

**GENERAL RULES AND PROCEDURE ON AUTHENTICATION OF DOCUMENTS
FOR USE IN THE PHILIPPINES**

1. The document/s must be notarized by a German Notary Public (Notar)
2. The signature of the German Notary Public must be authenticated (Apostille) by the respective State Judicial President (Landgericht) in Hesse.
3. Thereafter, the signature of the respective State Judicial President shall be finally authenticated by the Honorary Consulate of the Philippines in Bad Nauheim.

For your documents to be authenticated by the Philippine Honorary Consulate, please:

- submit the original copy of the document/s to be authenticated **AND one (1) simple photocopy** thereof (all pages, including pre-authentications)
- pay the authentication fee of **Euro 22.50** (*subject to change without prior notice. Fees prevailing at the time of processing of application will apply*) **per document** by bank transfer (*Überweisung*) to the account of the Consular Office where you intend to file your application (Bad Nauheim)

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

Please submit a photocopy of customer's copy of bank transfer (*Kopie des Überweisungsbelegs*) or a print-out of the Protokoll for Online-Banking.

- provide a self-addressed stamped envelope (registered, at least € 3.95) for the mailing back of the processed / authenticated document/s. Insufficiently stamped return envelopes will not be supplemented with additional stamps and document/s will be returned by regular mail. The Honorary Consulate will not be responsible for any loss. Appointment to pick up processed documents during office hours may be arranged with the Consular Office.

Applications with incomplete requirements will be returned unprocessed to sender

Processing Time: 3 – 5 working days upon submission of complete requirements and receipt of confirmation of receipt of payment of the processing fee through the Honorary Consulate's bank statement (*Kontoauszug*).

Business hours: Monday-Friday, 9:00-12:00 – Bad Nauheim
Please call beforehand for an appointment if appearing personally.
Closed on Philippine and German holidays.

Other Info: Further information and advisories available on www.philippine-embassy.de.