

**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, but must 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, he must have the document notarized by a local NOTARY PUBLIC.

a. The signature of the Notary Public must be authenticated by the COUNTY CLERK where the notary public is registered.

b. The signature of the County Clerk must be authenticated by the SECRETARY OF STATE of the State, under the jurisdiction of the Consulate, where he or she resides BEFORE submitting to the Consulate. (N.B. Only the following States are within the jurisdiction of the Consulate: *Arkansas, Illinois, Indiana, Iowa, Kansas, Louisiana, Michigan, Minnesota, Mississippi, Missouri, North Dakota, Nebraska, 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 Company Check payable to the Philippine Consulate General. NO PERSONAL CHECK WILL BE ACCEPTED.

Application by mail:

A self-addressed stamped priority/certified/express mail envelope or prepaid FEDEX/UPS/DHL or Express Mail for return of documents.

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*****