

Instruction Sheet on Authentication of Notarized Documents, Commercial Documents, Civil Registry Documents, Police Clearances and Au Pair Contracts

This is a two-page document, please read all the information.

1. The document to be legalized or authenticated must be signed by a German Notary Public (**Notar**), or issued by a company or business federation, or issued by a German civil registrar or government office.

If the document is in German with no English subtitles (and cannot be read in ordinary English), please have it translated to English by a licensed translator (*vereidigter Übersetzer*). The photocopy of the German document should be attached to the English translation. The document should then be brought to the State Judicial President (**Langericht**).
2. For **notarized documents**: The signature of the German **Notar** should be authenticated by the respective State Judicial President (**Landgericht**) where the said Notary Public is registered.

For **commercial documents**: They are authenticated by the **Industrie- und Handelskammer (IHK)** in the region.

For **civil registry documents** issued by the *Standesamt*, like birth certificates, marriage certificates and similar documents that will be used for any transaction in the Philippines, they are authenticated by the nearest **Regierungspräsidium**. Applicants/representatives who are to file reports of birth, marriage or death with the Embassy or Consulate do not need to authenticate the civil registry document with the **Regierungspräsidium**.

For **police clearances (führungszeugnis)**: They require an English translation by a licensed translator (*vereidigter Übersetzer*). The document should then be authenticated by a **Landgericht**.

For **au pair contracts**: the father or mother of the Host Family may appear in person at the Philippine Embassy in Berlin and sign the original au pair contract before a Consular Officer so that the document may be immediately authenticated. The au pair contract must be in English. If personal appearance is not possible, the original au pair contract will have to be brought to a German **Notar** and **Landgericht**. (A separate information sheet on au pair contracts is found in the Website)
3. The document will be further authenticated by the Philippine Embassy in Berlin.
4. Submit *original document* together with one (1) photocopy for the Embassy's file.

5. The authentication fee is **Euro 22,50** per document, payable in cash if the applicant visits the Embassy or the Consulate. For transactions with the Philippine Embassy in Berlin, payments may be made by Überweisung to the following account of the Philippine Embassy:

Name: **Philippinische Botschaft**
Account No.: **19 50 229**
BLZ No.: **380 700 59** Deutsche Bank Bonn
IBAN: **DE83 3807 0059 0195 0229 00**
BIC (SWIFT): **DEUTDEK380**
Verwendungszweck: [Your name] [name of document]

If applying with the Honorary Consular Posts, please use their own bank details.

Please note that for Überweisung, please send the *exact amount* exclusive of bank charges. Please attach a photocopy of the proof of payment to your accomplished application form.

6. Please provide a ***self-addressed/stamped envelope*** for the return of the authenticated document(s) via registered mail (Euro 3,60 Einschreiben). Processing time is five (5) working days exclusive of mailing time. You cannot purchase stamps at the Philippine Embassy.
7. The Philippine Embassy may use the ***self-addressed/stamped envelope*** that was provided to return to the applicant the consular application due to lack of certain requirements. When re-submitting all documents, another self-addressed/stamped envelope will be required.

For further questions on the authentication procedure, please contact:

The Authentication Officer

Tel. 030 / 864 95 013 | info@philippine-embassy.de.

(Updated as of 01 May 2014)