

# CONSULAR NOTARIZATION

The Philippine Embassy can notarize your document if: (1) it was not issued by a government agency; (2) it has not been notarized by a notary public; (3) it will be used only in the Philippines; and (4) you and other signatories will personally appear at the Philippine Embassy in Washington DC. Book your appointment at [tinyurl.com/wdcpeappointment](https://tinyurl.com/wdcpeappointment)

## DOCUMENTARY REQUIREMENTS

☐ **Unsigned Document**

Original document and its enclosures

You will sign the document/s in the presence of the consular officer

☐ **Valid ID**

Present each signatory's original valid ID (preferably passport or driver's license)

One (1) photocopy of each signatory's valid ID for each set of documents to be notarized

☐ **Extra Set of Documents**

One (1) additional set of unsigned documents, attachments, and ID for the Embassy's records

☐ Self-Addressed **USPS Priority Mail Flat Rate Envelope** with USD 11.95 stamps

☐ USD 25 **processing fee** per document

Additional USD 10 expedite fee per document for next-day release

Cash, debit/credit card, or money order made to the Embassy of the Philippines

## IMPORTANT INFORMATION

- **PLAN AHEAD.** The Embassy has no photocopier/printer/stamps onsite, so prepare your documents ahead.
- **ADDITIONAL DOCUMENTS.** The consular officer reserves the right to require additional documents to prove identity and/or citizenship, and ensure accurate and complete personal data entries.
- **TEMPLATES** for affidavits and SPAs can be found at [philippineembassy-dc.org/forms/](https://philippineembassy-dc.org/forms/)
- **WE CANNOT NOTARIZE** any of the following: documents issued by government agencies, whether Philippine or foreign (ex. birth/marriage/death certificates, court records, school transcripts, IDs, etc.); photocopied documents; corporate documents; documents intended for countries other than the Philippines; or documents that will be used within the United States.
- **NEED A WITNESS?** If your documents require a witness, you will need to bring your own independent witness during your appointment. The Embassy does not provide witnesses.
- **IF YOU CANNOT TRAVEL TO THE EMBASSY, APOSTILLE** is a more convenient alternative. Notarize your documents through your local notary public, obtain an Apostille from a designated authority, and the document will be accepted in the Philippines. The Embassy does not "red ribbon" or apostille documents. All countries and territories under the Embassy's jurisdiction, except Haiti, are members of the Apostille Convention. Visit [philippineembassy-dc.org/apostille/](https://philippineembassy-dc.org/apostille/) to see the list of designated competent authorities.
- **THE EMBASSY ASSUMES NO RESPONSIBILITY** for any delays or loss of documents during mail delivery, or while in the custody of the courier service.

Full information on this service can be found at [philippineembassy-dc.org/notarials](https://philippineembassy-dc.org/notarials)

Questions? Email us at [notarials@phembassy-us.org](mailto:notarials@phembassy-us.org)