

99014002035002

# Legalization of public documents from abroad (legalization or apostille)

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<https://fimportal.de/xzufi-services/6001008/L100009>

Modul	Sachverhalt
Leistungsschlüssel	99014002035002
Leistungsbezeichnung I	Legalization of public documents from abroad (legalization or apostille)
Leistungsbezeichnung II	Legalization of public documents from abroad (legalization or apostille)
Typisierung	1 - Bund: Regelung und Vollzug
Quellredaktion	Sachsen
Freigabestatus Katalog	unbestimmter Freigabestatus
Freigabestatus Bibliothek	unbestimmter Freigabestatus
Begriffe im Kontext	
Leistungstyp	
Leistungsgruppierung	
Verrichtungskennung	
SDG-Informationsbereich	

Modul	Sachverhalt
Lagen Portalverbund	
Einheitlicher Ansprechpartner	
Fachlich freigegeben am	
Fachlich freigegeben durch	
Handlungsgrundlage	<ul style="list-style-type: none"> <li>• § Section 13 Consular Act (KonsG) - Legalisation of foreign public documents</li> <li>• Regulation (EU) 2016/1191 on the promotion of the free movement of citizens by facilitating the production of certain authentic instruments within the European Union and amending Regulation (EU) No 1024/2012 (EU Apostille Regulation)</li> <li>• Hague Convention abolishing the requirement of legalisation for foreign public documents</li> <li>• Annex 1 Schedule of Fees and Expenses to the Special Schedule of Fees (AA - AABGebV), Lfd. No. 7 - Legalisation of foreign public documents pursuant to section 13 KonsG</li> </ul>
Teaser	<p>The use of foreign documents in Germany may be subject to legalisation. You need either a "legalisation" from the German mission abroad (German embassies and consulates abroad) or an "apostille" from the relevant foreign authority.</p>
Volltext	<p>Legalisation or apostille of foreign documents for the use in Germany</p> <p>The use of foreign documents in Germany may be subject to legalisation. You need either a "legalisation" from the German mission abroad (German embassies and consulates abroad) or an "apostille" from the relevant foreign authority.</p> <p>Only public documents can be legalised, such as court and notarial documents, documents and certificates of the administrative authorities, civil status documents or private documents (for example powers of attorney, certificates of employment, purchase contracts) or translations that have been notarised.</p> <p>Whether legalisation or an apostille is required or</p>

## Modul

## Sachverhalt

whether the foreign document is recognised as genuine without further proof is decided by the authority in Germany where the document is to be used.

Information and support

Further information on the legalisation procedure can be obtained from the German mission abroad in whose consular district the document was issued. Please note that in some countries there is no German diplomatic mission abroad and the relevant official district is served by a German embassy in the neighbouring country.

## Erforderliche Unterlagen

- Original certificate
- Passport or other proof of identity (in case of written application: copy)
- if applicable: written power of attorney for the representative

Note: In addition to the document, also have the translation certified if it is not issued by a sworn interpreter in Germany.

## Voraussetzungen

A German authority requires a certified document from abroad as proof of certain facts or circumstances.

## Kosten

- Legalisation: procedural fee according to the schedule of fees and expenses
- Apostille: fees and expenses according to the law of the respective foreign state
- Verification within the framework of administrative and legal assistance: depending on the individual case

## Verfahrensablauf

If possible, enquire about the exact procedure and how the fees are to be paid at the competent mission abroad before submitting your application.

The application can be made in person at the competent office. Some offices also allow the documents to be sent by post.

Legalisation

If required by the German mission abroad, contact the

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	<p>competent authority of the country in which the document was issued for preliminary legalisation. The competent German mission abroad will then legalise the document and confirm its authenticity.</p> <p>Apostille</p> <p>In the contracting states of the Hague Convention, the simplified form of the "Hague Apostille" replaces the otherwise required legalisation. Please contact the designated authority of the country issuing the document directly.</p> <p>With the apostille, the document is recognised directly in Germany, the involvement of the German mission abroad is not necessary. This applies to all public documents with the exception of</p> <ul style="list-style-type: none"> <li>• Documents issued by consular officials, and</li> <li>• Documents issued by administrative authorities that relate directly to commercial transactions or customs procedures.</li> </ul>
Bearbeitungsdauer	long waiting times are to be expected
Frist	
weiterführende Informationen	
Hinweise	
Rechtsbehelf	inapplicable
Kurztext	
Ansprechpunkt	
Zuständige Stelle	
Formulare	
Ursprungsportal	