



**PHILIPPINE EMBASSY IN BEIRUT, LEBANON**  
**CONSULAR DIVISION**  
**NOTARIAL AND OTHER CONSULAR DOCUMENTS**

**Comment [P1]:** Transparency → Charter → Notarial and Other Consular

STEP	LOCATION	CLIENT	SERVICE PROVIDER	DURATION	PERSON IN-CHARGE	FEE	FORM
1	3 <sup>rd</sup> Floor, Consular Area Window 1 - Processing	Requests application form and list of requirements. Fills up application form.	Provides application form and list of requirements. Explains requirements and addresses inquiries regarding the application form, if any.	5-15 minutes <i>(depending of the time taken by applicant in filling up forms)</i>	Consular Assistant / Consular Clerk	N.A.	Application form and list of requirements (also available at <a href="http://www.facebook.com/BeirutPE">www.facebook.com/Beirut PE</a> )
2		Submits accomplished forms along with supporting documents (with photocopies and translations if necessary).	Evaluates application form and supporting documents. Informs applicant to proceed to cashier if application form and supporting documents are in order.	5-15 minutes	Consular Assistant / Consular Clerk	N.A.	Application form and supporting documents
3	Window 2 - Cashier	Pays at the Cashier	Issues official receipt	2 minutes	Cashier	<b>Report of Birth</b> – USD25.00 <b>Report of Marriage</b> – USD25.00 <b>Report of Death</b> – USD25.00 <b>SPA</b> – USD25.00 <b>Acknowledgement</b> – USD25.00 <b>Affidavit</b> – USD25.00 <b>Solemnization of Marriage</b> – USD60.00 <b>Certification</b> – USD25.00 <b>Reacquisition and Retention of Citizenship</b> – USD60.00 (Petitioner) USD25.00 (Dependent) <b>Authentication</b> – USD25.00	Official receipt

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STEP	LOCATION	CLIENT	SERVICE PROVIDER	DURATION	PERSON IN-CHARGE	FEE	FORM
4	Window 1 - Processing	Reviews and signs the consular document prepared by the Consular Assistant /Consular Clerk to ensure that there are no errors in the entry.	Prepares the consular document for the review of the applicant. If all entries are accurate (no errors), requests applicant to sign the consular document.	15 – 45 minutes	Consular Assistant / Consular Clerk	N.A.	Consular document and supporting documents
5	Window 1 - Processing	N.A.	Advises applicant to return on due date for the release of the consular document.  Prepares the consular document for the signature of the Consular Officer.	2 minutes	Consular Assistant / Consular Clerk	N.A.	Consular document with complete entries and due for signature
6	<p>Applicant checks if his/her document has been signed or is ready for release by calling tel.no. <b>05953520</b> or by coming back to the Embassy on the due date advised by the Consular Assistant / Consular Clerk.</p> <p>The release of consular documents is based on the following schedule:</p> <p><b>SAME DAY OR NEXT WORKING DAY</b>  Civil Registry – Report of Birth/Marriage/Death, Authentication  Notarial – SPA, Acknowledgement, Affidavit, Certification, Legal Capacity to Contract Marriage</p> <p><b>TO BE SCHEDULED</b>  Solemnization of Marriage (on date of the wedding)  Reacquisition / Retention of Philippine Citizenship (with oath taking ceremony)</p>						
7	Window 3 - Releasing	Returns to the Consular Area on due date and presents the official receipt.	Gives the consular document to the applicant and requests applicant to acknowledge receipt of the document by signing the Embassy's copy.	2 minutes	Consular Assistant / Consular Clerk	N.A.	Official receipt
<p><b>TOTAL PROCESSING AND RELEASING TIME: 31 minutes</b> (depending on the volume of consular applicants per day)</p> <p><b>END OF PROCESS</b></p>							