



FREQUENTLY ASKED QUESTIONS ON APOSTILLE

1. What is an Apostille?

An Apostille is a certification affixed to public documents by an Apostille-contracting country (e.g., the Philippines) so that these will be accepted as legal for use in another Apostille-contracting country. The Apostille replaces the Authentication Certificate as proof of authenticity of public documents for use in Apostille countries. Just like the Authentication Certificate, an Apostille certifies the origin of the public document concerned, but with less steps.

2. What is the benefit of an Apostille?

The Apostille streamlines the authentication process for documents to be used in Apostille contracting-countries, making it faster and less costly for the applicants.

Once Apostillized, these documents can be validly used in any Apostille-contracting countries, without the need for authentication or legalization by their respective Embassies or Consulates in the Philippines.

3. Are Italy, Malta, Albania, and San Marino Apostille-contracting countries?

Yes, they are all Apostille-contracting countries. Hence, documents from these countries bearing an Apostille no longer have to be authenticated by the Philippine Embassy in Rome or Philippine Consulates headed by Honorary Consuls under its jurisdiction.

For the complete list of all Apostille-contracting countries, please visit this link: <https://www.hcch.net/en/instruments/conventions/status-table/?cid=41>.

Below are samples of the Apostilles issued by Italy and Malta:

ITALY

Apostille
(Convention de La Haye du 5 octobre 1961)

1. Stato: Italia
Il presente atto pubblico
2. è stato firmato da: [Signature]
3. operante in qualità di: FUNZIONARIO
4. è munito del sigillo/bollo di: COMUNE DI ROMA

Attestato

5. in: Roma
6. Il [Signature]
7. da: Prefettura di Roma – Ufficio Territoriale del Governo di Roma
8. col numero: 7382
9. Sigillo/bollo: Prefettura di Roma – Ufficio Territoriale del Governo di Roma
10. Firma Funzionario Delegato

Questa Apostille certifica solo la qualità del firmatario e il sigillo/bollo che è stato apposto. Non certifica il contenuto del documento per il quale è stata rilasciata.

MALTA

Apostille Certificate
Convention de La Haye du 5 octobre 1961

1. Country: Malta
This public document
2. has been signed by [Signature]
3. acting in the capacity of Desk Officer
4. bears the seal / stamp of Malta Financial Services Authority Certified
5. at Ministry for Foreign Affairs, Valletta
6. the [Signature]
7. by [Signature] Legalisation Officer
8. No: 311048
9. Seal / stamp
10. Signature [Signature]

[Red circular seal of the Ministry for Foreign Affairs, Valletta]

4. I am a Filipino residing or working in Italy, Malta, Albania and San Marino. How will the Apostille Convention affect me?

Philippine public documents which will be used in Italy, Malta, Albania and San Marino will no longer need to pass through another authentication/legalization by their foreign embassies after they have been authenticated/apostillized by the DFA.

5. Which documents does the Apostille Convention apply to?

The Philippine Apostille applies to the same types of documents that are subject to authentication by the DFA prior to the effectivity of the Apostille Convention in the Philippines on 14 May 2019.

The following documents can be apostillized:

- PSA / NSO Documents (e.g. birth certificate, marriage certificate, death certificate, CENOMAR, etc.)
- NBI Clearance
- Police Clearance
- Barangay Clearance
- DSWD Clearance
- LTO Driver's License
- Court decisions, resolutions, orders
- Immigration records
- PRC Professional Licenses, Board Certificates, Board Ratings, Certifications
- DepEd Transcript of Records, Form 137, Diploma
- Notarized documents
- Export documents
- Business registration and other documents issued by a government agency
- Certificate of employment/trainings/seminars, Baptismal certificate, and other documents issued by a private entity
- Medical, AIDS-Free Certificate

The Philippine Apostille is only for public documents which will be used in Apostille-contracting countries. Public documents which will be used within the Philippines do not need to be apostillized.

6. Where can I avail myself of the Philippine Apostille?

The Apostille is available in all Authenticating Units of the DFA: DFA-Aseana; DFA NCR-Northeast (Ali Mall); DFA NCR-East (SM Megamall); DFA NCR-West (SM Manila); DFA NCR-South (Metro Gaisano Alabang); DFA San Fernando, Pampanga; and soon, DFA Davao (SM Davao) and DFA Cebu (Pacific Mall-Metro Mandaue).

Once apostillized, the documents may already be used in Italy, Malta, Albania, or San Marino, as the case may be. No further authentication or legalization by the concerned Embassy or Consulate in the Philippines is needed.

Please note that Philippine Embassies or Consulates do not issue Apostille certifications.

Below is a sample of the Apostille issued by DFA:

DEPARTMENT OF FOREIGN AFFAIRS
KAGAWARAN NG UGNAYANG PANLABAS
MANILA, PHILIPPINES

S.N. 19A - 0000000

APOSTILLE
(Convention de La Haye du 5 octobre 1961)

1. Country: Philippines
2. has been signed by
3. acting in the capacity of
4. bears the seal/stamp of
5. at
6. the
7. by
8. No. 19A-
9. Seal/stamp:
10. Signature:

This public document

Certified

Authentication Officer

Annexed document(s) is/are:

This Apostille only certifies the authenticity of the signature and the capacity of the person who has signed the public document, and, where appropriate, the identity of the seal or stamp which the public document bears.
This Apostille does not certify the content of the document for which it was issued.
This certificate does not constitute an Apostille under the Hague Convention of 5 October 1961, when it is presented in a country which is not a party to the Convention. In such cases, the certificate should be presented to the consular section of the mission representing that country.

7. Where can I avail myself of the Apostille issued by Italy, Malta, Albania, or San Marino?

To apply for an Apostille issued by Italy, Malta, Albania, or San Marino, one may proceed to these countries' respective Competent Authorities for apostillization, listed below:

ITALY	
TYPE OF DOCUMENT	COMPETENT AUTHORITY
Judicial documents and notarial acts	<i>The public prosecutor at the courts in the jurisdiction in which the documents were issued</i>
All other administrative and civil status documents provided for in the Apostille Convention	<i>The prefect (Prefettura) with territorial competence</i>
For more information, please visit: https://www.hcch.net/en/states/authorities/details3/?aid=327	

MALTA
COMPETENT AUTHORITY
The Ministry of Foreign Affairs – Palazzo Parisio, Merchants Street, VALLETTA CMR 02 Malta
For more information, please visit: https://www.hcch.net/en/states/authorities/details3/?aid=332

ALBANIA
COMPETENT AUTHORITY
Office of Authentications of the Consular Department of the Ministry of Foreign Affairs (<i>Drejtoria Konsullore, Zyra e Legalizimeve, Ministria e Puneve te Jashtme</i>) – Consular Department - Ministry of Foreign Affairs, Boul. Gjergj Fishta, no 6, 1000-TIRANA, Albania
For more information, please visit: https://www.hcch.net/en/states/authorities/details3/?aid=305

SAN MARINO
COMPETENT AUTHORITY
<i>The Minister of Foreign Affairs - Ufficio del Registro e Conservatoria, Via 28 Luglio, 196, 47893, San Marino</i>
For more information, please visit: https://www.hcch.net/en/states/authorities/details3/?aid=381

Once apostillized, the documents may already be used in the Philippines. No further authentication or legalization from the Philippine Embassy in Rome or Philippine Consulates under its jurisdiction is needed.

8. What if I still want my document, executed in an Apostille country, to be authenticated by the Philippine Embassy?

The Philippine Embassy shall no longer authenticate documents from Apostille countries, which include Italy, Malta, Albania and San Marino. However, given the purpose of the Apostille Convention to facilitate the use of public documents abroad by simplifying the authentication process and in the interest of applicants (Section 102 of the Apostille Handbook), the Philippine Embassy in Rome and Philippine Consulates under its jurisdiction may continue to legalize documents if they were authenticated (not apostillized) by the host government before 14 May 2019.

Foreign Apostilles issued before 14 May 2019 shall be recognized in the Philippines on and from said date of entry into force of the Apostille Convention for the Philippines.

9. Does the effectivity of the Apostille Convention mean that the Philippine Embassy in Rome and Philippine Consulates headed by Honorary Consuls under its jurisdiction will no longer issue documents with red ribbon?

Aside from Apostillized documents, the red ribbon shall no longer be affixed in any other documents starting **15 June 2019**. The Embassy and Philippine Consulates headed by Honorary Consuls under its jurisdiction shall continue the use of eyelet and gold seal with impression in issuing the following documents:

1. ACKNOWLEDGEMENT of:

- a. Special Power of Attorney (SPA),
- b. Affidavit (*Sinumpaang Salaysay*)
- c. Other documents containing a *Jurat*

2. AUTHENTICATION of labor contracts verified by the Philippine Overseas Labor Office (POLO) – Rome (Note: Only the Philippine Embassy in Rome provides this service and not the Philippine Consulates under its jurisdiction.)

10. What if the country where I want to use my documents is a non-Apostille country?

You should contact the Embassy or Consulate of the country where you intend to use the document in order to find out what your options are. This usually means that you need to present your documents to the said country's Embassy or Consulate in the Philippines for its authentication or legalization.

11. If the recipient of my Apostille wants to verify the Apostille, what should I suggest?

In order to verify a particular Apostille, recipients may contact the Competent Authority. Their contact information, including phone numbers and website information, can be accessed in the Apostille Section of the Hague Conference website: <https://www.hcch.net/en/instruments/conventions/authorities/?cid=41>.

Issued Philippine Apostilles may be verified through this link: www.dfa.gov.ph/verify-apostille.