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| **Site and date of Consular Outreach Activity:** |

**Applicant’s information (one form per applicant):**

|  |
| --- |
| Name (surname, give name, middle name) |
| Mailing address |
| Telephone number |
| Email address |
| Number of documents to be notarized |

**Email THIS FORM (scanned copy) at least seven (7) days prior to the scheduled consular outreach activity to** [newyorkpcg.consularoutreach@dfa.gov.ph](newyorkpcg.consularoutreach%40dfa.gov.ph)

**Important reminders:**

1. Only applicants whose documents have been received by the Consulate General in five (5) days prior to the scheduled consular outreach activity will be accommodated.
2. Applicants who have sent pre-registration documents will receive an email or telephone call from the Consulate General three (3) days prior to the scheduled consular outreach activity confirming their appointment.
3. Applicants who have confirmed appointments should be at the consular outreach activity site at the appointed time.

**REQUIREMENTS:**

1. Physical presence is Mandatory
2. Two (2) copies of unsigned document. It will be signed before the Consular Officer.
3. Bring two (2) original Government-issued Identification Documents (IDs), showing full name, photo and signature of the applicant (Passport, Driver's license, Resident card, etc.), including two (2) photocopies of the IDs. The processor will check the name and signature on the document as against the IDs presented for consistency.
4. Processing Fee: **$25.00** per copy of the document.
	* Payment should be in the form of cash, company check, or money order payable to the Philippine Consulate General in New York. We do not accept personal checks, debit and credit cards at this time.

For further information on the Legalization/Notarization of documents, please visit <https://newyorkpcg.org/pcgny/consular-services/legalization-notarization/>

For queries on the Consular Outreach Activity, please send an email to newyorkpcg.consularoutreach@dfa.gov.ph