

Acknowledgment (Notarization of Document)

Any legal document issued in the U.S. has to be **acknowledged** ('consularized') by the **Philippine Embassy/Consulate General** OR **apostillized by the issuing State/ Competent Authority** in order for that document to have any legal effect in the Philippines.

Each "consularized" document must bear the seal of the Consulate General and the signature of the Consular Officer. In issuing an **Acknowledgment Certificate**, the Philippine Consulate General does not assume responsibility for the contents of the document.

Documents with **Apostille Certificate** no longer need additional authentication by the Philippine Consulate General. Once apostillized, it already has legal effect and can be sent to the Philippines for use.

General Information

The Philippine Consulate General in San Francisco has **consular jurisdiction** over the following States, namely:

Alaska, Idaho, Oregon, Washington State, Northern Nevada (*covering the counties of Carson, Churchill, Douglas, Elko, Esmeralda, Eureka, Humboldt, Lander, Lyon, Mineral, Pershing, Storey, Washoe, and White Pine*), **Colorado, Montana, Utah, Wyoming**, and **Northern California** (*covering the counties of Alameda, Alpine, Amador, Butte, Calaveras, Colusa, Contra Costa, Del Norte, El Dorado, Fresno, Glenn, Humboldt, Inyo, Kings, Lake, Lassen, Madera, Marin, Mariposa, Mendocino, Merced, Modoc, Mono, Monterey, Napa, Nevada, Placer, Plumas, Sacramento, San Benito, San Francisco, San Joaquin, San Mateo, Santa Clara, Santa Cruz, Shasta, Sierra, Siskiyou, Solano, Sonoma, Stanislaus, Sutter, Tehama, Trinity, Tulare, Tuolumne, Yolo, and Yuba*).

For other States/Countries, please visit our [Consulate Finder](#) to find the right Embassy or Consulate that can assist you.

Procedure and Requirements for Acknowledgment of Documents:

I. ACKNOWLEDGMENT of Powers of Attorney, Affidavits and Other Legal Instruments

1. Principal/s (person/s executing the document) must **appear personally** at the Consulate to **sign the document before a Consular Officer/Staff**;
2. For the documents, applicant must provide the following:
 - a. The number of **original documents** (including all attachments) needed for consularization; and
 - b. One (1) **photocopy of each different document** (including all attachments) for the Consulate's copy.
3. For proof of identity of the person/s executing the document – present the **original and submit photocopies** of the principal's **valid identification card** (ex. Passport, State ID,

or Driver's License, etc.) for each document (original and copy). For the photocopy of ID, please be reminded of the following:

- a. The photocopy of the valid ID indicating the full name and signature of the principal/s must be readable/clear.
- b. The valid ID to be presented must bear the complete and correct name of the principal (**Given Name, Middle Name, and Last Name**).

For Example: Applicant needs five (5) copies of the same Special Power of Attorney (SPA) for Consularization, and one (1) copy each of two (2) different types of Affidavit for use in the Philippines.

Applicant needs to provide the following:

1. Five (5) originals of the same SPA and one (1) photocopy;
2. One (1) original of Affidavit No. 1 and one (1) photocopy;
3. One (1) original of Affidavit No. 2 and one (1) photocopy;
4. Ten (10) photocopies of his/her valid ID for the original and photocopy of the documents – (as attachment to 5 original SPA + 1 photocopy, 1 original of Affidavit No.1 + 1 photocopy, and 1 original of Affidavit No.2 + 1 photocopy); and
5. Processing Fee in the amount of \$175.00 (\$25.00 x 7 original documents)

The Philippine Consulate General reserves the right to require additional proof or documents from an applicant (ex. certification, valid identification, etc.) to determine the authenticity of the documents submitted, identity of the person executing the documents, etc.

Processing Fee:

Processing Fees are non-refundable. Fees should be made payable to the "**Philippine Consulate General**" in Cash, Money Order, Bank Draft, Certified Check or Cashier's Check. **Personal checks and credit/debit cards are not accepted.**

Acknowledgement of Documents	\$25.00*
Certification (Appearance/ One and the Same Person)	\$25.00

**The Acknowledgment Certificate is issued (1) per original document and/or (2) per date of appearance of the principal/s who will sign the document.*

Processing Time and Release Time:

Walk-in Applications may be filed anytime during office hours until 4:00PM and No appointment is needed for those seeking to have their documents consularized. If you come in person to the Consulate, please allot **three to four (3-4) hours** for processing, depending on (1) whether your documents are complete or not, and (2) the number of clients for the day. The time of release shall be indicated on the claim stub upon payment of the service/s requested.

If the applicant cannot personally claim his/her documents, he/she can authorize a representative to claim it on his/her behalf. The authorized representative must present to the Consular Officer/Staff an **Authorization Letter** signed by the principal and a **photocopy of valid ID of the authorized representative**.

Mailing of the Consularized Document:

If you wish to have the processed documents sent to you by mail, please provide a (1) **Self-Addressed Stamped Return Envelope** with appropriate stamps and tracking number (USPS Express or Priority Mail) or (2) **Self-Addressed Prepaid Mailing Envelope** from courier of choice labeled with the recipient's address. *As a reminder, please do not put the name of the Philippine Consulate as the sender, should the Shipping Label be "to Bill the Sender".*

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 is responsible for tracking the status of mails/envelopes sent to the Consulate through the website of their chosen courier.

Authentication of Documents (Made Easier by the APOSTILLE Convention)

Effective 14 May 2019, **Authentication** (the process of verifying the authenticity of the signature of issuing officer and his/her designation/position and the issuance of a certificate with gold seal and signature of Consular Officer) by the Philippine Consulate General in San Francisco **is no longer needed for documents apostillized** in the States under its jurisdiction namely, *Alaska, Idaho, Oregon, Washington State, Northern Nevada, Colorado, Montana, Utah, Wyoming, and Northern California*, in view of the entry into force in the Philippines of The Hague Convention of 5 October 1961 "Abolishing the Requirement of Legalisation for Foreign Public Documents" (commonly known as the Apostille Convention) to which the United States is a contracting party.

Foreign Apostilles issued before 14 May 2019 shall be recognized in the Philippines on and from said date of entry into force of the Convention with request to the Philippines pursuant to Sections 99 and 320 of the Apostille Handbook.

For more information about the Apostille process, please check the Apostille Handbook published by the Hague Conference on Private International Law (HCCH), an e-copy of which is available in this link: <https://assets.hcch.net/docs/ff5ad106-3573-495b-be94-7d66b7da7721.pdf>.

Please visit our **FAQs on Apostille** for more information about the Apostille process in the Philippines.

For Inquiries/Follow-ups: Please contact us at legal@philippinesanfrancisco.org.