

99014002035001, 99014002035001

Heruntergeladen am 04.07.2025

<https://fimportal.de/xzufi-services/121321370/L100002>

Modul	Sachverhalt
Leistungsschlüssel	99014002035001, 99014002035001
Leistungsbezeichnung I	
Leistungsbezeichnung II	
Typisierung	2/3 - Bund: Regelung (2 oder 3), Land/Kommune: Vollzug
Quellredaktion	Nordrhein-Westfalen
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 Ansprechpartner	Nein
Fachlich freigegeben am	

Modul	Sachverhalt
Fachlich freigegeben durch	Released by the Federal Ministry of the Interior. Co-signature of the Federal Ministry of Justice requested.
Handlungsgrundlage	https://www.gesetze-im-internet.de/urkbefr_bkg_haag/BJNR208750965.html https://www.gesetze-im-internet.de/urkbefrv_1997_haag/BJNR287200997.html
Teaser	
Volltext	Legalisation is associated with a not inconsiderable expenditure of time and money. For this reason, it has been partially declared unnecessary by international treaties. These agreements include the Convention on the Exemption of Foreign Public Documents from Legalisation (Hague Apostille Convention). The apostille then takes the place of legalisation as proof of authenticity. This is issued by the competent internal authority of the state which issued the document. It is then no longer necessary for the foreign representation of that state to be involved in Germany. In addition, there are also conventions with the consequence of mutual recognition of the respective deeds, so that public deeds are regarded as genuine without further ado (Belgium, Denmark, France, Greece, Italy; Luxembourg, Austria and Switzerland). To find out which states recognise the "Hague Apostille", please click here: https://www.ciec-deutschland.de/SharedDocs/Standardartikel/CIEC-Dokumente/uebereinkommenII/ue02.html
Erforderliche Unterlagen	• Original certificate • Passport or other proof of identity (not required for written application) • if applicable: written power of attorney for the representative
Voraussetzungen	
Kosten	EUR: 10,00 to 100,00
Verfahrensablauf	If possible, find out the exact procedure and how to

Modul

Sachverhalt

pay the fees from the competent authority before submitting your application.

- Visit the competent authority. Make an appointment for this by telephone.
- Identify yourself with your identity card or passport.
- Tell them in which country you want to use the document.
- Present the original of the document.
- You pay the fee at the competent office.

Bearbeitungsdauer

Frist

weiterführende Informationen

Hinweise

Rechtsbehelf

Kurztext

Legalisation is associated with a not inconsiderable expenditure of time and money. For this reason, it has been partially declared unnecessary by international treaties. These agreements include the Convention on the Exemption of Foreign Public Documents from Legalisation (Hague Apostille Convention). The apostille then takes the place of legalisation as proof of authenticity. This is issued by the competent internal authority of the state which issued the document. It is then no longer necessary for the foreign representation of that state to be involved in Germany.

In addition, there are also conventions with the consequence of mutual recognition of the respective deeds, so that public deeds are regarded as genuine without further ado (Belgium, Denmark, France, Greece, Italy; Luxembourg, Austria and Switzerland).

To find out which states recognise the "Hague Apostille", please click here:
<https://www.ciec-deutschland.de/SharedDocs/Standardartikel/CIEC-Dokumente/uebereinkommenII/ue02.html>

Modul

Sachverhalt

Ansprechpunkt

For signatures on German public documents for use abroad and apostilles on federal documents for use in countries acceding to the Hague Convention:

Postal address:

Federal Office of Administration / Authentications
Department II B 4 50728 Cologne

Visiting address:

Federal Office of Administration Office Building
Cologne-Braunsfeld (New Technology Centre) Eupener
Str. 125 50933 Cologne Germany

Phone: +49 228 99358-4100 Fax : +49 228 99358-2893
E-Mail : beglaubigungen@bva.bund.de

Opening hours (visit and telephone):

Mon: 09:00 - 13:00 hrs. Tue: 09:00 - 16:30 hrs Wed:
09:00 - 13:00 o'clock Thu: 09:00 - 13:00 hrs Fri: 08:00 -
13:00 hrs

For documents of the Federal Patent Court and the
German Patent Office:

German Patent and Trademark Office

Munich Office

Postal address:

German Patent and Trade Mark Office 80297 Munich

Visiting address:

German Patent and Trade Mark Office
Zweibrückenstraße 12 80331 Munich

Phone: +49 89 2195-0 Fax: +49 89 2195-2221 E-mail:
info@dpma.de

Berlin Office

Modul

Sachverhalt

Postal address:

German Patent and Trade Mark Office Technical
Information Centre Berlin 10958 Berlin

Visiting address:

German Patent and Trade Mark Office Technical
Information Centre Berlin Gitschiner Straße 97 10969
Berlin

Phone: +49 30 25992-0 Fax: +49 30 25992-404 E-mail:
info@dpma.de

Jena Office

Postal address:

German Patent and Trade Mark Office Jena Sub-Office
07738 Jena

Visiting address:

German Patent and Trade Mark Office Jena Sub-Office
Goethestrasse 1 07743 Jena

Phone: +49 364140-54 Fax: +49 364140-5690 E-mail:
info@dpma.de

Zuständige Stelle

For signatures on German public documents for use
abroad and apostilles on federal documents for use in
countries acceding to the Hague Convention:

Postal address:

Federal Office of Administration / Authentications
Department II B 4 50728 Cologne

Visiting address:

Federal Office of Administration Office Building
Cologne-Braunsfeld (New Technology Centre) Eupener
Str. 125 50933 Cologne Germany

Modul

Sachverhalt

Phone: +49 228 99358-4100 Fax : +49 228 99358-2893
E-Mail : beglaubigungen@bva.bund.de

Opening hours (visit and telephone):

Mon: 09:00 - 13:00 hrs. Tue: 09:00 - 16:30 hrs Wed:
09:00 - 13:00 o'clock Thu: 09:00 - 13:00 hrs Fri: 08:00 -
13:00 hrs

For documents of the Federal Patent Court and the
German Patent Office:

German Patent and Trademark Office

Munich Office

Postal address:

German Patent and Trade Mark Office 80297 Munich

Visiting address:

German Patent and Trade Mark Office
Zweibrückenstraße 12 80331 Munich

Phone: +49 89 2195-0 Fax: +49 89 2195-2221 E-mail:
info@dpma.de

Berlin Office

Postal address:

German Patent and Trade Mark Office Technical
Information Centre Berlin 10958 Berlin

Visiting address:

German Patent and Trade Mark Office Technical
Information Centre Berlin Gitschiner Straße 97 10969
Berlin

Phone: +49 30 25992-0 Fax: +49 30 25992-404 E-mail:
info@dpma.de

Jena Office

Modul

Sachverhalt

Postal address:

German Patent and Trade Mark Office Jena Sub-Office
07738 Jena

Visiting address:

German Patent and Trade Mark Office Jena Sub-Office
Goethestrasse 1 07743 Jena

Phone: +49 364140-54 Fax: +49 364140-5690 E-mail:
info@dpma.de

Formulare

Ursprungsportal

Urkunden Beglaubigung durch Apostille