the Traffic Police Division of Weihai Public Security Bureau.

Application materials: 1. Application Form for Motor Vehicle Driving License

(printed by the staff of the service window and signed by the applicant for confirmation)

2. Identification documents (passport or other travel documents; valid visa with a residence or stay period of more than three months; or stay or residence permit and residence registration certificate issued by the public security authority) of the applicant

3. The certificate of physical conditions issued by a medical examination institution qualified for conducting driver's physical examinations (not required for online verification)

4. Overseas motor vehicle driving license(s) (Chinese translations are required for the documents submitted in other languages)

5. 1-inch bareheaded and full-faced color photographs with white background of the applicant taken within six months (not required for the applicant who takes a photograph for free with self-service equipment)

Examination requirements: The applicant who holds an overseas motor vehicle driving license shall, when applying for a motor vehicle driving license, take the examination on Subject 1. The same applicant who applies for a motor vehicle driving license of the permitted type of a heavy passenger vehicle, semi-trailer truck, city bus, middle passenger vehicle or heavy goods vehicle shall take the examination on Subject 3 in addition (For the applicant who holds a driving license issued by the country that has signed an agreement with China for mutual recognition of driving licenses, the agreement shall prevail.).

Working hours: Working day: 8:30-12:00; 13:30-17:30



Processing time limit: A motor vehicle driving license will be issued on the date of passing the examination

Fees: Cost of production: RMB 10 per license

Examination on Subject 1: RMB 80 per person

Examination on Subject 3 - Road Driving Skills: RMB 200 per person

- Common Knowledge of Safe and Civilized Driving: RMB 40 per person

Processed by: Vehicle Management Office of the Traffic Police Division of Weihai Public Security Bureau

Address: Vehicle Management Office, Weihai Government Service Center, Shandong Province (No. 123, Wenquan West Road, Huancui District, Weihai)

Tel.: 0631-12123

2. Application for provisional motor vehicle driving licenses by foreign nationals who enter China temporarily

Foreign motor vehicle drivers who have temporarily entered the People's Republic of China for no more than three months may, if meeting the conditions for driving permission as prescribed by the public security authority under the State Council and reviewed by the traffic administrative department of the public security authority to comply with relevant regulations, be issued provisional motor vehicle driving licenses after learning the laws and regulations on road traffic safety.

Application location: The applicant who drives his/her own motor vehicle of temporary entry with Weihai as the place of entry or departure and who drives a motor vehicle rented in Weihai shall submit the application to the Vehicle Management Office of the Traffic Police Division of Weihai Public Security Bureau

Application materials: 1. Application Form for Provisional Motor Vehicle Driving License (printed by the staff of the service window and signed by the applicant for confirmation)
2. Identification documents for entry and exit;

supporting documents proving that age and physical conditions of the applicant meet the conditions for driving permission in China

3. Overseas motor vehicle driving license(s) (Chinese translations are required for the documents submitted in other languages)

4. 1-inch bareheaded and full-faced color photographs with white background of the applicant taken within six months (not required for the applicant who takes a photograph for free with self-service equipment)

5. For the applicant who takes part in the organized travels, contests and other interaction activities, the certificate issued by the relevant competent authority.

6. For the applicant who drives his/her own motor vehicle of temporary entry, the license plate and registration certificate of the vehicle

Working hours: Working day: 8:30-12:00; 13:30-17:30

Processing time limit: A provisional motor vehicle driving license will be issued to the applicant who learns the laws and regulations on road traffic safety after his/her application materials have been reviewed to comply with relevant regulations within three days.

Fees: Cost of production: RMB 10 per license

Processed by: Vehicle Management Office of the Traffic Police Division of Weihai Public Security Bureau

Address: Vehicle Management Office, Weihai Government Service Center, Shandong Province (No. 123, Wenquan West Road, Huancui District, Weihai)

Tel.: 0631-12123

3. Application for motor vehicle driving licenses by foreign nationals

Foreign nationals whose residence (stay) period is more than three months



may, if meeting the conditions for driving permission as prescribed by the public security authority under the State Council and tested by the traffic administrative department of the public security authority to be qualified, be issued motor vehicle driving licenses of China.

Application location: The applicant who reside or stay in Weihai shall submit the application to the Vehicle Management Office of the Traffic Police Division of Weihai Public Security Bureau

Application materials:

1. Application Form for Motor Vehicle Driving License (printed by the staff of the service window and signed by the applicant for confirmation)
2. Identification documents (passport or other travel documents; valid visa with a residence or stay period of more than three months; or stay or residence permit and residence registration certificate issued by the public security authority) of the applicant
3. The certificate of physical conditions issued by a medical examination institution qualified for conducting driver's physical examinations (not required for online verification)
4. 1-inch bareheaded and full-faced color photographs with white background of the applicant taken within six months (not required for the applicant who takes a photograph for free with self-service equipment)

Working hours: Working day: 8:30-12:00; 13:30-17:30

Processing time limit: A motor vehicle driving license will be issued on the date when the applicant passes the Examination on Subject 3 - Common Knowledge of Safe and Civilized Driving as required.

Fees: Cost of production: RMB 10 per license

·Examination on Subject 1: RMB 80 per person

- Examination on Subject 2: RMB 240 per person
- Examination on Subject 3 - Road Driving Skills: RMB 200 per person
- Common Knowledge of Safe and Civilized Driving: RMB 40 per person

Processed by: Vehicle Management Office of the Traffic Police Division of
Weihai Public Security Bureau

Address: Vehicle Management Office, Weihai Government Service Center,
Shandong Province (No. 123, Wenquan West Road, Huancui
District, Weihai)

Tel.: 0631-12123

(ii) Motor vehicle registration for foreign nationals

1. Application for motor vehicle registration by foreign nationals in China

Criteria: Only the motor vehicles that have been registered with the traffic management department of the public security authority can be driven on the road.

Application materials:

1. Identification documents (passport or other travel documents and valid visa with a residence or stay period of more than three months that are held at the time of entry; and stay or residence permit and residence registration certificate issued by the public security authority) of the vehicle owner
2. The certificate of origin of the vehicle
3. The ex-factory quality certificate of the whole motor vehicle or the import certificate of the imported vehicle;
4. The payment certificate or tax-exemption certificate of vehicle purchase tax;
5. The certificate of mandatory liability insurance for traffic accidents of the vehicle
6. The payment certificate or tax-exemption certificate of vehicle and vessel tax



7. Other certificates and documents that shall be submitted at the time of motor vehicle registration as prescribed by relevant laws and regulations

Working hours: Working day: 8:30-12:00; 13:30-17:30

Processing time limit: 2 working days

Fees: Cost of production: RMB 120

Processed by: Vehicle Management Office of the Traffic Police Division of
Weihai Public Security Bureau

Address: Vehicle Management Office, Weihai Government Service Center,
Shandong Province (No. 123, Wenquan West Road, Huancui
District, Weihai)

Tel.: 0631-12123

2. Application for a license plate and registration certificate of a motor vehicle of temporary entry

An application for a license plate and registration certificate shall be submitted to the traffic management department of the public security authority of the municipality or the urban district where the place of entry or departure is located for a foreign motor vehicle that is driven temporarily in China. The valid term of the driving plate and registration certificate of the motor vehicle of temporary entry shall be consistent with that indicated on the entry approval document, provided that the maximum valid term shall not exceed three months. The valid term of the driving plate and registration certificate of a motor vehicle of temporary entry shall not be extended.

- Criteria:
1. Foreign motor vehicles and motor vehicle drivers that temporarily enter China upon approval of competent national authorities to take part in the organized travels, contests and other interaction activities
 2. Foreign motor vehicles and motor vehicle drivers that only move around within the certain scope of a border area after temporarily entering China
 3. Motor vehicle drivers who need to drive motor vehicles rented in



China after temporarily entering China

A bilateral or multi-lateral transit agreement with China or an agreement between countries or governments for mutual recognition of driving plates and driving licenses shall prevail.

Application materials: In order to apply for a license plate and registration certificate of a motor vehicle of temporary entry, the vehicle shall be inspected and the following certificates and documents shall be submitted:

1. Application Form for License Plate and Registration Certificate of Motor

Vehicle of Temporary Entry (printed by the staff of the service window and signed by the applicant for confirmation)

2. The motor vehicle registration certificate issued by a competent overseas authority (A Chinese translation is required for the certificate submitted in other languages)

3. The entry certificate issued by the Chinese customs authority and other related authorities for the vehicle

4. The reception plan of a travel agency; the certificate issued by the relevant competent authority of China in case of an organized travel, contest or other interaction activity

5. The motor vehicle safety inspection certificate (A Chinese translation is required for the certificate issued by a competent overseas authority)

6. The certificate of mandatory liability insurance for traffic accidents of motor vehicles in China with a term no less than the temporary entry period.

Working hours: Working day: 8:30-12:00; 13:30-17:30



Processing time limit: 3 working days

Fees: Cost of production: RMB 10 per license

Processed by: Vehicle Management Office of the Traffic Police Division of
Weihai Public Security Bureau

Address: Vehicle Management Office, Weihai Government Service Center,
Shandong Province (No. 123, Wenquan West Road, Huancui
District, Weihai)

Tel.: 0631-12123

(iii) Bus

Ticket price: RMB 1 for ordinary buses, RMB 2 for express routes with big stations and RMB 2 for air-conditioned buses (during the air-conditioned period) in the downtown of Weihai (Huancui District, Weihai Economic and Technological Development Zone, Weihai Torch Hi-tech Science Park and Weihai International Port Economic and Technological Development District).

A fare box is installed at the front door next to the driver's seat. Please insert the fare into the fare box (Exact fare only). Passengers can also scan to pay their bus fares by Citizen Card, Alipay, WeChat and UnionPay.

Visit the website: <https://weihai.8684.cn>, call Weihai Public Transport Group at 0631-5230950 or scan the following QR codes to check the routes of buses numbered 199 and below



Official WeChat Account of
Weihai Public Transport Group



Official APP of Weihai
Public Transport Group

Call Weihai Jiaoyun Group Public Transport Co., Ltd. at 0631-6079607 or scan the following QR code to follow the official WeChat account of Weihai Jiaoyun Group Public Transport Co., Ltd. to check the routes of buses numbered 200 and above.



Official WeChat Account of Weihai
Jiaoyun Group Public Transport Co., Ltd.

(iv) Railway

There are two railway stations in Weihai, namely Weihai Railway Station and Weihai North Railway Station. Although railway stations have been built in counties, cities and districts along the railway, compared with Weihai Railway Station and Weihai North Railway Station, fewer trains pass such stations.

Ticket booking:

① Purchase a ticket at a ticket counter in a railway station or a railway ticket agency with valid identification documents;

② Book a ticket online after completing the registration of passport information at www.12306.com; collect the ticket at a ticket counter in a railway station or a railway ticket agency.

Tips:

Automatic ticketing machines are only available by a second-generation Resident ID Card.

Railway Service Hotline: 12306 Website: www.12306.cn

Scan the following QR codes to purchase tickets and check remaining tickets, train schedules and addresses of railway ticket agencies.





Railway 12306



Official WeChat Account
of China Railway



Official WeChat Account
of Railway 12306

(v) Port

Weihai Port is a national Class I port open to foreign countries in Shandong Province, which readily connects China with the South Korea, Japan, North Korea and other Southeast Asian countries. With 22 domestic and international liner routes, Weihai Port receives more than 200 ships per month and provides international regular passenger liner services to Incheon and Pyeongtaek, South Korea and domestic regular passenger liner services to Dalian.

Ticket booking:

① Purchase a ticket at a ticket counter in the port or a passage ticket agency with the valid identification documents;

② Follow the official WeChat account of Passenger Platform of Weihai Port to purchase a ticket.

Port Service Hotline: 0631-5233220



Passenger Platform of
Weihai Port

Scan the following QR codes to purchase tickets and check ship schedules and ticket prices.



Tips:

As marine transportation is greatly impacted by weather, please pay attention to changes in ship schedules.

(vi) Air transportation

Weihai International Airport is located in the central area of Weihai, 37 km away from the downtown of Weihai. With 326 flights per month, the airport currently has 38 traffic points, including 2 international traffic points (i.e., Incheon and Osaka) and 36 domestic traffic points (e.g., Beijing, Shanghai, Guangzhou, Harbin, Shenyang, Dalian, Tianjin, Nanjing, Chengdu, Chongqing, Wuhan, Shenzhen and Jinan). Due to COVID-19, it operates one weekly international passenger flight (a weekly flight between Weihai and Incheon; 42 weekly international passenger flight before the pandemic).

Airport Service Hotline: 0631-8641172;

0631-8641170

Website: www.airwh.com

For details, follow the official WeChat account of Weihai International Airport or scan the following QR code.



Official WeChat Account of Weihai International Airport





Airport Bus Service Hotline: 0631-8641788

Airport buses destined for the downtown of Weihai, Rongcheng, Shidao, Wendeng and Rushan are now available for passengers.

Follow the official WeChat account of Weihai Public Transport Group Bus Co., Ltd. or scan the following QR code to check real-time bus location, departure time and ticket booking.



Official WeChat Account of Weihai Public Transport Group Bus Co., Ltd.

IV. Schooling

(i) Schooling of the children of foreign nationals

As of 2020, there are 338 kindergartens, 189 compulsory education schools (including 97 regular primary schools and 92 regular junior high schools), 17 regular senior high schools, 18 secondary vocational schools (excluding technical training schools), 4 special education schools and 11 higher education schools in Weihai.

Current length of schooling: for compulsory education, 5 years of primary school education and 4 years of junior high school education; and 3 years of senior high school education. An academic year is composed of two semesters of about 20 weeks. The first semester is from the beginning of September to January of the following year; the second semester is from February to July. Summer vacation and winter vacation will last for about 12 weeks during the

stage of compulsory education and about 10 weeks during senior high school years.

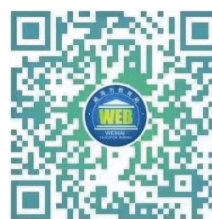
School-age children of foreign nationals residing in Weihai may apply for a student residence permit in accordance with the Provisional Measures for the Administration on Acceptance of Foreign Students by Primary and Secondary Schools (Decree No. 4 of the Ministry of Education in 1999) in order to be enrolled at a school that is qualified to accept international students in the place of residence or a school for children of foreign nationals in Weihai. Original passports shall be provided for enrollment.

Consulting service available at: Weihai Education Bureau

Telephone for inquiry about international schools: 0631-5819831

Telephone for inquiry about regular primary and middle schools: 0631-5819729

Website: <http://jjj.weihai.gov.cn/>



Official WeChat Account of Weihai Education

List of education authorities in Weihai

Name	Address	Tel.
Education and Sports Bureau of Huancui District	No.58, Sifang Road, Huancui District	5288810
Education and Sports Bureau of Wendeng District	No.84, Shiji Avenue, Wendeng District	8464863
Education and Sports Bureau of Rongcheng City	No. 99, East Section of Chengshan Avenue, Yatou Street, Rongcheng City	7564027
Education and Sports Bureau of Rushan City	No.55 Beihuan Road, Rushan City	6652490
Office of Weihai Education Bureau in Weihai Torch High-tech Industrial Development Zone	No. 288, Gaoxin Building, Weihai Torch High-tech Industrial Development Zone	5620608

Office of Weihai Education Bureau in Weihai Economic and Technological Development Zone	No. 106, Qingdao Middle Road, Weihai Economic and Technological Development Zone	5980024
Office of Weihai Education Bureau in Weihai International Port Economic and Technological Development District	No. 15-2, Jiangsu East Road, Weihai International Port Economic and Technological Development District	5581912
Public Service Bureau of Weihai Nantai New Area	No. 190, Changhai Road, Weihai Nantai New Area	8963785

V. Medical services

At present, there are 145 hospitals of all grades and classes, 7 Grade A Tertiary hospitals and 40 private hospitals in Weihai.

List of Grade A Tertiary Hospitals

Name	Address	Tel.	Remarks
Weihai Municipal Hospital	No. 70, Heping Road, Weihai	5287508	Specialized outpatient services for foreign citizens available at 5287538
Weihai Central Hospital	No. 3, West of Mishan East Road, Wendeng District, Weihai	3806600	Specialized outpatient services for foreign citizens available at 3793386
Weihai Maternity and Child Health Care Hospital	No. 51, Guangming Road, Huancui District, Weihai	5271339	Specialized outpatient services for foreign citizens available at 5271339 Director Qi Cuiyuan Mobile phone: 186603778805
Weihai Hospital of Traditional Chinese Medicine	No. 29, Qingdao North Road, Weihai	5333600	Specialized outpatient services for foreign citizens available at 5333600

Weihai Municipal Third Hospital (Weihai Mental Health Center)	No. 80, Qilu Avenue, Weihai	5926028	Specialized outpatient services for foreign citizens available at 5960533
Wendeng Orthopaedic Hospital of Shandong Province	No. 1, Fengshan Road, Wendeng District	8453115, 8452516	
Rongcheng Hospital of Traditional Chinese Medicine	No. 101, East Section of Chengshan Avenue, Rongcheng City	7569693	

VI. Banks, postal and express services

(i) Banks

Account opening, depositing, remittance, foreign currency exchange and other services are available in all banks.

List of some banks

Name	Tel.	Website
Bank of China	95566	www.boc.cn
Agricultural Bank of China	95599	www.abchina.com
Industrial and Commercial Bank of China	95588	www.icbc.com.cn
China Construction Bank	95533	www.ccb.com
Bank of Communications	95559	www.bankcomm.com
Shanghai Pudong Development Bank	95528	www.spdb.com.cn
China Merchants Bank	95555	www.cmbchina.com
China Citic Bank	95558	www.citicbank.com
Postal Savings Bank of China	95580	www.psbc.com
Woori Bank	400-6789-001	https://www.wooribankchina.com



Tips:

Passwords are required to make deposits or withdrawals at service windows and ATMs. Please remember the passwords you set.

Mobile payment gradually replaces cash and bank card payment as the most popular means of payment in China.

(ii) Postal and express services

1. Postal services

You can send and receive international and domestic ordinary letters, domestic registered letters and domestic parcels and mails, and purchase postcards and stamps in all post offices of China.

Visit China Post Online Business Office (www.11185.cn) or call 11185 to check mails, branches, postal codes and postal fees.

2. Phone numbers of some express companies:

EMS: 11183	SF Express: 95338	STO Express: 95543
DHL: 95380	YTO Express: 95554	Yunda Express: 95546
UPS: 4008208388	FEDEX: 4008891888	ZJS Express: 4006789000

VII. Foreign marriage registration

The application for registration of marriage between a foreign national and a Chinese citizen with registered permanent residence in Weihai shall be submitted to the marriage registration office of the Civil Affairs Bureau of the country where the Chinese citizen is registered as a permanent resident.

(i) Application for marriage registration

- Criteria:
1. The Chinese citizen is registered as a permanent resident in the area of jurisdiction of Weihai.
 2. Both parties of the marriage shall jointly submit the application for marriage registration to the marriage registration office on a voluntary basis.
 3. The male applicant shall reach the age of 22 and the female applicant must reach the age of 20.



4. Both parties of the marriage shall have no spouse.
5. Both parties of the marriage shall not be the lineal relatives by blood or the collateral relatives by blood up to three generations.
6. Both parties of the marriage shall not be suffering from any disease which is medically regarded as rendering a person unfit for marriage.

- Application materials:
1. The valid passport or other international travel documents of applicant
 2. The certificate issued by a notary organization or authorized organization of the country where a party resides and accredited by the embassy (consulate) of China in the country or the embassy (consulate) of the country in the People's Republic of China; or the no spouse certificate issued by the embassy (consulate) of the country in the People's Republic of China. Relevant certificates issued by countries that have no diplomatic relations with China shall be accredited by the embassy (consulate) of a third country that has diplomatic relations with both the country where a party resides and China in the country where a party resides and the embassy (consulate) of China in the third country or the embassy (consulate) of the third country in China.
 3. Three 2-inch recent half-length and bareheaded group photographs of both parties of the marriage (obtained through the free photo service provided by the marriage registration office or provided by applicants)

Working hours: Working day: 8:30-12:00; 13:30-17:00

Processing time limit: 1 working day

Fees: Free of charge



Processed by: Marriage Registration Offices of all Civil Affairs Bureaus in Weihai

(ii) Application for divorce registration

- Criteria:
1. The Chinese citizen is registered as a permanent resident in the area of jurisdiction of Weihai.
 2. Both parties of the marriage shall reach a divorce agreement and jointly submit the application for divorce registration to the Marriage Registration Office on a voluntary basis.
 3. Marriage registration is processed in China.

- Application materials:
1. The valid passport or other international travel documents of the applicant
 2. The divorce agreement signed by both parties of the marriage
 3. Marriage certificate of the applicant
 4. Two 2-inch recent half-length and bareheaded single photographs (obtained through the free photo service provided by the Marriage Registration Office or provided by applicants)

Working hours: Working day: 8:30-12:00; 13:30-17:00

Processing time limit: 2 working days

Fees: Free of charge

Processed by: Marriage Registration Offices of all Civil Affairs Bureaus in Weihai

List of Marriage Registration Offices in Weihai

Name	Address	Tel.	Remarks
Marriage Registration Office of Civil Affairs Bureau of Huancui District	No. 59 (Government Service Center of Huancui District), Wenhua Middle Road, Huancui District, Weihai	5213235	8:30-12:00 13:30-17:00

Marriage Registration Office of Civil Affairs Bureau of Wendeng District	No. 80 (Tower B, Civic Center), Century Avenue, Wendeng District, Weihai	8466972	May 1 September 30 8:00–11:40 13:30–17:00 October 1 – April 30 8:00–11:40 13:00–16:30
Marriage Registration Office of Civil Affairs Bureau of Rongcheng City	No. 8, Middle Section of Chengshan Avenue, Yatou Street, Rongcheng City	7580217	8:30–11:30 13:30–17:30
Marriage Registration Office of Civil Affairs Bureau of Ruchan City	No. 108-7 (Government Service Center of Rushan City), Shenzhen Road, Rushan City	6653740	7:50–11:30 13:30–17:00

VIII. Consular legalization

Basis of establishment: LBH [2006] No. 769 and [2010] No. 897 documents of the Consular Department of the Ministry of Foreign Affairs

Criteria: The applicant shall submit notarial deeds or other certificates in compliance with the requirements of consular legalization

- Application materials:
1. Application Form of Consular Legalization of the Embassy/Consulate of the People’s Republic of China
 2. Original valid documents for consular legalization (unlimited notarial deeds or other certificates)
 3. Two copies of the valid passport of the applicant, if the applicant is a foreign national
 4. Other documents required by the embassy of the country to which the application is submitted (for details, visit the consular service website at <http://cs.mfa.gov.cn/> and refer to the regulations for consular legalization of foreign embassies (representative offices) in China)



Procedures:

(i) Procedures for countries as applicants:

1.The applicant submits relevant documents based on the country to which the application is submitted and categories of legalization.

2.The Integrated Foreign Affairs Service Window on the third floor of Weihai Government Service Center receives the application.

3.An officer of the service window will conduct initial examination of the documents and the director in charge of the service window will review the documents; the leader in charge of filing and signing of the Legalization Office of the Consular Department will finally review and sign the documents.

4.For single legalization, the applicant will be notified to collect or receive the documents via SMS messages after the service window produces certificates and completes the procedures. As the documents submitted for double legalization will be sent to general consulates in Qingdao, the applicant will be notified to collect or receive the documents via SMS messages after general consulates complete the returning and closure procedures.

Processing time limit:

Single legalization: 4 working days for regular services; 2 working days for express services

Double legalization: subject to the actual time needed by consulates to complete the returning and closure procedures (working days of the service window + working days of consulates + express mailing time)

Fees: (South Korea, Thailand)

Fees for single legalization

Category	Fees for single legalization (RMB)	
Regular	Business affairs: 100	Civil affairs: 50
Express	Additional 50 express fee for each document	
Note	The above fees are for each document to be legalized. Additional fees will be charged for a notarial deed containing several documents	

Fees for double legalization

Category	Fees for double legalization of business affairs-related documents (RMB)	Fees for double legalization of civil affairs-related documents (RMB)
Regular	100 consular legalization fee + 60 agency fee + consulate legalization fee	50 consular legalization fee + 60 agency fee + consulate legalization fee
Express	Additional 80 express fee for each document (including 50 express legalization fee and 30 express agency fee)	
Note	The above fees are for each document to be legalized. Additional fees will be charged for a notarial deed containing several documents	

(ii) Procedures for countries as agencies:

1. The applicant submits relevant documents based on the country to which the application is submitted and categories of legalization.

2. The Integrated Foreign Affairs Service Window on the third floor of Weihai Government Service Center receives the application.

3. An officer of the service window will conduct initial examination of the documents and the director in charge of the service window will review the documents.

4. The registration form for the document to be legalized, the official letter and all other documents shall be provided and sent to the Legalization Office of the Consular Department of the Ministry of Foreign Affairs. The applicant will be notified to collect or receive the documents after the Legalization Office of the Consular Department completes the returning and closure procedures.

Processing time limit:

Single legalization: subject to the time needed by the Legalization Office of the Consular Department to complete the closure procedures (generally, 11 days for express services and 15 days for regular services)

Double legalization: subject to the time needed by an embassy to complete the closure procedures (Subject to the actual time needed by an embassy due



to adjustments in legalization time needed by an embassy in China from time to time as a result of many factors.)

Fees:

(According relevant regulations, agencies will charge RMB 90 as the agency fee in addition to the legalization fee collected by the Ministry of Foreign Affairs and an embassy.)

Fees for single legalization by the Consular Department of the Ministry of Foreign Affairs

Category	Fee for single legalization for foreign applicants (RMB)
Regular	For civil affairs-related documents, charge fees on a country-to-country basis
Express	Additional 50 express fee for each document
EMS fee (domestic)	25/500g

Fees for double legalization by the Consular Department of the Ministry of Foreign Affairs and an embassy in China

Category	Fee for double legalization for foreign applicants (RMB)
Regular	Fees charged on a country-to-country basis + 60 agency fee + embassy legalization fee
Express	Additional 80 express fee for each document (including 50 express legalization fee and 30 express agency fee)
EMS fee (domestic)	25/500g

Working hours:

Working day: 8:30-12:00; 13:30-17:00

Processed by: Weihai Foreign Affairs Passport and Visa Center

Address: Integrated Foreign Affairs Service Window, North Side, 3/F, Weihai Government Service Center, No. 86, Wenhua Middle Road, Weihai, Shandong Province

Tel.: 0631-5188696