

**CHECKLIST OF REQUIREMENTS FOR HAVING A DOCUMENT AUTHENTICATED/LEGALIZED
BY THE PHILIPPINE CONSULATE GENERAL IN FRANKFURT, GERMANY**

(Please include this Checklist when submitting your application and mark the documents you have submitted.
Ensure that you provide your contact details to avoid delays.)

APPLICANT'S NAME: _____
CONTACT DETAILS: _____

IMPORTANT:

- Documents to be legalized may be filed in person or by mail. Submissions by mail are subject to additional requirements as noted below. The Consulate will NOT process an application unless all requirements are complete.
- All documents to be authenticated/legalized must be original and in English or accompanied by an official English translation duly authenticated by the relevant Landgericht.
- For additional information, please visit the Consulate's website at <https://frankfurtpcg.de/authentication-employment-contracts>.
- For any inquiries or clarifications, please email legalization.frankfurtpcg@gmail.com.

REQUIREMENTS	
<p><input type="checkbox"/> AFFIDAVIT, SPA, OR CONTRACT. If filing in person, documents should only be signed at the Consulate. If filing by mail, all original documents should be notarized by a German Notar and pre-authenticated by the relevant Landgericht.</p> <p>If the document is solely in German, an English translation must be prepared by a licensed translator (<i>vereidigter Übersetzer</i>) and further authenticated by the relevant Landgericht.</p> <ul style="list-style-type: none"> ○ Number of ORIGINAL documents to be authenticated/legalized: _____ ○ Total Number of photocopies provided: _____ <p>NOTE: If you plan to authenticate/legalize an Employment Contract, Training Contract, or Au Pair Agreement, please email legalization.frankfurtpcg@gmail.com first for pre-assessment prior to submission.</p>	<p>Per document to be authenticated/legalized, 1 originally-signed form and 1 photocopy</p>
<p><input type="checkbox"/> COMMERCIAL DOCUMENTS. Documents should be pre-authenticated by the relevant Industrie- und Handelskammer (IHK), Behörde für Justiz und Verbraucherschutz, Bezirksregierung, or Landgericht prior to submission to the Consulate.</p> <p>If the document is solely in German, an English translation must be prepared by a licensed translator (<i>vereidigter Übersetzer</i>) and further authenticated by the relevant Landgericht.</p> <ul style="list-style-type: none"> ○ Number of ORIGINAL documents to be authenticated: _____ ○ Total Number of photocopies provided: _____ 	<p>Per document to be authenticated/legalized, 1 original and 1 photocopy</p>
<p><input type="checkbox"/> CIVIL REGISTRY DOCUMENTS. Documents should be pre-authenticated by the relevant Regierungspräsidium, Bezirksregierung Landesverwaltung, Polizeidirektion, Behörde für Inneres Sport und Einwohner-Zentralamt, Aufsichts- und Dienstleistungsdirektion, or Landgericht prior to submission to the Consulate.</p> <p>If the document is solely in German, an English translation must be prepared by a licensed translator (<i>vereidigter Übersetzer</i>) and further authenticated by the relevant Landgericht.</p> <ul style="list-style-type: none"> ○ Number of ORIGINAL documents to be authenticated: _____ ○ Total Number of photocopies provided: _____ 	<p>Per document to be authenticated/legalized, 1 original and 1 photocopy</p>
<p><input type="checkbox"/> POLICE CLEARANCE. Documents should be pre-authenticated by the relevant Bundesmat für Justiz prior to submission to the Consulate.</p> <p>If the document is solely in German, an English translation must be prepared by a licensed translator (<i>vereidigter Übersetzer</i>) and further authenticated by the relevant Landgericht.</p> <ul style="list-style-type: none"> ○ Number of ORIGINAL documents to be authenticated: _____ ○ Total Number of photocopies provided: _____ 	<p>Per document to be authenticated/legalized, 1 original and 1 photocopy</p>
<p><input type="checkbox"/> COURT DECISION. Documents should be pre-authenticated by the relevant Landgericht prior to submission to the Consulate.</p>	<p>Per document to be authenticated/legalized, 1 original and 1 photocopy</p>

<p>If the document is solely in German, an English translation must be prepared by a licensed translator (<i>vereidigter Übersetzer</i>) and further authenticated by the relevant Landgericht.</p> <ul style="list-style-type: none"> ○ Number of ORIGINAL documents to be authenticated: _____ ○ Total Number of photocopies provided: _____ 	
<p><input type="checkbox"/> PASSPORT OR PERSONALAUSWEIS OF SIGNATORY/S. If filing in person, the applicant is expected to present his/her original passport or ID and provide two photocopies per document to be authenticated/legalized. If filing by mail, the applicant should provide 1 photocopy of his/her original passport or ID per document to be authenticated/legalized.</p> <ul style="list-style-type: none"> ○ Total Number of photocopies provided: _____ 	<p>IN PERSON FILING: Original and 2 photocopies per document</p> <p>MAIL FILING: 1 photocopy per document</p>
<p><input type="checkbox"/> SELF-ADDRESSED PREPAID RETURN ENVELOPE</p>	<p>1 piece</p>
<p><input type="checkbox"/> PROOF OF PAYMENT. If filing in person, payment should be in cash at the Consulate. If submitting by mail, please pay the exact fees by bank transfer and enclose your proof of payment (Überweisungsbeleg) with your documents.</p> <p>NOTE: Fees paid by bank transfer cannot be refunded by the Philippine Consulate-General in Frankfurt, Germany.</p>	<p>1 copy</p>

SCHEDULE OF FEES*		PHILIPPINE CONSULATE GENERAL	
Affidavit	EUR 25.00	<p>BANK DETAILS: Name : Generalkonsulat Philippinen IBAN : DE76 1004 0000 0263 7106 02 BIC : COBADEFFXXX</p> <p>MAILING ADDRESS: Philippine Consulate General Westendcarree Grüneburgweg 16-18 60322 Frankfurt am Main, Germany</p>	
Special Power of Attorney	EUR 25.00		
Contract	EUR 25.00		
Commercial Documents	EUR 25.00		
Civil Registration Documents	EUR 25.00		