

99014002035001, 99014002035001

# Apply for certification of documents in international legal transactions

Heruntergeladen am 04.07.2025

<https://fimportal.de/xzufi-services/8958920/L100001>

| Modul                     | Sachverhalt                                                              |
|---------------------------|--------------------------------------------------------------------------|
| Leistungsschlüssel        | 99014002035001, 99014002035001                                           |
| Leistungsbezeichnung I    | Apply for certification of documents in international legal transactions |
| Leistungsbezeichnung II   |                                                                          |
| Typisierung               | 2/3 - Bund: Regelung (2 oder 3), Land/Kommune: Vollzug                   |
| Quellredaktion            | Hessen                                                                   |
| Freigabestatus Katalog    | unbestimmter Freigabestatus                                              |
| Freigabestatus Bibliothek | unbestimmter Freigabestatus                                              |
| Begriffe im Kontext       |                                                                          |
| Leistungstyp              | Leistungsobjekt mit Verrichtung                                          |
| Leistungsgruppierung      | Beglaubigungen und Beurkundungen (014)                                   |
| Verrichtungskennung       | Beglaubigung (035)                                                       |
| SDG-Informationsbereich   |                                                                          |

| Modul                         | Sachverhalt                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|-------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Lagen Portalverbund           | Auszüge aus Registern (2020200)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| Einheitlicher Ansprechpartner | Nein                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| Fachlich freigegeben am       | 14.02.2023                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| Fachlich freigegeben durch    | Hessian Ministry of the Interior and Sport                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| Handlungsgrundlage            | <a href="https://www.rv.hessenrecht.hessen.de/bshe/document/jlr-VwKostOHE2009V6Anlage">https://www.rv.hessenrecht.hessen.de/bshe/document/jlr-VwKostOHE2009V6Anlage</a><br><a href="https://www.hcch.net/de/instruments/conventions/full-text/?cid=41">https://www.hcch.net/de/instruments/conventions/full-text/?cid=41</a><br><a href="https://www.personenstandsrecht.de/Webs/PERS/DE/uebereinkommen/_documents/ciec/ue16.html">https://www.personenstandsrecht.de/Webs/PERS/DE/uebereinkommen/_documents/ciec/ue16.html</a><br><a href="https://www.personenstandsrecht.de/Webs/PERS/DE/uebereinkommen/_documents/ciec/ue20.html">https://www.personenstandsrecht.de/Webs/PERS/DE/uebereinkommen/_documents/ciec/ue20.html</a><br><a href="https://www.personenstandsrecht.de/Webs/PERS/DE/uebereinkommen/abkommen-vereinbarungen-vertraege/UE_V-node.html">https://www.personenstandsrecht.de/Webs/PERS/DE/uebereinkommen/abkommen-vereinbarungen-vertraege/UE_V-node.html</a><br><a href="https://eur-lex.europa.eu/legal-content/DE/TXT/HTML/?uri=CELEX%3A32016R1191&amp;from=DE">https://eur-lex.europa.eu/legal-content/DE/TXT/HTML/?uri=CELEX%3A32016R1191&amp;from=DE</a><br><a href="https://www.rv.hessenrecht.hessen.de/bshe/document/jlr-VwKostOHE2009V6Anlage">https://www.rv.hessenrecht.hessen.de/bshe/document/jlr-VwKostOHE2009V6Anlage</a><br><a href="https://www.hcch.net/de/instruments/conventions/full-text/?cid=41">https://www.hcch.net/de/instruments/conventions/full-text/?cid=41</a><br><a href="https://www.personenstandsrecht.de/Webs/PERS/DE/uebereinkommen/_documents/ciec/ue16.html">https://www.personenstandsrecht.de/Webs/PERS/DE/uebereinkommen/_documents/ciec/ue16.html</a><br><a href="https://www.personenstandsrecht.de/Webs/PERS/DE/uebereinkommen/_documents/ciec/ue20.html">https://www.personenstandsrecht.de/Webs/PERS/DE/uebereinkommen/_documents/ciec/ue20.html</a><br><a href="https://www.personenstandsrecht.de/Webs/PERS/DE/uebereinkommen/abkommen-vereinbarungen-vertraege/UE_V-node.html">https://www.personenstandsrecht.de/Webs/PERS/DE/uebereinkommen/abkommen-vereinbarungen-vertraege/UE_V-node.html</a><br><a href="https://eur-lex.europa.eu/legal-content/DE/TXT/HTML/?uri=CELEX%3A32016R1191&amp;from=DE">https://eur-lex.europa.eu/legal-content/DE/TXT/HTML/?uri=CELEX%3A32016R1191&amp;from=DE</a> |
| Teaser                        | If German public documents or a document are to be used abroad, there is the possibility of legalization of the document. Before legalization is possible, the documents must first be certified by various German authorities.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| Volltext                      | In the regional councils of Darmstadt, Gießen and Kassel, public deeds and documents issued in the respective administrative district can be certified for international deeds.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |

## Modul

## Sachverhalt

The certification certifies the authenticity of the signature, the quality in which the signatory has acted and, where applicable, the authenticity of the seal or stamp bearing the document.

Please note the following exceptions:

- Deeds of courts, notaries and recognized translators are certified by the regional courts.
- Certificates of good conduct must be applied for from your city/municipality with the certifications required for the destination country.

<https://www.auswaertiges-amt.de/de/service/konsularinfo/internationaler-urkundenverkehr>

<https://www.auswaertiges-amt.de/de/service/konsularinfo/internationaler-urkundenverkehr>

### Erforderliche Unterlagen

- For pre-examination: image or scan of the document as well as the pre-certification (online)
- For the main examination: the original document with pre-certification by post, alternatively in person with prior appointment

### Voraussetzungen

- Original document or certified copy, not a simple copy
- Pre-certification
- The certificate or document must not have a restricted purpose (e.g. parental allowance; Child benefit, social security, etc.)

### Kosten

Gebühr: 25€

Method of payment: bank transfer or cash payment

### Verfahrensablauf

You can apply for certification of public deeds or documents for use abroad online, in writing or in person.

The procedure is two-stage. First, you submit the application, then you submit your public deed or your original document (alternatively a certified copy). Pay attention to the place of issue of your respective certificates or your documents. The responsibility depends on the place of issue (within Hesse, the regional councils in Darmstadt, Gießen or Kassel). Pre-certification is required for any deed or document,

## Modul

## Sachverhalt

please check with the issuing authority.

If you want to apply for certification online:

- You can access the application via the online portal of the respective regional council.
- Now enter the required data here and submit your certificates or documents for an initial check here.
- After submitting your application, you will receive an application ID, which you will need for identification.
- Once the application has been submitted, you must submit your original certificates or documents (alternatively a certified copy) to the respective regional council.
- This can be done in writing or in person by prior appointment.

If you want to apply for certification in writing:

- Please use the online portal for this purpose.
- Alternatively, please create a cover letter with the minimum details of the destination country and your contact details.
- Attach the deeds or documents here.

If you want to apply for certification in person:

- For this purpose, we ask you to make an appointment in advance, preferably by telephone.
- You will then bring your certificates or original documents (alternatively a certified copy) with you to the personal interview.
- Now the certificates or documents as well as the application for completeness are checked and then processed.

In the event of a positive outcome of the examination, you will receive a message (in person, by telephone, by e-mail) about the possibilities of payment and receipt of the respective processed certificates or documents.

In the event of a negative outcome of the examination, you will receive a message (in person, by telephone, by e-mail) about the reasons for rejection and your certificates or documents.

| Modul                        | Sachverhalt                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Bearbeitungsdauer            | 1 - 4 Woche(n)<br>The processing time may vary in individual cases.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Frist                        | None                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| weiterführende Informationen |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Hinweise                     | <p>A number of countries have acceded to the "Hague Convention on the Exemption of Foreign Public Documents from Legalization" of 05.10.1961. For these Länder, it is sufficient if the required document has been provided with an apostille by a competent German authority - in Hesse these are the regional councils. With this apostille, the German document is recognized directly abroad. Pre-certification is required for the procedures.</p> <p><a href="https://www.auswaertiges-amt.de/de/service/konsularinfo/internationaler-urkundenverkehr">https://www.auswaertiges-amt.de/de/service/konsularinfo/internationaler-urkundenverkehr</a><br/> <a href="https://www.justizadressen.nrw.de/de/justiz/suche">https://www.justizadressen.nrw.de/de/justiz/suche</a><br/> <a href="https://www.auswaertiges-amt.de/de/service/konsularinfo/internationaler-urkundenverkehr">https://www.auswaertiges-amt.de/de/service/konsularinfo/internationaler-urkundenverkehr</a><br/> <a href="https://www.justizadressen.nrw.de/de/justiz/suche">https://www.justizadressen.nrw.de/de/justiz/suche</a></p> |
| Rechtsbehelf                 | <ul style="list-style-type: none"> <li>• Action before the Administrative Court Darmstadt Regional Council at the Administrative Court of Darmstadt Regional Council of Giessen at the Administrative Court of Giessen Kassel Regional Council at the Kassel Administrative Court</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| Kurztext                     | <ul style="list-style-type: none"> <li>• Documents Certification by apostille</li> <li>• Responsible: Regional councils of Darmstadt, Gießen and Kassel</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| Ansprechpunkt                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Zuständige Stelle            | Darmstadt Regional Council, Giessen Regional Council and Kassel Regional Council                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| Formulare                    | <p>Forms available: Yes<br/>Written form required: No<br/>Informal application possible: No<br/>Personal appearance required: No</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| Ursprungsportal              | Apply for certification of documents in international legal transactions, Bescheinigung von Urkunden im internationalen Rechtsverkehr beantragen                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |