

CONSULAR NOTARIZATION BY PERSONAL APPEARANCE AT THE CONSULATE

1

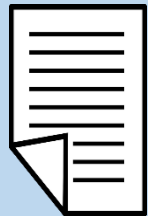
The person/s signing document personally appears before the Consulate presenting the following:



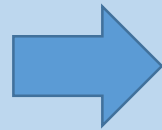
2

When the number issued by Hall Officer is called, the person/s signing the document proceeds to the Notarial Window for verification

Processing Time (BASED ON RECEIPT)	Releasing/Pick-Up Schedule
9:00 am to 12:00 NOON	3:00pm – 5:00 pm SAME WORKING DAY
12:01pm – 3:00pm	3:00pm – 5:00 pm NEXT WORKING DAY

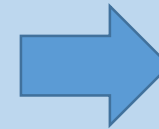


1.1 The document/s that need/s consular notarization **AND A PHOTOCOPY/ies of the/each document needing consular notarization**



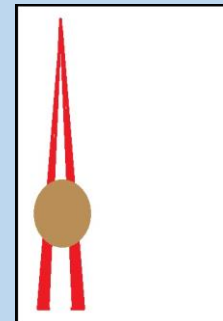
After verification, Person/s signs the document/s and will be instructed by processor to:

- Sign the document/s
- Proceed to the Cashier to pay \$25 **IN CASH** per document
- Provide other matters (ex. Phone details, mailing instead of pick up of document/s)



3

Person (or his/her authorized agent, after presenting authorization letter and photocopy of person's Valid ID) picks up the document/s or receives it by mail



1.2 Valid IDENTIFICATION card (ID) showing the photo, same full name indicated in the document/s and signature of person/s signing **AND PHOTOCOPY/ies of valid ID/s enough for ALL the original and photocopied documents**



for inquiries contact us at: notarials_pcgenla@earthlink.net