

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.

Application for Notarization of Documents is made in person and by appointment only. The Consulate does not accept mailed-in applications.

Requirements for Acknowledgment of Documents:

1. Secure an online appointment, please [click here](#).
2. Principal/s (person/s executing the document) must **appear personally** at the Consulate to **sign the document/s before a Consular Officer/Staff**;
3. 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.
4. For proof of identity of the person/s executing the document – present the **original and submit photocopies** of the principal's **valid identification document (ID)** (ex. Passport, State ID, 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**).
5. Provide a **Self-Addressed Stamped Return Envelope** with appropriate stamps and tracking number (USPS Express or Priority Mail) or **Self-Addressed Prepaid Mailing Envelope** from courier of choice labeled with the recipient's address with tracking number.

Processing Fees:

All Fees are non-refundable. Fees should be made payable to the "**Philippine Consulate General**" in Money Order, Bank Draft, Certified Check or Cashier's Check. **Cash, 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.*

For Example: An 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 will need 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)

All documents will be released by mail only.

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".*

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, and may track their envelopes at 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 for the Philippines, pursuant to Sections 99 and 320 of the Apostille Handbook.

The Apostille streamlines the whole authentication procedure of documents for use abroad resulting to more convenience, less cost and processing time for the applicants. Before Apostille, a Philippine document to be used abroad needs a Certification by the relevant government agency or office, Authentication by the DFA and Authentication (Legalization) by the Embassy of the country of destination.

With the Apostille, the aforementioned document will no longer require legalization by the Foreign Embassy if the country of destination is already a Member of the Apostille Convention (or an “Apostille Country.”) Once Apostillized, the document can be validly used in any and all Apostille Countries.

Frequently Asked Questions (FAQs) on Apostille

Please visit our [Frequently Asked Questions \(FAQs\) on Apostille](#) for more information about the Apostille process.

You may also read 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>.

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

For Inquiries: Please send an email to legal@philippinesanfrancisco.org.