

# NOTARIAL SERVICES

## Procedures and Requirements:

### ACKNOWLEDGMENT

A written statement executed by the owner of the document or prepared by the lawyer of the applicant such General/Special Power of Power of Attorney, Deed of Sale, Contracts, etc.

Each “acknowledged or consularized” document will bear the seal of the Embassy/Consulate General and the signature of the authenticating officer. The Philippine Embassy/Consulate General does not assume responsibility for the contents of the document.

1. Original and one (1) photocopy of document and all enclosures.
2. Document/s should be signed by the signatories/affiants before a Consular Officer.
3. Original and one (1) photocopy of a valid passport or government-issued identification card.
4. Self-addressed return envelope, with appropriate stamps preferably registered, if the Acknowledged document is to be mailed.
5. Processing fee of CHF25.00 (non-refundable) for each document, payable in cash only.

*Note: The Philippine Consulate General assumes no responsibility for any delay or loss in the mail, or while the documents are in the custody of the courier service. The applicant should note the tracking numbers of all envelopes used and submitted.*

### APOSTILLE (FORMERLY AUTHENTICATION)

Effective 14 May 2019, Embassies/Consulates shall no longer authenticate documents originating from Apostille countries. Such documents will still need to be Apostille by the host government order for the document to have any legal validity in the Philippines.

Document to be used in the must be in English and owner of the document must bring it to the Cantonal Legalization Service for Apostille.

## **AFFIDAVIT**

A written sworn statement prepared by the applicant such as statement of financial support, parent consent, etc.

1. Original and one (1) photocopy of Affidavit and all enclosures
2. Affidavit should be signed by the signatory/affiant before a Consular Officer.
3. Original and one (1) photocopy of a valid passport or government-issued identification card.
4. Self-addressed return envelope, with appropriate stamps preferably registered, if the Acknowledged document is to be mailed.
5. Processing fee of CHF25.00 (non-refundable) for each document, payable in cash only.

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## **CERTIFICATION**

A statement prepared by the Consulate such Certification of Passport Issuance, Certificate of Filipino Citizenship, Certificate of Registration etc. Please contact the Consulate for more information and the requirements.