

HOW TO CONSULARIZE LEGAL DOCUMENTS

AUTHENTICATION, ACKNOWLEDGEMENT, CERTIFICATIONS

1. COMPLETE YOUR DOCUMENTS AT HOME

- Get a [list of requirements](http://www.philippinessanfrancisco.org) from www.philippinessanfrancisco.org. Download and print the list.
- **Complete** the requirements (originals) in the checklist. Incomplete documents cannot be processed.
- Make **photocopies** of all originals.
- Print the [application form](#) from the website and fill it up.

2. VISIT THE CONSULATE OR MAIL YOUR APPLICATION

- At the lobby, go to the Kiosk and [get a C ticket](#) (one ticket per customer).
- Proceed to the Ground Floor Consular Section and wait for your number to be called.
- Approach the **Information Desk**. Present your ticket and your documents (original and photocopies).
- Your documents will be checked. If **incomplete**, you will be asked to return with the missing documents.
- Proceed to the 6th floor.
- Head to the **Cashier** and pay the fee (\$25 per document).

3. RELEASE OF DOCUMENTS

- After payment, please return at your designated release time or you may stay in the waiting area for the release of your documents (3-4 hours). You can also leave and return the following day for pick-up.
- **In a rush?** We can mail your document to you. Please provide a [self-addressed stamped envelope](#)