

99014007035000

Official certification of signatures

Heruntergeladen am 10.07.2025

<https://fimportal.de/xzufi-services/6000371-99014007035000/L100009>

Modul	Sachverhalt
Leistungsschlüssel	99014007035000
Leistungsbezeichnung I	Official certification of signatures
Leistungsbezeichnung II	Official certification of signatures
Typisierung	2/3 - Bund: Regelung (2 oder 3), Land/Kommune: Vollzug
Quellredaktion	Sachsen
Freigabestatus Katalog	unbestimmter Freigabestatus
Freigabestatus Bibliothek	unbestimmter Freigabestatus
Begriffe im Kontext	
Leistungstyp	
Leistungsgruppierung	
Verrichtungskennung	
SDG-Informationsbereich	
Lagen Portalverbund	
Einheitlicher Ansprechpartner	
Fachlich freigegeben am	

Modul

Sachverhalt

Fachlich freigegeben durch

Handlungsgrundlage

- § 40 Beurkundungsgesetz (BeurkG) – Beglaubigung einer Unterschrift
- § 41 BeurkG – Beglaubigung der Zeichnung einer Namensunterschrift
- § 129 Bürgerliches Gesetzbuch (BGB) – Öffentliche Beglaubigung
- Gesetz über Kosten der freiwilligen Gerichtsbarkeit für Gerichte und Notare (Gerichts- und Notarkostengesetz – GNotKG), Anlage 1 (zu § 3 Absatz 2) Kostenverzeichnis, Nr. 25100 ff. Beglaubigungen und sonstige Zeugnisse
- § 34 Verwaltungsverfahrensgesetz (VwVfG) – Beglaubigung von Unterschriften
- § 1 Verordnung über die zu Beglaubigungen befugten Behörden (BeglV) - Zu Beglaubigungen befugte Behörden
- Zehntes Sächsisches Kostenverzeichnis (SächsKVZ)

Teaser

The official certification confirms that you have signed the document yourself.

Volltext

The official certification confirms that you have signed the document yourself.

Hand signs, i.e. signs consisting of letters or other symbols of persons who cannot write, are also officially certified.

The official certification of a signature can be carried out by the authorities and courts of the Free State of Saxony and the municipalities, administrative associations and administrative districts in whose respective area your place of residence is located. the signed document must:

- be required for submission to an authority or
- be required to be presented to another authority on the basis of a legal provision.

In addition, special forms of certification (e.g. certification by a notary) are required for certain legal transactions.

Modul
Sachverhalt

Notarisation by a notary

Special rules apply to signatures that require notarisation. In this case, the declaration is made in writing and the declarant's signature is certified by a notary.

The law often prescribes public certification for declarations of intent or declarations with procedural content. These include, for example:

- Declaration on the married name after marriage (this can also be certified by the registry office where the marriage was concluded)
- Declaration on the birth name of a child after the birth has been certified, if the parents do not have a married name but have common custody about the child
- Declaration on the disclaimer of an inheritance, unless it is made for the record of the probate court
- Application for entry in the register of associations
- Application for entry in the commercial register

Note: The strictest form of public certification is notarisation. This attests to the authenticity of the document, i.e. the content itself.

Erforderliche Unterlagen

- Identity card or passport
- Document on which the signature is to be affixed or on which the signature has already been affixed

Voraussetzungen

- The original of the document was issued by a public authority or the copy is required for submission to a public authority.

Kosten

- Certification by an authority: EUR 10.00 (for the second and each further certification, a reduction to half is possible)
- Certification by a notary: 0.2 times the so-called full fee (depending on the object value) - minimum EUR 20.00 maximum EUR 70.00

Verfahrensablauf

As a rule, signatures and hand signs are only to be certified by the competent office if they are executed or acknowledged in the presence of the certifying official. Therefore, you must personally present the

Modul

Sachverhalt

relevant document on which you want to sign or on which you have already signed.

On the basis of your identity card or passport, the staff member will establish your identity. In his presence, you sign the document or recognise the signature you have already given as yours. Afterwards, the attestation note will be affixed.

The attestation contains:

- confirmation that the signature is authentic
- the exact name of the person whose signature is being certified
- an indication of whether the officer responsible for the authentication has ascertained the identity of that person and whether the signature has been executed or acknowledged in his or her presence
- in the case of certification by a public authority: Indication that the certification is intended for presentation only to the authority or body indicated
- Place and date of certification
- in the case of certification by an authority Signature of the official responsible for certification
- in the case of certification by a notary: the signature of the notary
- Official seal

For retention by the court

Special features apply to the certification of the drawing of a name signature by a notary intended for retention by the court (for example, in the context of entry in the commercial register (Handelsregister)): Here, the signature must be executed in the presence of the notary. This should be recorded in the certification note.

Bearbeitungsdauer

generally none

Frist

none

weiterführende Informationen

Hinweise

Modul	Sachverhalt
Rechtsbehelf	non applicable
Kurztext	
Ansprechpunkt	
Zuständige Stelle	
Formulare	
Ursprungsportal	