

CONSULAR NOTARIZATION

The Philippine Consulate 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 Consulate in Seattle. Book your appointment at <https://pcgseattle.org/appointments/>

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 Consulate's records

Self-Addressed **USPS Priority Mail Flat Rate Envelope** with USD 12.90 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 Consulate.

IMPORTANT INFORMATION

- **PLAN AHEAD.** The Consulate 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 <https://pcgseattle.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 Consulate does not provide witnesses.
- **IF YOU CANNOT TRAVEL TO THE CONSULATE, 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 Consulate does not "red ribbon" or apostille documents.
- **THE CONSULATE ASSUMES NO RESPONSIBILITY** for any delays or loss of documents during mail delivery, or while in the custody of the courier service.