

CITIZEN'S CHARTER

Embassy of the Republic of the Philippines

Budapest, Hungary

2025 (2nd edition)



Notarial Services: AFFIDAVITS / SWORN STATEMENTS/ SPECIAL POWER OF ATTORNEY/ACKNOWLEDGEMENT/ NBI CLEARANCE APPLICATION FORM FOR FINGERPRINTING

Filipinos and foreign nationals can go to the Philippine Embassy in Budapest to avail of notarial services from Monday to Friday (9:00 AM to 4:00 PM).

Please note that the Embassy ceased its Authentication process with the implementation of Apostille on 14 May 2019.

Post's jurisdiction countries (Hungary, Bosnia and Herzegovina, Montenegro, and Serbia) have acceded to the Apostille Convention.

Office or Division:	Consular Section	
Classification:	Simple	
Type of Transaction:	G2C	
Who may avail:	Filipino and foreign nationals who wish to have their documents notarized.	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Personal appearance		Client has to appear in person and sign the document in front of the Consular officer which will then verify the client's identity and signature based on the passport / identification shown
Current passport – original and photocopy of data page and photocopy of amendment page, if any		Client's passport
Valid residence permit		Client's residence permit/ residence card

Client Steps	Actions	Fees to be paid	Processing time	Person responsible
1 Proceed to the reception area and submit the documents for notarization	Consular officer assesses documents brought	NA	1 min	Consular Officer
2 Client fills-out the application form	Consular Officer explains briefly how to fill out application form properly	NA	3 mins	Consular Officer
3 Client submits the duly filled-out application form to the Consular Officer for evaluation	If documents are found to be in order, CO issue official receipt, and inform applicant for the date of release (after 3 working days)	NA	2 mins	Consular Officer
4 Proceed to the Cashier for payment	FO collects payment	US\$25/HUF11,750	2 mins	Finance Officer
5 Release: Proceed to the reception area to present the official receipt.	CO after collection of receipt, locate the document for release to the client	NA	3 mins	Consular Officer

For the NBI Clearance Form Fingerprinting

Filipino nationals and foreign nationals who have resided in the Philippines who need to apply for an NBI clearance can obtain an NBI clearance form from the Embassy. The Consul can notarize said form containing the fingerprints and signature of the client. Afterwards, the client has to send said application form to the NBI and follow NBI's procedure for issuance of the NBI clearance.

Office or Division:	Consular Section	
Classification:	Simple	
Type of Transaction:	G2C	
Who may avail:	Filipino nationals who wish to apply for NBI clearance can do the fingerprinting in the Embassy	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Personal appearance		Client has to appear in person and sign the document in front of the Consular officer and put his/her fingerprints on the NBI clearance form
Current passport – original and photocopy of data page and photocopy of amendment page, if any		Client
One Photograph, 2x2 size with plain white background taken within three (3) months before application		Client
Valid residence permit		Client

Client Steps	Actions	Fees to be paid	Processing time	Person responsible
1 Proceed to the reception area and fill out NBI application form and	Consular Officer Evaluates the duly filled-out NBI form and the submitted requirements If documents are found		3 mins	Consular Officer

submit the necessary requirements	to be in order, issue official receipt			
2 Proceed to the Cashier for payment	FO collects payment	US\$25/HUF11,750	2 mins	Finance Officer
3 Undergo the required fingerprinting and specimen signature	NBI form will be released to the client afterwards	NA	3 mins	Consular Officer

FEEDBACK AND COMPLAINTS MECHANISM	
How to send feedback	Fill out the client feedback form available at the reception counter. Drop the accomplished form in the designated drop box located at the reception counter.
How feedbacks are processed	All feedbacks are read by the Embassy officers. These are lodged and reported to the headquarters. Areas for improvements are addressed.
How to file a complaint	Fill out the client feedback form available at the reception counter. Drop the accomplished form in the designated drop box located at the reception counter. Client can also send an email directly to the contacts below. Please provide client's name and contact information and nature of complaint.
How complaints are processed	All written complaints are read by the Embassy officers and investigations are instigated depending on nature of the case. Complaints can be elevated depending on the gravity of the case.
Contact Information of the Philippine Embassy in Budapest	Telephone number: 00-36-1-391- 4300; Duty Officer's Contact Number: 00-36-30-202-17-60 Email: budapest.pe@dfa.gov.ph