

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 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.