

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.

WAIVER OF EXCLUSION GROUND (WEG)

Check (✓) to confirm availability for submission

1 [Waiver of Exclusion Ground \(WEG\) form, duly filled with the required signature/s](#)  
[The WEG form can be downloaded from:](#)  
<https://bernepe.dfa.gov.ph/sample-sites/notarial-services/others/waiver-of-exclusion-grounds-weg>

[or](#)  
[https://bernepe.dfa.gov.ph/images/13\\_Waiver\\_of\\_Exclusion\\_Ground\\_WEG.pdf](https://bernepe.dfa.gov.ph/images/13_Waiver_of_Exclusion_Ground_WEG.pdf)

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

3 When required, personal appearance of parent/s, or the appointed legal guardian

4 Valid passport (original and photocopy) of parent/s, or the appointed legal guardian

5 Valid Philippine passport (original and photocopy)

6 Valid passport of travelling companion (original and photocopy)

7 Copy of flight ticket or certification from travel agency of child and traveling companion (they should be on same flight)

8 **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

9 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.*

*\*Please refer to the appropriate Philippine Embassy Public Advisory on the specific Guidelines issued by the Department of Health-Bureau of Quarantine on the entry requirement protocol for unaccompanied foreign minors.*

*\*Children who are below 15 years old are required to be accompanied by one or both parents. A child who is below 15 years old and travelling to the Philippines alone (not accompanied by either parent) or not joining a parent in the Philippines must possess a WEG executed by the parent/s or the legal guardian.*

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