

**REQUIREMENTS FOR NOTARIALS AND CONSULARIZATION OF DOCUMENTS
(3-5 working days):**

1. By appointment (<https://philembassynzl.appointy.com/>), if executed personally (please bring email or print out confirmation)
2. Civil Registry and Legalization Application Form (<https://www.philembassy.org.nz/download>)
3. Personal appearance;
4. Documents that will be notarized/ consularized (SPA, Affidavits, Parental Support and Consent, and other documents);
5. Passport and copy of passport;
6. Courier bag with tracking
7. Payment should be cash/bank check (payable to Philippine embassy) or please refer to our consular fees (<https://www.philembassy.org.nz/consular/schedule-of-fees>)

Note: The Philippine Embassy assumes no responsibility for any delay or loss in the mail, or while the documents are in the custody of the courier service. The applicant should note the tracking numbers of all envelopes used and submitted.