



CONSULATE GENERAL OF THE REPUBLIC OF THE PHILIPPINES CHICAGO

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

I. Two Modes of Authenticating Documents:

(1) First Mode (**Acknowledgement**) - Interested party/parties must sign the document before a consular official of the Consulate, and present a photo identification card (such as a valid Driver's License, State ID, passport, etc.). Applicant must provide the Consulate with a copy of the ID.

(2) Second Mode (**Authentication**) - If the interested party/parties cannot sign before the consular official:

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

b. If the Notary Public is not accredited by the Consulate, the signature of the Notary Public must be authenticated by the COUNTY CLERK **or** by the SECRETARY OF STATE of the State where the notary public is registered and under the jurisdiction of the Consulate, BEFORE submitting to the Consulate.

c. If the Notary Public is accredited by the Consulate, there is no need to have his signature authenticated by the County Clerk or Secretary of State.

(Only the following States are within the jurisdiction of the Consulate: *Arkansas, Illinois, Indiana, Iowa, Kansas, Louisiana, Michigan, Minnesota, Mississippi, Missouri, North Dakota, Nebraska, Oklahoma, South Dakota, Ohio, Wisconsin.*)

II. 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: **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

Authentication Fee:

\$25.00 per document in Cash, Money Order, or Cashier's Check payable to the Philippine Consulate General. NO PERSONAL CHECKS WILL BE ACCEPTED.

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.

Reminder:

In either option, the interested party MUST submit a photocopy of the documents for the Consulate's copy.

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