

99014002035002

Final authentication of documents for use abroad (legalisation)

Heruntergeladen am 26.06.2025

<https://fimportal.de/xzufi-services/6000436/L100009>

Modul	Sachverhalt
Leistungsschlüssel	99014002035002
Leistungsbezeichnung I	Final authentication of documents for use abroad (legalisation)
Leistungsbezeichnung II	Final authentication of documents for use abroad (legalisation)
Typisierung	1 - Bund: Regelung und Vollzug
Quellredaktion	Sachsen
Freigabestatus Katalog	unbestimmter Freigabestatus
Freigabestatus Bibliothek	unbestimmter Freigabestatus
Begriffe im Kontext	
Leistungstyp	
Leistungsgruppierung	
Verrichtungskennung	
SDG-Informationsbereich	
Lagen Portalverbund	

Modul	Sachverhalt
Einheitlicher Ansprechpartner	
Fachlich freigegeben am	
Fachlich freigegeben durch	
Handlungsgrundlage	<ul style="list-style-type: none"> • § 14 Konsulargesetz (KonsG) – Bestätigung der Echtheit inländischer öffentlicher Urkunden
Teaser	<p>When working or staying abroad for a longer period of time, there are repeatedly different occasions that require the presentation of business as well as private documents from the home country. A prerequisite for their recognition is proof of the authenticity of the document in accordance with the applicable legal regulations.</p>
Volltext	<p>Application for final authentication for the purpose of legalisation for a German document for presentation abroad</p> <p>When working or staying abroad for a longer period of time, there are repeatedly different occasions that require the presentation of business as well as private documents from the home country. A prerequisite for their recognition is proof of the authenticity of the document in accordance with the applicable legal regulations.</p> <p>In many countries, this requires legalisation of the documents by the representation of the country in which the document is to be used. Often a prior final certification of the document by a competent office of the home country is required. In Germany, the Federal Office for Foreign Affairs has been carrying out final authentications since 01.01.2023 (previously: Federal Office of Administration).</p> <p>Attention The Federal Office for Foreign Affairs cannot certify documents without preliminary certification. Only products of origin, commercial invoices or pure product descriptions and packing lists do not have to be pre-certified separately if their content has been inspected and confirmed by an IHK.</p>

Modul

Sachverhalt

Pre-certification, final certification and legalisation

- For private individuals, pre-certification is carried out by the regional court or the competent state authority (see -> Further information), in special cases by the competent federal authority.
- Contracts, company declarations and other business documents must be pre-certified by a notary and then by the competent regional court.

Once the pre-certification has been carried out by the respective competent authority (first step), the documents are finally certified by the Federal Office for Foreign Affairs on behalf of the Federal Foreign Office in the second step. The documents can then be submitted to the foreign mission abroad for final processing (legalisation) (third step).

Specify the country of destination

Specify the exact country in which the document is to be presented, e.g. Syrian Arab Republic, People's Republic of China, Kingdom of Saudi Arabia and so on.

Final certification by the Federal Office for Foreign Affairs is required for the following states or their representations:

- Kingdom of Bahrain
- People's Republic of Bangladesh
- Union of Myanmar (Burma)
- People's Republic of China
- Republic of Iraq
- Islamic Republic of Iran (except university certificates)
- Kingdom of Jordan
- Kingdom of Cambodia
- State of Qatar
- Republic of Lebanon (only university or higher education certificates)
- Republic of Mali
- Mauritania
- Kingdom of Nepal
- Republic of Rwanda
- Kingdom of Saudi Arabia

Modul

Sachverhalt

- Democratic Republic of Somalia
- Republic of Sudan
- Syrian Arab Republic
- Taipei Trade Office, Visa Section (judicial documents only)
- Republic of Togo

Final authentication of notifications of loss of identity documents

Notifications of loss of identity documents of persons whose identity is not clearly established cannot be finally certified. For this reason, in addition to a report of loss to a city / municipality or state police (not the Federal Police), a certificate of residence or a title must be submitted showing that a passport was available / presented at the time of entry into the Federal Republic of Germany. If no passport has been registered at the Foreigners' Registration Office (Ausländerbehörde), final certification of the report of loss is not possible.

Erforderliche Unterlagen

the documents to be certified

Voraussetzungen

Pre-authentication for the respective document

Kosten

expenditure-based

Verfahrensablauf

Send the documents to the Federal Office for Foreign Affairs by post (simple letter or registered letter) or messenger/courier service, use the application form provided (see -> Forms and further offers).

- The final certified documents will be sent with a fee notice by cash on delivery to your address in Germany. If you live abroad, the Federal Office requires the address of the authorised person in Germany who will pay for and receive the consignment.
- If you appear in person or send a messenger, the documents can usually be taken back on the same day if the fee is paid on the spot.

Bearbeitungsdauer

Frist

none

Modul	Sachverhalt
weiterführende Informationen	
Hinweise	Contracts, company declarations and other business documents must be pre-certified by a notary and subsequently by the competent district court.
Rechtsbehelf	non applicable
Kurztext	
Ansprechpunkt	
Zuständige Stelle	
Formulare	
Ursprungsportal	