

# REQUIREMENTS FOR AUTHENTICATION AND NOTARIZATION

(As of 01 December 2004)

## I. DOCUMENTARY REQUIREMENTS FOR PRIVATE DOCUMENTS

### A. Special Power of Attorney, General Power of Attorney, Affidavits, Contracts of Employment, etc.

1. Original and one (1) photocopy of document and all enclosures (the original should be signed by the affiant(s) and two witnesses before the consular officer).
2. Original and one (1) photocopy of valid Government-issued identification card of affiants and two (2) witnesses.
3. If sent by mail the following are required:
  - i. Original and one (1) photocopy of the document(s) signed by the affiant(s) and the corresponding authentication by the **Clerk of Court and Secretary of State**
  - ii. Document(s) must be notarized by a **Notary Public**
  - iii. Signature of the Notary Public must be authenticated by the **Clerk of Court** of the County where the notary public is registered, **if required, by the Secretary of State** of the State where the Notary Public is registered
  - iv. Signature of the Notary Public or Clerk of Court must be authenticated by the **Secretary of State** of the State where the country is located

## II. DOCUMENTARY REQUIREMENTS FOR GOVERNMENT-ISSUED DOCUMENTS

### A. Birth Certificate, Death Certificate, Marriage Contract, Transcripts of School Records, etc.

1. Original and one (1) photocopy of document and all enclosures issued by appropriate government agency or private institution and the corresponding authentication by the Clerk of Court and the Secretary of State
2. For documents issued in the US and its territories: the document must be authenticated by the Secretary of State of the State or territory which has jurisdiction over the issuing agency or where the private institution is located
3. For documents issued in other countries or territories: the document must be authenticated by the appropriate government office

### B. For Trademark, Patent Application, Combined Oath by corporate offices, Power of Attorney and Petition concerning corporate matters, Affidavit of Use/Non-Use, Appointment of Resident Agent and Assignment of Letters of Patent

1. Original and one (1) photocopy of document, all enclosures issued by appropriate government agency and the corresponding authentication by the Secretary of State
2. If required by the US Department of State, document must be authenticated by the Secretary of State of the State where the issuing office is located.
3. Document must be authenticated by the Secretary of State of the United States
4. **For documents issued in other countries or territories:** the document must be authenticated by the appropriate government authority

## III. Fee: \$25.00 per document

The processing fee is non-refundable. It is payable when applying personally, only in cash; or when applying by mail, in money order issued in the US, certified, treasurer's, manager's or cashier's check issued by a bank in the U.S., or by a local bank that has a

corresponding bank in the U.S., payable to the Embassy of the Republic of the Philippines. **Personal checks and personal money order are not accepted.**

**IV. FOR DOCUMENTS TO BE RETURNED BY MAIL**

**A. Applicant from U.S. and U.S. Territories**

One (1) self-addressed U.S. Postal Service Express Mail envelope, with the corresponding stamps required to return the documents. **Do not use P.O. Box mailing address and metered stamps.**

**B. Applicant from Other Countries and Territories within the Embassy's Jurisdiction**

Certified, treasurer's, manager's or cashier's check, issued by a local bank that has a corresponding bank in the U.S., payable to the courier of choice, such as FedEx, UPS or DHL, in U.S. dollars, in the amount required to return the documents. Avoid use of P.O. Box mailing address. Instructions to charge to recipient, credit card account, or corporate/personal courier account are not accepted.

**N.B.** Add two (2) ounces to the weight of each document to be processed.

**The Embassy of the Republic of the Philippines 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 shall note the tracking numbers of all envelopes used and submitted.**

**V. RELEASING TIME**

**A. Application submitted personally**

Documents are released from 4:00 p.m. on the following business day from receipt by the Embassy of the duly accomplished forms and all requirements.

**B. Application submitted through mail or courier**

Documents are returned by mail within five (5) working days after receipt by the Embassy of the duly accomplished forms and all requirements.

**VI. JURISDICTION OF THE EMBASSY OF THE REPUBLIC OF THE PHILIPPINES, WASHINGTON, D.C.**

**USA:** Alabama, District of Columbia, Florida, Georgia, Kentucky, Maryland, North Carolina, South Carolina, Tennessee, Virginia, West Virginia

**OTHER COUNTRIES AND TERRITORIES:** Anguilla, Antigua and Barbuda, Bahamas, British Virgin Islands, Cayman Islands, Dominica, Grenada, Guadeloupe, Martinique, Netherlands Antilles **except Aruba, Bonaire, Curacao**, Puerto Rico, St. Lucia, St. Vincent and the Grenadines, St. Kitts and Nevis, and U.S. Virgin Islands.

For other states, territories, and countries please visit: [www.philippineembassy-usa.org](http://www.philippineembassy-usa.org)

Please comply with all requirements to avoid delays in processing.

All documents should be mailed to:

**Embassy of the Republic of the Philippines**  
(Attention: Authentication Section)  
1600 Massachusetts Avenue NW  
Washington, DC 20036

Telephone number: (202) 467-9312