

HONORARY CONSULATE OF THE PHILIPPINES

Federal State of Hesse
Frankfurter Strasse 70, 61231 Bad Nauheim
Tel. No. (06032) – 9661-250 • Telefax (06032) 9661-123
konsul@steintreu.de

REQUIREMENTS AND PROCEDURE(S) FOR AUTHENTICATION OF A SPECIAL POWER OF ATTORNEY

I – A) When the signatory /ies of the Special Power of Attorney is/are a Philippine national/s:

1. Personal appearance at the Consulate
2. Presentation of the original and valid Philippine Passport
3. Submission of the following:
 - Two (2) unsigned original copies of the completely accomplished Special Power of Attorney (SPA)
 - One photocopy of the Philippine passport
4. Signing of the SPA before the Consular Officer
5. Payment of EURO 22.50 as processing fee in cash. Please bring the exact amount.

I – B) When the signatory/ies of the Special Power of Attorney is/are German/s OR Philippine AND German nationals:

1. Signing of the document before a German notary public (*Notar*);
2. Legalization of the signature of the German notary public by the respective State Judicial President (*Landgericht*) in Hesse;
3. Submission of the original document fully signed by the signatory/ies, Notary Public and Office of the State Judicial President plus a simple photocopy of all the pages of the pre-authenticated document;
4. For each authenticated document: Payment of EURO 22.50 as processing fee in cash by personal appearance or bank transfer (*Banküberweisung*) to the Consular Office

Account Name: HONORARKONSULAT DER PHILIPPINEN
Bad Nauheim: IBAN: DE53 5185 0079 0027 1599 90; BIC: HELADEF1FRI

IMPORTANT: Please include statement of deposit (*Durchschrift des Überweisungsbeleges*) when submitting documents for authentication.

The fee is subject to change without prior notice. Fees prevailing at the time of processing of applications will apply. The Honorary Consulate adopts (same as the Embassy in Berlin) the no fee-return policy.

Please enclose a self-addressed stamped envelope (DIN A4)

Processing period: at least 3-5 working days upon submission of complete requirements. By payments by bank transfer, reckoning point will be the date of receipt of complete documentary requirements AND confirmation from the Consulate's bank of receipt of payment (per the Consulate's bank statement/*Kontoauszug*, not the applicant's bank transfer slip).

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Please call for an appointment if submitting personally.

Incomplete applications shall be returned unprocessed to the applicant.

Office hours:

(Subject to change without prior notice)

Bad Nauheim: 9:00-12:00 Hours, Monday-Friday

Except on legal holidays

Appointment required before personal appearance