



A- 19 -2020

31 May 2020

## **ADVISORY**

### **ALL LEGALIZATION/AUTHENTICATION OF DOCUMENTS WILL BE PROCESSED VIA MAIL**

The Philippine Consulate General in Calgary (PCG) wishes to inform the public that when the PCG reopens on 1 June 2020, applicants for legalization and authentication of documents originating from Alberta and Saskatchewan will still be required to mail their applications to the PCG until further notice.

Applicants are requested to follow these steps:

1) **Review the information on our website** regarding Legalization/Authentication of Documents (formerly known as “Red Ribbon”) via <https://www.philcongencalgary.org/notarials-and-legalization>. *The website lists the requirements for legalization/authentication.*

2) **Email your documents to [calgarypcg.notarials@gmail.com](mailto:calgarypcg.notarials@gmail.com) for pre-processing.** The PCG will pre-process your application and check its completeness. You will be advised when and how to mail your documents. This is to ensure that your documents are in order before you mail them to the PCG.

### **Frequently Asked Questions on Legalization/Authentication of Document**

#### **1) Why do I need to authenticate my documents?**

If you signed a document (e.g. SPAs, Deeds, Affidavits, etc.) here in Alberta or Saskatchewan but this will be used as part of a transaction in the Philippines, you need to have the document authenticated by the PCG for it to have legal effect in the Philippines.

#### **2) I have a SPA/Deed/Affidavit that I need to submit to the Philippines. Can I sign it then mail it immediately to the PCG for authentication?**

No. Before mailing the document to the PCG, you need to do the following:

1. Have your document notarized by a local notary public in your area;
2. Have the notarized document authenticated by the Deputy Secretary's Office in Edmonton (if you are residing in Alberta) or the Ministry of Justice in Regina (if you are residing in Saskatchewan);
3. Email your authenticated document to [calgarypcg.notarials@gmail.com](mailto:calgarypcg.notarials@gmail.com) for pre-processing. The PCG will review your document and advise you if you can already mail it.
4. Please note that you will be required to send a bank draft in the amount of CAD 36.25 per document payable to "PHILIPPINE CONSULATE GENERAL" as payment for this service. You will also be required to send a self-stamped, self-addressed return envelope (preferably Canada Post Xpresspost with tracking number).
5. Please note further that the PCG is NOT RESPONSIBLE for any delay or loss in the mail or any other uncontrollable circumstances surrounding the notarization or authentication of the documents.

### **3) How long will it take for the PCG to authenticate my document?**

Processing takes three (3) working days, counted from the next day following receipt of application, before the documents mailed to PCG is returned by mail to the applicant, provided the requirements and procedures listed above are complied with.

### **4) Can I just go to the PCG in person and submit the application if I am already near the PCG?**

No. While the PCG will resume its operations on 1 June 2020, it will observe physical distancing and the limit on the number of people for indoor gathering set by the Alberta authorities. Since the PCG has a small consular transaction area, it will have to prioritize, during the first months of its resumption of services, the passport applicants who are required to make personal appearance.

Non-passport applicants, such as those applying for legalization and authentication of documents, will still be required to submit their documents to the PCG **by mail**. This arrangement will continue until the Alberta authorities have relaxed the regulations on physical distancing and the limit on the number of people for indoor gathering.

The PCG will also have to reduce its staff for its daily operations to comply with the physical distancing measures set by the Alberta authorities so it has to scale down its services, for the meantime, and focus on passport services.

### **5) I was able to get a passport appointment. When I am already inside the PCG, can I also apply for legalization/authentication of document?**

No. The flow and movement of people inside the PCG will need to be strictly managed to follow Alberta's regulations on physical distancing and the limit on the number of people for indoor gathering. This includes reducing the PCG staff for its daily operations, which will limit the consular services the PCG can process in a day.

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