

## REQUIREMENTS FOR ACCREDITATION AS A NOTARY PUBLIC

Following are the requirements for accreditation of notaries public with the Consulate General of the Philippines in Chicago:

1. Submit neatly fastened in a letter-sized folder to the Consulate General the following:
  - a. Letter of Intent for accreditation written on company stationery (the letterhead should not be computer generated);
  - b. Business card (not computer generated);
  - c. Certified copy of Notarial Commission duly authenticated by the relevant Secretary of State;
  - d. Certificate of Good Standing as Notary Public issued by the Secretary of State, which should not be more than four (4) weeks old;
  - e. If also a lawyer, Certificate of Good Standing issued by the relevant State Court or Official State Bar;
  - f. Two (2) passport sized photographs with white background;
  - g. Copy of passport or government issued ID (i.e. State ID, driver's license);
  - h. Schedule of Notarial Fees;
  - i. Self-addressed stamped return envelope (for the accreditation certificate);
  - j. \$25 Accreditation Fee (postal money order or cash); and
  - k. Accomplished Specimen Signature and Notarial Seal/Stamp Form.
2. Upon receipt of the above mentioned documents, the applicant will be interviewed by the Consulate in person, for verification purposes.

Only applications from notaries public located within the following states under the Consulate General's jurisdiction will be accepted:

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

Applications should be mailed to:

Documentation Section  
Consulate General of the Philippines  
122 S. Michigan Avenue, Suite 1600  
Chicago, IL 60603

Accreditation is co-terminus with the validity of the notarial commission.