

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.

CERTIFICATION FOR TRAVEL TAX EXEMPTION (Filipino permanent residents only)

Check (✓) to confirm availability for submission

1

[Application for Travel Tax Exemption Certificate](#)

The form can be downloaded from:

<https://bernepe.dfa.gov.ph/images/pdf/Certificate%20for%20Travel%20Tax%20Exemption.pdf>

2

Photocopy of the document(s) for Embassy file

3

Valid Philippine passport (original and photocopy)

4

Photocopy of valid Swiss Resident Permit

5

Fee:
Gratis

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.

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

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