

99014004035000

Have certified copies and transcripts issued

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<https://fimportal.de/xzufi-services/6000667/L100009>

Modul	Sachverhalt
Leistungsschlüssel	99014004035000
Leistungsbezeichnung I	Have certified copies and transcripts issued
Leistungsbezeichnung II	Have certified copies and transcripts issued
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	

Modul	Sachverhalt
Ansprechpartner	
Fachlich freigegeben am	
Fachlich freigegen durch	
Handlungsgrundlage	• § 33 [Verwaltungsverfahrensgesetz (VwVfG)](http://www.gesetze-im-internet.de/vwvfg/) – Beglaubigung von Dokumenten • § 29 [Zehntes Buch Sozialgesetzbuch (SGB X)](http://www.gesetze-im-internet.de/sgb_10/index.html) – Beglaubigung von Dokumenten • § 1 [Verordnung über die zu Beglaubigungen befugten Behörden (BeglV)](https://www.gesetze-im-internet.de/beglv_2003/index.html) \- Zu Beglaubigungen befugte Behörden • Anlage 1 (zu § 1) [Sächsisches Kostenverzeichnis (SächsKVZ)](https://revosax.sachsen.de/vorschrift/12126) – Allgemeine Amtshandlungen
Teaser	Do you need a certified copy of your ID or certificate or a certified copy of a document? Official certification confirms that the copy is identical to the original.
Volltext	Do you need a certified copy of your ID or certificate or a certified copy of a document? Official certification confirms that the copy is identical to the original. The official certification of copies and transcripts 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 following can be certified: • Transcripts of documents issued by an authority • Transcripts of documents that you need to present to an authority Many towns and municipalities offer the certification of copies and transcripts as a service in the citizens' registration office or in the registration office.

Modul	Sachverhalt
	#### Foreign identity cards and documents Neither the registration offices nor other public offices are authorised to make certified copies of foreign identity cards and other documents. To do this, contact the foreign representation of the respective country (-> Amt24 service "Authentication of public documents from abroad by legalisation")
Erforderliche Unterlagen	• Original and copy of the document whose transcript is to be certified • Identity card or passport
Voraussetzungen	none
Kosten	• EUR 0.75 per page or part thereof, minimum EUR 10.00 • for documents that are not written in German or Sorbian: EUR 1.50 per page or part thereof, at least EUR 10.00 • for copies and transcripts made by the authority itself: EUR 5.00 per certification In the case of several copies of the same original, the fee for the second and each further certification may be reduced by up to half.
Verfahrensablauf	• Copy the document to be authenticated. • Present the copy and the original to an authority in your vicinity; you will also need your identity card or passport for legitimation. • The official at the authority will compare whether the copy and the original match and confirm this with a certification note to be placed under the copy. The certification note is provided with the official seal and the signature of the responsible official.
Bearbeitungsdauer	
Frist	none
weiterführende Informationen	

Modul	Sachverhalt
Hinweise	
Rechtsbehelf	non applicable
Kurztext	
Ansprechpunkt	
Zuständige Stelle	
Formulare	
Ursprungsportal	