

Notarial process for Documents to be Used in the Philippines

Paraan Kung Paano Maipa-dala ang Inyong mga Dokumento Para sa Pilipinas

Please read carefully – *Basahin lamang po ng mabuti*

For Residents of Saskatchewan Para sa naninirahan sa Saskatchewan

Important Information

APOSTILLE

ADVISORY ON THE STATUS OF APOSTILLE APPLICATION AND APPOINTMENT SYSTEM AND APOSTILLE VERIFICATION SITE IN THE PHILIPPINES

The Philippines and Canada are now officially parties to the Apostille Convention. Starting 11 January 2024, public documents with an Apostille certificate issued by Competent Authorities in Canada (specifically the two Provinces of Alberta and Saskatchewan) will no longer require the authentication of the Philippine Consulate General in Calgary for use in the Philippines. Once apostilled, the documents may already be used in the Philippines and be given legal effect.

Examples of public documents are: Birth Certificates, Marriage Certificates, academic credentials, and export and corporate records and others.

The Apostille streamlines the whole authentication procedure of documents for use back in the Philippines resulting in more convenience and less cost and processing time for the applicants.

NOTES:

- *Ang dokumento ay maaring manggaling sa Pilipinas o kaya ay gawa dito sa Saskatchewan*
 - *Bilang naninirahan dito sa Saskatchewan o pangunahing deklarante sa dokumento ay kailangang sundin ang proseso sa ibaba, ibig sabihin, ang dokumento ay kailangang pirmahan sa harap ng isang Notaryo Publiko sa Saskatchewan.*
- The document may originate from the Philippines or can be done here in Saskatchewan
 - You as a resident of Saskatchewan and as the principal or affiant have to follow the process below, ie. the document has to be signed in front of any notary public in Saskatchewan.

Saskatchewan Notaries:

- Documents must be signed, dated and sealed by a Saskatchewan Notary Public (i.e., a lawyer or non-lawyer).

- Documents must be notarized (signed, dated and sealed) by the notary in their capacity as a notary, not in their capacity as a commissioner or other non-notary designation. Documents signed or sealed in their capacity as a commissioner or other non-notary designation will not be authenticated.

1. Document Requirements

The Authentication Services office does not advise on document requirements, and it is not authorized to contact the consulate or embassy on your behalf.

Start by checking with the embassy, consulate or third party regarding what documents are required and how each document must be submitted/bundled (**i.e., whether several documents can be sent together or if they must remain separate**).

Ensure your document contains an original (**wet ink**) signature and stamp from a [signatory](#) for the Province of Saskatchewan. You may also submit originals of the following:

- an original Vital Statistics certificate; or
- an original post-secondary diploma from the University of Regina or the University of Saskatchewan.

2. Packages, Fees and Processing Times

The processing fee for an authentication is **\$50.00 per certificate issued, signatory listed, or package that is required**.

Please provide instructions for packaged bundles if documents must be separated.

Please note that we bind the Apostille certificate to your document(s).

Payments are accepted by:

- personal cheques and money orders made payable to the **"Minister of Finance"**; or
- if you wish to pay by credit card, please enclose a phone number, and the office will contact you for payment once the documents are processed.

Turnaround times are normally 3-5 business days depending on the volume of requests received and if further clarification of your document is required. **No same day service is offered.**

3. Return Mail Service

Documents are mailed to the sender via regular mail, unless otherwise instructed.

If you require a tracking number or faster return, please enclose a prepaid envelope with your documents.

Note: we do not hold documents at the office. If a document does not meet necessary requirements, the package will be returned to the sender.

4. Submitting Your Documents

You may submit your document (s) either by mail or dropping them off at the address below (**see checklist below – print and enclose with your package if you like**):

Mail only the document(s) receiving the authentication to:

Ministry of Justice and Attorney General
Authentication Services
101 - 1855 Victoria Avenue
Regina SK S4P 3T2

Contact Information:

Phone: 306-787-5972

Email: authserv@gov.sk.ca

- **Once you get back your document from Ministry of Justice and Attorney General, this can be sent to the Philippines.**
- ***Pag naibalik na po sa inyo ang inyong dokumento galing sa “Ministry of Justice and Attorney General, ito po ay pwede ng ipadala sa Pilipinas.***

* * * * *

Authentication Services Document Checklist – for your reference.

(para masiguro na kumpleto ang mga kailangan ninyong ipadala sa Ministry of Justice and Attorney General sa Regina—final step po ito ng authentication ng inyong dokumento)

Prior to submitting your documents, please ensure they meet our requirements.

Please choose the applicable from below:

- My document(s) is/are notarized by a signatory for province of Saskatchewan and contains an original (wet ink) signature, a seal, and an expiry date (for notary appointments only).
- My document(s) is/are an original certificate issued by Vital Statistics in Saskatchewan.
- My document(s) is/are an original or a notarized copy of a post-secondary document.
- My document(s) is/are signed by a Saskatchewan Court Official, and they meet the document requirements on our website.
- Other:

Client Information Name: _____ / _____
First Last

Mailing Address: _____ / _____ / _____ / _____
Street City Prov. Postal Code

 Phone Number (+ area code)

 Email Address

Payment Information

- Yes, I have enclosed a cheque or money order made payable to the “Minister of Finance”.
- No, please contact me for payment at the phone number above.

Please note the price of an authentication is \$50.00 per certificate issued. Our office cannot advise on how documents are to be bundled. Please separate documentation clearly as these documents cannot be tampered with post authentication.