

CERTIFICATE OF APPEARANCE

1. What is a Certificate of Appearance and how can I obtain one?

The Philippine Government Service Insurance System and the Philippine Social Security System requires pensioners or beneficiaries receiving pensions or benefits to submit, yearly, a Certificate of Appearance to the Agency as proof that the pensioner or beneficiary is still alive.

Since the document, by its very nature, requires the issuing consular officer to attest that he has seen the pensioner or beneficiary, the pensioner or beneficiary must personally present himself at the Consulate General in order to obtain the certificate.

The pensioner or beneficiary is requested to bring proof of identity in the form of a valid passport or a valid government-issued photo I.D. and a photocopy thereof (for passports page with photo and facing page with signature only) to be attached to the certificate.

2. What if I cannot personally appear at the Consulate, can I still obtain a Certificate of Appearance?

If the applicant for a Certificate of Appearance cannot appear before a consular officer, he/she can execute an Affidavit attesting to the fact that he is still alive and sign said attestation before a notary public accredited with the Consulate General or any notary public.

After having the document notarized, he/she may submit the document to the Consulate after following the stated procedure:

- (a) If the affidavit is signed by an accredited notary – submit the document directly to the Consulate for authentication;
- (b) If the affidavit is submitted by a notary accredited with the Consulate - follow the State's procedure for authentication of notarized documents as stated above. After obtaining the authenticating certificate from the designated State authority for authentication, submit the document to the Consulate General for Philippine authentication either by mail or in person.

3. What are the Consulate's Office Hours?

The Consulate's Office Hours are from Monday to Friday, from 9:00 am to 5:00 pm (excluding U.S. and Philippine holidays).

Service Hours at the Authentication/Legalization Section are, as follows:

Receiving of documents for legalization/authentication: 9:00 am to 4:00 pm

Pick-up time for legalized/authenticated documents:

- If your document was filed before 11:00 am – release is between 12:00 pm to 1:00 pm
- If your document was filed after 11:00 am – release is between 4:00 to 5:00 pm

The Consulate General endeavors to have documents released as soon as they are signed and processed. Your document can be released earlier depending on the number of service requests received during the day. END