

Acknowledgement / Special Power of Attorney (SPA)

Paalala: Para sa kaligtasan ng mga kliyente ng Konsulado habang mayroon pang Covid-19 pandemic, aanyayahin lamang po ang mga kliyente na pumasok sa konsulado sa oras ng kanilang cita/appointment. Hindi po kailangang maghintay sa labas na Konsulado para pumila dahil ang mga appointment po ang papapasukin sa oras nila. Para masiguradong magkakaroon ng dalawang metro na distansya ang mga kliyente bilang pagsunod sa Covid-19 safety measures, kung hindi pa oras ng inyong appointment, bumalik po sa tamang oras.

IMPORTANT: Please read carefully and follow **STEP 1 to STEP 4** for your application. Click on the links to download the forms.

STEP 1 Secure an appointment

Please visit barcelonapcg.timetap.com and choose the service you need. An email confirmation will be sent you. If you have chosen the wrong appointment or date/time, please make sure to cancel the appointment to allow others to secure a booking.

STEP 2 Prepare the requirements

1. Original and one photocopy of the following:
 - Document/s to be acknowledged. The Consulate will retain the duplicate.
 - Executor / signatory's valid identification which bears his/her photograph and signature (passport, residence card, driver's license, etc.)
2. Non-refundable fee of 22.50 Euros, payable in cash only.

Note:

Your lawyer / company may provide you with the SPA format for you to sign. The following templates may also be used (click on the link to the download the form applicable to you):

One signatory:

1. [SPA \(general use\)](#)
2. [SPA \(for NBI, PSA, Civil Registrar, DFA etc.\)](#)

Two signatories:

1. [SPA \(general use\)](#)
2. [SPA \(for NBI, PSA, Civil Registrar, DFA etc.\)](#)

STEP 3 As a safety protocol against Covid-19, the applicant is requested to:

1. Make sure all the forms have been filled up and ready for submission prior to going to the Consulate.
2. Bring all the requirements and a copy of this confirmation email.
3. Only the applicant/s may enter the Consulate. Please come alone (no companions except if the applicant is a minor).
4. Bring own pen
5. Wear a mask.

Do not come if you have a fever or other Covid-19 symptoms. Please reschedule your appointment using the links in the confirmation email sent to you.

STEP 4 At the Consulate:

Personal appearance of the executor / signatory of the document is required. The original document must be signed in the Consulate.

For your own safety and comfort, please come at your scheduled time.

If you arrive earlier, you will be asked to return at your scheduled appointment.

There is no need to ring the doorbell or knock on the door. You will be invited to enter the Consulate only at your appointment time to avoid crowding in an enclosed space.