



Requirements for the Legalisation of Documents

Application in Person

Prerequisite

- (a) Documents to be legalised must be signed by a Solicitor/ Commissioner of Oaths or Notary Public. *(Please note that a prepared document can be signed for approximately €10 - €15 by a Commissioner of Oaths)*
- (b) The document/s must then be Apostilled / Authenticated by the Irish Department of Foreign Affairs and Trade.;

Consulate requirements

- (a) The original notarised / signed document with the attached Irish Department of Foreign Affairs and Trade Apostille /Authenticated.
- (b) A clear photocopy of the data page of the applicant's valid passport;
- (c) Notarial fee of €22.50.

Collection Time

Collection time is during normal Consulate hours from 10.30am to 12.00pm on Saturday, except during Philippine national holidays and Irish holidays. Documents can only be released to the applicant unless a letter of authorisation is given by the applicant to the person collecting the documents.

Application by Post

Prerequisite

- (a) Documents to be legalised must be signed by a Solicitor/ Commissioner of Oaths or Notary Public. *(Please note that a prepared document can be signed for approximately €10 - €15 by a Commissioner of Oaths)*
- (b) The document/s must then be Apostilled / Authenticated by the Irish Department of Foreign Affairs and Trade.;

Consulate requirements

- (a) The original notarised / signed document with the attached Irish Department of Foreign Affairs and Trade Apostille /Authenticated.
- (b) A clear photocopy of the data page of the applicant's valid passport or Irish driving licence;
- (c) Notarial fee of €22.50 made payable to the Philippine Consulate either in Irish postal money order or bank draft (personal cheques are not accepted);
- (d) A registered self-addressed envelope
- (e) Applications filed by post should be addressed to:

The Consular Section,
Philippine Consulate Dublin,
PO BOX 3011,
39 Fitzwilliam Street Upper,
Dublin 2,

Please note that the above address is not an attended by Consulate staff and callers to this address will not be entertained.