

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.

General Information

The Philippine Consulate General in San Francisco will acknowledge/authenticate **documents issued under its consular jurisdiction**, 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, 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*).

Note: If the county/state that you're looking for is not mentioned above, kindly [click this link](#) to know which Embassy or Consulate has jurisdiction over your documents.

Procedure and Requirements

Note: The Philippine Consulate may request the applicant to provide additional document/s such as certification, valid identification, etc. on a case to case basis.

I. **ACKNOWLEDGEMENT of Powers of Attorney, Affidavits and Other Legal Instruments** *(Personal Appearance of the Principal/s)*

1. Principal/s (person/s executing the document) must **appear personally** at the Consulate to sign the document before a Consular Officer/Staff. *For those who cannot personally appear at the Consulate, please follow the procedures outlined under Item II;*
2. The following documents must be submitted:
 - a. Number of **original documents** needed for consularization;
 - b. **One (1) photocopy of each separate document** including all attachments; and
 - c. **Original and Photocopy** of the principal's **valid identification** (e.g., State ID, driver's license or passport, etc.) for each document in 2(a) and 2(b). *The photocopy of the valid ID indicating the full name and signature of the principal/s must be readable/seen.*

II. **AUTHENTICATION of Notarized Documents** *(For Principal/s who cannot appear in person)*

1. **Original Document/s** must be duly notarized by an Accredited Notary Public of the Consulate ([see list here](#)); *Make sure each original document must have an original notary's acknowledgment or certification with the notary's name, original signature, and stamp/seal.*
2. If the Notary Public who notarized the document is not accredited by the Consulate, applicant must obtain a **Certificate of Notary or Apostille/ Certification** (for each original notarized document) by submitting or presenting the notarized document to:
 - a. **The Local County Clerk**, for documents notarized in Northern California;
 - b. **The Office of the Secretary of State**, for documents notarized in the states of Colorado, Idaho, Montana, Northern Nevada, Oregon, Washington, and Wyoming;
 - c. **The Office of the Lieutenant Governor**, for documents notarized in the states of Alaska and Utah.
3. **One (1) photocopy of each separate document** including all attachments; and

4. **Photocopy** of the principal's **valid identification** (e.g., State ID, driver's license or passport, etc.) for each set of document. This is applicable for private documents such as Powers of Attorney, Affidavit/s, Certification, Deed/s, Contract/s, Extrajudicial Settlement of Estate, etc. The photocopy of the valid ID indicating the full name and signature of the principal/s must be readable/seen.

Reminder: For Business-Related Documents, the name and title of the person/s who signed the document must be readable.

III. AUTHENTICATION of State or County-Issued Certificates and Documents

(Examples: Birth/ Death/ Marriage Certificates, Police Clearance Letter/ Certificate of No Police Record, Court Documents, Official School/University Transcript of Records, and other similar documents)

1. The **Original Document/s or a Certified Copy of the Document** must be obtained from the issuing office. Make sure the name, title, and signature of the signing official must be readable; and
2. **Photocopy** of each separate document including all attachments.

Reminder: The Philippine Consulate General in San Francisco will only acknowledge/authenticate documents issued under its consular jurisdiction (General Information, Page 1).

Processing Fee for Legal Documents:

Processing Fee of **\$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:

If you will send multiple documents for authentication, kindly collate the documents. This will help identify the original document and its corresponding copy.

1. **Cover letter** (handwritten or typewritten) addressed to the Consular Section, indicating service/transaction requested and complete contact details (mobile/telephone number, email address, postal address, etc.);
2. **Original Document/s** must be notarized by an Accredited Notary Public of the Consulate. If the Notary Public who notarized the document is not accredited by

the Consulate, the signature of the Notary Public must be verified by the Local County Clerk/ Secretary of State/ Lieutenant Governor where the Notary Public is registered/commissioned. **Please follow the authentication procedures outlined in Item II and/or Item III;**

3. **One (1) Photocopy of each separate document** including all attachments;
4. 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. *(Reminder: Please do not put the name of the Philippine Consulate as the sender should the Shipping Label is to Bill the Sender); and*
5. Processing Fee of **\$25.00** (non-refundable) per document, payable in money order, bank draft, certified check or cashier's check, made payable to "**Philippine Consulate General**". **Please do not enclose cash. Personal Checks are not accepted.**

Upon completion of the above-mentioned requirements, mail your documents to this address:

Philippine Consulate General
Attn: Legal Section
447 Sutter Street, 6th Floor,
San Francisco, California 94108, USA

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.

Inquiries/Follow-ups: For further inquiries or to check the status of documents sent by mail, please send an email to **legal@philippinesanfrancisco.org**.