

**AUTHENTICATION AND ACKNOWLEDGEMENT OF DOCUMENTS
(ALSO REFERRED TO AS LEGALIZATION OR NOTARIZATION)**

ACKNOWLEDGEMENT:

(Special/General Power of Attorney, Affidavit, Deed of Donation, Extra-Judicial Settlement, Waiver, etc.)

- Original and one (1) photocopy of the document and all enclosures.
Documents should be signed by the signatories/affiants before a Consular Officer.

- Original and photocopies of valid identification card (passport, driver's license, State ID, etc.) for each set of documents.

Note: Name on the ID submitted will be used in the acknowledgement certificate.

AUTHENTICATION:

- If the interested party/parties cannot sign before the consular officer or if the document is to be sent by mail and if the documents are issued by private institutions (i.e. not by any government office) such as Transcript of Record from a private school, Medical Records, Certificate of Employment, Licenses, etc.:

a. The document must be notarized by a local NOTARY PUBLIC.

b. If the Notary Public is not accredited by the Philippine Consulate General in Chicago, the signature of the Notary Public must be authenticated by the SECRETARY OF STATE of the State where the notary public is registered and which is within the jurisdiction of the Consulate, BEFORE the document is submitted to the Consulate.

c. If the Notary Public is accredited by the Consulate, there is no need to have his signature authenticated by the Secretary of State. The list of accredited Notaries Public can be found at the Consulates website.

- For U.S. government-issued documents such as Birth Certificates, Marriage Certificates or Divorce Decrees, documents must be authenticated by the Secretary of State which has jurisdiction over the issuing agency.

- *Submit the original and one (1) photocopy of the document.*

- *Documents for authentication/acknowledgement may be submitted in person or by mail.*

Special Requirements for Patent and Trademark Documents:

Additional requirements for *trademark; patent application; combined oath, power of attorney and petition for trademark and patent, affidavit of use/non-use; appointment of resident agent, Certificate to Foreign Governments and assignment of letters of patent: **The document must be authenticated by the SECRETARY OF STATE OF THE UNITED STATES with address at:***

U.S. Department of State
Office of Authentications
Columbia Plaza (State Annex-#1)
518 - 23rd Street, NW
Washington D.C. 20520
Tel. No. (202) 647-5002

FEES:

\$25.00 per document in Cash or Money Order payable to the Philippine Consulate General.
NO PERSONAL CHECKS OR CREDIT CARDS WILL BE ACCEPTED.

RELEASING:

Documents received from 9:00 a.m. to 12:00 noon - release is same day between 2:00 – 4:00 pm

Documents received after 12:00 noon – release is next working day between 2:00 – 4:00 pm

Applicants can also request the Consulate to mail the documents by providing a self-addressed stamped envelope.

APPLICATION BY MAIL:

A self-addressed stamped envelope with tracking number (Certified Priority Mail/ Express mail envelope or prepaid UPS/DHL) for the return of documents. We don't accept prepaid FEDEX envelope.

Documents issued from the following States are accepted by Consulate:

Arkansas, Illinois, Indiana, Iowa, Kansas, Louisiana, Michigan, Minnesota, Mississippi, Missouri, North Dakota, Nebraska, Oklahoma, South Dakota, Ohio, Wisconsin.

*****INCOMPLETE/UNACCEPTABLE DOCUMENTARY REQUIREMENTS WILL DELAY THE PROCESSING OF THE DOCUMENTS*****