

- Document has to be notarized by a Notary Public in Saskatchewan
- Then send document to Regina:
  - **Ministry of Justice**  
**Authentication Services**  
**800 - 1874 Scarth Street**  
**Regina SK S4P 4B3**

Process of authentication:

  1. The Deputy Attorney General will verify that the Notary's signature is valid.
  2. A certificate signed by the Lieutenant Governor will verify the Deputy Attorney General's signature.
  3. The document is then stamped with the Great Seal of Saskatchewan and is considered authenticated.
    - Documents can be mailed in or presented in person.
    - The fee for authentication is \$50 per certificate, to be paid by cash, cheque, or money order made payable to the Minister of Finance.
    - Walk in client documents can be prepared while you wait.
    - Mail in documents are returned by regular mail.
    - If you need your documents immediately, please include a pre-paid, self-addressed return envelope (such as Xpresspost).
- Then send the document to the Philippine Consulate General Calgary (PCG) for authentication (red ribbon)
 

**Philippine Consulate General**  
**920 - 517 10<sup>th</sup> Avenue SW**  
**Calgary AB T2R 0A8**  
**Tel: 1-403-455-9457**

  - Charge of \$33.75 per document, money order or bank draft only; payable to **Consulate of the Philippines in Calgary** (an extra expedite fee of \$13.50 can be included if preferred)
  - Buy two (2) xpresspost regional envelopes letter-size - 1) to be used to send document to PCG and 2) to be used to send back the document to the applicant
    - Addressing:
      - First envelope:
        - To: PCG as per above address
        - From: Your Name and Mailing Address, telephone number
      - Second envelope (plus recommended signature sticker):
        - To: Your name and mailing address, telephone number
        - From: PCG Calgary (see address above)
- When returned by PCG, applicant can send the document to the Philippines (recommended to use courier services rather than regular mail)