

Authentication/ Acknowledgement

Any legal document issued in the U.S. must first be acknowledged or authenticated ('consularized') by the Philippine Embassy/Consulate General in order for that document to have any legal validity in the Philippines. Each "consularized" document will bear the seal of the Consulate General and the signature of the authenticating officer. The Philippine Consulate General does not assume responsibility for the contents of the document.

Examples of these documents are Special Power of Attorney, General Power of Attorney, Affidavit, Certification, Deed of Donation, Deed of Sale, Extra-judicial Settlement of Estate; U.S. Government-issued documents, such as Birth Certificate, Death Certificate, Marriage Certificate, Divorce Decree, etc.; and those issued by private institutions, such as Transcript of Records, Medical Records, Licenses, Certificates of Training, etc.

Please note that certifications are **not** affixed with a "red ribbon;" it only bears the official gold seal and officer's signature. Acknowledgements and Authentications will bear the red ribbon, gold seal, and the signature of the administering officer.

Procedure and Requirements

I. Acknowledgement of powers of attorney, affidavits and other legal instruments

- ❑ Principals (the persons executing the document) must **appear personally** at the Consulate to sign the document. For those who cannot personally appear at the Consulate, please follow the Procedures outlined under Item II.
- ❑ The following documents must be submitted:
 - the original and one (1) photocopy of each document;
 - photocopies of the principal's valid ID (e.g., State ID, driver's license or passport) for each original and photocopy of the document submitted.

II. Authentication of notarized documents (for principals who cannot appear in person)

- ❑ The document must be duly notarized by a local notary;
- ❑ The applicant must obtain a "Certificate of Notary" by submitting or presenting the notarized document to:
 - The Local County Clerk for documents notarized by notaries commissioned in Northern California;
 - The Office of the Secretary of State for documents notarized by notaries commissioned in Colorado, Idaho, Montana, Northern Nevada, Oregon, Washington States and Wyoming;
 - The Office of the Lieutenant Governor, for documents notarized by far notaries commissioned in Alaska and Utah; or

- Any notary public accredited by the Philippine Consulate General in San Francisco ([see list here](#))
- Once the above requirements are completed, the principal representative may submit the original and one (1) photocopy of the notarized and certified document to the Consulate for processing.

III. Authentication of state or county-issued certificates and documents

- Birth/Death/Marriage Certificates, Police Clearance Certificates, Court Documents, Official School Transcript of Records, etc.
 - The original or a certified copy of the document must be obtained from the issuing office. Make sure the name and title of the signing official are readable.
 - Said original or certified copy, and one (1) photocopy of each must be submitted to the Consulate for processing.

Processing Fee - \$25.00 (non-refundable) per document, payable in cash, or money order, bank draft, certified check or cashier's check, made payable to "Philippine Consulate General". Personal checks and credit cards are not accepted.

If the document will be sent by mail:

- Cover letter (handwritten or typewritten) addressed to the Consular Section, indicating service/transaction requested and complete contact details (telephone number, postal address, email address).
- Documents must be notarized by a Notary Public and signature of the Notary Public must be verified by the County Clerk and/or the Secretary of State where the Notary Public is registered/commissioned.
- If the document(s) is to be mailed directly to the applicant, please provide a self-stamped return envelope with tracking number (**USPS Priority Mail Express**) labeled with the recipient's address.
- Processing fee of \$25 non-refundable, payable in money order, bank draft, certified check or cashier's check. Personal checks and credit cards are not accepted. **Please do not enclose cash.**

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 USPS website: <https://tools.usps.com>