

Dear Sir/Madam

We would like to inform you about the general procedure for submitting documents to the Embassy of the Republic of The Gambia in China.

**Registered Mail Requirement:** If you choose to mail your documents, please use registered mail services such as "Postal Registered Mail" of **EMS 中国邮政** to ensure the safety and traceability of your documents.

It is imperative to use **EMS 中国邮政** as other courier companies are unable to access the Diplomatic Compound where the embassy is located.

The documents will be sent back to you via a courier service. The shipping fee will be paid upon delivery by the recipient (you). The embassy will utilize a reputable courier service.

**Disclaimer:** Please be aware that the embassy does not assume any responsibility for the loss of documents or passports during transit. All consequences arising from such incidents are solely the responsibility of the applicant.

The mailing address for the Chancery is provided below:

**English Version:**

**Chancery:**

**Embassy of the Republic of The Gambia  
Jianguomenwai Diplomatic Compound 01-5-051/52,  
No. 1, Xiushuijie, Chaoyang District,  
Beijing, China  
Postcode: 100600  
Tel: 010-85326061**

中文版本:

办公处:

冈比亚共和国驻华大使馆  
北京市朝阳区建国门外秀水街 1 号外交公寓 01-5-051/52  
邮编: 100600  
电话: 010-85326061

Thank you for your attention and cooperation.

Embassy of the Republic of The Gambia