

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.

ACKNOWLEDGEMENT OF DOCUMENTS (e.g., SPA, CONTRACT TO SELL, DEED OF SALE, ETC.)

Check (✓) to confirm availability for submission

1 [Original document \(Legal format\), duly filled form with the required signature/s.](#)
[A template SPA form can be downloaded from:](#)
https://bernepe.dfa.gov.ph/images/12._Special_Power_of_Attorney.pdf

2 Valid Philippine passport (original and photocopy), or valid foreign government-issued passport / ID

3 One photocopy of the document(s) for Embassy file

4 Personal appearance of the applicant(s) at the Embassy

Fee:
5 **CHF25.00** per document
CHF10.00 per document (additional) expedite fee for the processing and release of the document/s in 24 hours from processing from receipt of complete documentary requirements

6 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.

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.

**In addition to the signature/s of the principal/s, the signatures of two (2) disinterested persons are required in the SPA.*

AFFIDAVIT (GENERAL)		Check (✓) to confirm availability for submission
1	Original document (Legal format), duly filled form with the required signature/s A template Affidavit may be downloaded from: https://bernepe.dfa.gov.ph/sample-sites/notarial-services/legalization	
2	Valid Philippine passport (original and photocopy), or valid foreign government-issued passport / ID	
3	One photocopy of the document(s) for Embassy file	
4	Personal appearance of the applicant(s) at the Embassy	
5	Fee: CHF25.00 per document CHF10.00 per document (additional) expedite fee for the processing and release of document/s in 24 hours from processing from receipt of complete documentary requirements	
6	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>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>	
JOINT AFFIDAVIT OF LEGITIMATION OF THE BIRTH OF A CHILD BY SUBSEQUENT MARRIAGE OF PARENTS		Check (✓) to confirm availability for submission
1	Joint Affidavit of Legitimation form, duly filled with the required signature/s The template Affidavit can be downloaded from: https://bernepe.dfa.gov.ph/images/11._Joint_Affidavit_of_Legitimation_by_Subsequent_Marriage.pdf	
2	One photocopy of the document(s) for Embassy file	
3	For children whose birth has already been filed at the Embassy or in the Philippines, submit a PSA-authenticated copy of the Report of Birth (ROB) or PSA-authenticated copy of the Birth Certificate. The Embassy can issue a CTC of the ROB to be submitted as attachment to the Affidavit if the ROB was filed at the Embassy. For children whose birth has yet to be reported to the Embassy, original and 4 sets of the Certified True Copy of the Birth Certificate (Geburtsschein / Certificat de naissance/ Certificato di Nascita / Extract d' naissance) issued by the Civil Registry Office of Swiss Canton or Liechtenstein where the child was born (with English translation, typewritten). Note that the Swiss and Liechtenstein authorities issue an international version of the document with the details written in four languages, including English.) *See also the requirements for the filing of ROB.	
4	PSA-authenticated copy of the Report of Marriage (ROM) or PSA-authenticated copy of the Marriage Certificate. The Embassy can issue a CTC of the ROM to be submitted as attachment to the Joint Affidavit, if the ROM was filed at the Embassy. Please secure a copy of the record/s from the PSA through: https://www.psaserbilis.com.ph/#!	
5	Valid passport or ID (original and photocopy) of both parents executing the Joint Affidavit	

6	<p>Fee: CHF25.00 per document CHF10.00 per document (additional) expedite fee for the processing and release of the document/s in 24 hours from processing from receipt of complete documentary requirements</p>	
7	<p>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.</p> <p><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></p>	

**The Joint Affidavit of Legitimation is registered as a Legal Instrument pursuant to Rule 5.2 (What to Register) of the Office of the Civil Registrar General Administrative Order No. 1, Series of 2010 (OCGR A.O. 1, s. 2010 - Rules and Regulations Governing the Implementation of Republic Act (RA) No.9858. They must be submitted to the PSA with the required supporting documents.*

**Four (4) original sets must be prepared for the registration of this legal instrument.*

AFFIDAVIT OF SUPPORT (AOS)		Check (✓) to confirm availability for submission
1	<p>Affidavit of Support form, duly filled with the required signature/s A template Affidavit can be downloaded from: https://bernepe.dfa.gov.ph/images/8._Berne_PE_-Affidavit_of_Support.pdf</p>	
2	One photocopy of the document(s) for Embassy file	
3	Valid Philippine passport (original and photocopy), and/or foreign-government issued passport / ID	
4	Personal appearance of the applicant at the Embassy	
5	<p>Fee: CHF25.00 per document CHF10.00 per document (additional) expedite fee for the processing and release of the of the document/s in 24 hours from processing from receipt of complete documentary requirements</p>	
6	<p>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.</p> <p><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></p>	
AFFIDAVIT OF CONSENT AND SUPPORT (ACS)		Check (✓) to confirm availability for submission
1	<p>Affidavit of Consent and Support form, duly filled with the required signature/s A template Affidavit can be downloaded from: https://bernepe.dfa.gov.ph/images/pdf/Affidavit%20of%20Consent%20and%20Support.pdf</p>	
2	Photocopy of the document(s) for Embassy file	
3	Valid Philippine passport (original and photocopy), and/or foreign-government issued passport / ID	
4	Personal appearance of the applicant/s at the Embassy	

5	Fee: CHF25.00 per document CHF10.00 per document (additional) expedite fee for the processing and release of the document/s in 24 hours from processing from receipt of complete documentary requirements	
6	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>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 notariats, please send an email to: bernepe.notariats@dfa.gov.ph.*

CONSULAR MORTUARY CERTIFICATE (CMC, HUMAN REMAINS)		Check (✓) to confirm availability for submission
<i>*Please refer to advisory on shipment of remains in light of Covid-19 pandemic, https://bernepe.dfa.gov.ph/advisories/1036-public-advisory-no-11-2020-department-of-health-s-policy-on-shipment-of-human-remains-in-light-of-covid-19</i>		
1	Death Certificate issued by the Local Civil Registrar or similar authority (showing the name, age, date, place of birth and nationality of the deceased person, as well as the place and date of death)	
2	Certificate of Transportation to the Philippines	
3	Mortuary Certificate from the Funeral or Mortuary Director. If no separate Certificate of Non-contagious Disease is issued, said certificate should also state that the body was in a sanitary condition consistent with existing standards for overseas shipment.	
4	Certificate of Non-contagious Disease issued by the proper health authority, stating that the deceased did not die of a contagious disease or that the remains to be shipped did not originate from a place contaminated by a contagious disease (This requirement is waived if foregoing information is indicated in the Mortuary Certificate.)	
5	Transit Permit issued by the proper health authority at the place where transportation begins	
6	Burial Certificate	
7	Passport (original and photocopy). <i>The Embassy will retain the original Philippine passport of the deceased for subsequent cancellation and return to the Department of Foreign Affairs in Manila.</i> Note that the Philippine passport remains a property of the Philippine Government.	
8	Fee: CHF25.00 per document	

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**For clarifications or other concerns regarding CMC issuance, please send an email to: bernepe.atn@dfa.gov.ph.*

CONSULAR MORTUARY CERTIFICATE (CMC, CREMATED REMAINS)

Check (✓) to confirm availability for submission

***Please refer to advisory on shipment of remains in light of Covid-19 pandemic,**
<https://bernepe.dfa.gov.ph/advisories/1036-public-advisory-no-11-2020-department-of-health-s-policy-on-shipment-of-human-remains-in-light-of-covid-19>

1	Death Certificate issued by the Cantonal authorities / Local Civil Registrar, or similar authority, showing the name, age, date and place of birth, and nationality of the deceased person, as well as the place and date of death	
2	Certificate for the Transport of Ashes issued by the proper health authority	
3	<p>Funeral Director’s Certificate, with the Apostille Certificate of the concerned Canton, stating that the body was properly cremated in accordance with internationally accepted health practices; that it is in a sanitary condition consistent with existing standards for overseas shipment; and that ashes have been placed and sealed properly in a metal urn and contains only the ashes of the deceased:</p> <p>a. If the urn will be hand-carried, provide the name/s of the person/s hand-carrying the urn, as well as the person’s flight itinerary, and contact information and address in the Philippines; or</p> <p>b. If the urn will be shipped to the Philippines, provide the name of the shipping or courier service to be used, the name, contact information and address of who and where the urn will be shipped to, date of departure from Switzerland, and the estimated date of arrival in the Philippines.</p>	
4	Pass for a Funeral Urn issued by police authorities stating that the deceased did not die of a contagious disease or that the ashes to be shipped did not originate from a place contaminated by a contagious disease	
5	Passport (original and photocopy). The Embassy will retain the original Philippine passport of the deceased for subsequent return to the Department of Foreign Affairs in Manila. Note that the Philippine passport remains a property of the Philippine Government.	
6	Fee: CHF25.00 per document	

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