

Philippine Embassy  
Berne, Switzerland

CHECKLIST FOR CONSULAR SERVICES (as of January 2024)

NAME OF APPLICANT:

Contact Number and Email:

NOTARIALS

\* The Embassy only accepts cash payments in Swiss Francs (CHF).

\* The template forms are available at: <https://bernepe.dfa.gov.ph/sample-sites/notarial-services/legalization>

\* Since March 2020, consular clients appearing at the Embassy must have confirmed appointments. They must arrive not more than five (5) minutes before their confirmed appointment schedule. The Embassy will not entertain consular clients without confirmed appointments on the day of their visit.

\*The Embassy does not process applications with incomplete documents. Original and copies are required.

\*The Embassy reserves the right to require additional document/s from the client/s.

National Bureau of Investigation (NBI) Clearance		Check (✓) to confirm availability for submission
1	Duly filled and signed NBI form. The form will be handed to the applicant on the day of appointment.	
2	Passport and copy of the passport data page	
3	Two (2) 2x2-sized photos, with white background	
4	Copy of the old NBI clearance, if any	
5	<b>Fee:</b> <b>CHF 25.00</b> - notarial fee (NBI form) <b>CHF 25.00</b> - notarial fee (SPA) If the applicant cannot personally appear before the NBI for his/her NBI clearance application, the NBI may require his/her representative / attorney-in-fact in the Philippine to present an SPA. Please view the <a href="#">Notarials webpage</a> for the SPA template.	
6	<i>Self-addressed envelope with postal stamps worth CHF6.80 (minimum, for registered mail) for the return of the document. Please ensure that the envelope size is appropriate for the documents to be returned.</i>  <i>Cost of stamps for registered mail may vary depending on the weight of the documents and destination of mail. Please secure the needed stamps from the Post Office</i>	

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\*For clarifications or other concerns regarding notarials, please send an email to:

[bernepe.notarials@dfa.gov.ph](mailto:bernepe.notarials@dfa.gov.ph).