CONSULAR NOTARIZATION
BY PERSONAL APPEARANCE AT THE CONSULATE

1. The person/s signing document personally appears before the Consulate presenting the following:
   - The document/s that need/s consular notarization AND A PHOTOCOPY/ies of the/each document needing consular notarization
   - 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

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

Processing Time (BASED ON RECEIPT)

<table>
<thead>
<tr>
<th>Time</th>
<th>Releasing/Pick-Up Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>9:00 am to 12:00 NOON</td>
<td>3:00pm – 5:00 pm SAME WORKING DAY</td>
</tr>
<tr>
<td>12:01pm – 3:00pm</td>
<td>3:00pm – 5:00 pm NEXT WORKING DAY</td>
</tr>
</tbody>
</table>

for inquiries contact us at: notarials_pcgenla@earthlink.net