

99014007035000

Notarization of documents or signatures

Heruntergeladen am 30.07.2025

<https://fimportal.de/xzufi-services/8958980/L100001>

Modul	Sachverhalt
Leistungsschlüssel	99014007035000
Leistungsbezeichnung I	Notarization of documents or signatures
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	
Lagen Portalverbund	Auszüge aus Registern (2020200)
Einheitlicher	

Modul	Sachverhalt
Ansprechpartner	Nein
Fachlich freigegeben am	16.11.2016
Fachlich freigegeben durch	Hessian Ministry of the Interior and Sport
Handlungsgrundlage	<ul style="list-style-type: none"> • § Section 33 of the Hessian Administrative Procedure Act - Certification of documents • § Section 34 of the Hessian Administrative Procedure Act - Certification of signatures and hand signs <p>https://www.rv.hessenrecht.hessen.de/lexsoft/default/hessenrecht_rv.html?doc.hl=1&doc.id=jlr-BegIVHE2009rahmen%3Ajuris-lr00&documentnumber=6&numberofresults=293&showdoccase=1&doc.part=R&paramfromHL=true#docid:3875992,1,20141120</p> <p>https://www.rv.hessenrecht.hessen.de/lexsoft/default/hessenrecht_rv.html?doc.hl=1&doc.id=jlr-BegIVHE2009rahmen%3Ajuris-lr00&documentnumber=6&numberofresults=293&showdoccase=1&doc.part=R&paramfromHL=true#docid:3875992,1,20141120</p>
Teaser	
Volltext	<p>A certification confirms that copies, photocopies, duplicates, negatives, printouts of electronic documents or electronic documents correspond to the original.</p> <p>Signatures and hand signs on documents are certified by authorities if the signed document is required for submission to an authority or other body to which the signed document must be submitted on the basis of a legal provision.</p> <p>If a legalization is required for use abroad, a simple legalization is not sufficient. In this case, see Legalization and Apostille.</p> <p>https://verwaltungsportal.hessen.de/themen?leistung=L100001%3A%3A8958920&view=leistung</p> <p>https://verwaltungsportal.hessen.de/themen?leistung=L100001%3A%3A8958920&view=leistung</p>
Erforderliche Unterlagen	The document to be notarized and the original. When notarizing signatures or hand signs, proof of identity (e.g. identity card or passport) and the document on which the signature or hand sign is to be notarized

Modul	Sachverhalt
	must be brought along.
Voraussetzungen	
Kosten	Notarizations are generally subject to a fee. The competent authority will provide information on the amount of the fee.
Verfahrensablauf	
Bearbeitungsdauer	
Frist	
weiterführende Informationen	
Hinweise	<p>Official notarization is not sufficient,</p> <ul style="list-style-type: none"> • if public notarization or public certification (by notaries, courts or certain authorities, e.g. the youth welfare office) is required, or • if a specific authority has exclusive responsibility (e.g. civil status documents only from the registry office, extracts from the land register only from the land registry and surveying authorities).
Rechtsbehelf	
Kurztext	
Ansprechpunkt	<p>The authority that issued the original is responsible for certifying copies, photocopies, duplicates, negatives, printouts of electronic documents or electronic documents.</p> <p>If the authority did not issue the original itself, it is only responsible for the certification if it has been declared responsible in accordance with Section 1 of the Hessian Ordinance on the Determination of Authorities Authorized to Certify and the original originates from another authority or it is required for submission to an authority.</p> <p>The authorities named in Section 1 of the Hessian Ordinance on the Determination of Authorities Authorized to Certify are also responsible for certifying</p>

Modul

Sachverhalt

signatures and hand signs. According to Section 1 of the Hessian Ordinance on the Determination of Authorities Authorized to Certify, all authorities within the meaning of Section 1 (1) of the Hessian Administrative Procedure Act are responsible. Police authorities and natural and legal persons under private law that perform public administration tasks are not competent.

Zuständige Stelle

Formulare

Ursprungsportal

Notarization of documents or signatures, Beglaubigung von Dokumenten oder Unterschriften