

99014002035000

Pre-authentication of documents for the purpose of legalisation for use abroad

Heruntergeladen am 27.07.2025

<https://fimportal.de/xzufi-services/6001097-99014002035000/L100009>

Modul	Sachverhalt
Leistungsschlüssel	99014002035000
Leistungsbezeichnung I	Pre-authentication of documents for the purpose of legalisation for use abroad
Leistungsbezeichnung II	Pre-authentication of documents for the purpose of legalisation for use abroad
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	

Modul	Sachverhalt
SDG-Informationsbereich	
Lagen Portalverbund	
Einheitlicher Ansprechpartner	
Fachlich freigegeben am	
Fachlich freigegeben durch	
Handlungsgrundlage	• § 33 Verwaltungsverfahrensgesetz (VwVfG) – Beglaubigung von Urkunden • Gesetz über Kosten in Angelegenheiten der Justizverwaltung (Justizverwaltungskostengesetz - JVKostG) Kostenverzeichnis - Anlage (zu § 4 Absatz 1) Kostenverzeichnis, Nr. 1310 • Verordnung der Sächsischen Staatsregierung über die Zuständigkeiten für die Erteilung von Apostillen und die Beglaubigung öffentlicher Urkunden im internationalen Rechtsverkehr (Sächsische Apostillen-Zuständigkeitsverordnung, SächsApostZuVO) • Gemeinsame Verwaltungsvorschrift des Sächsischen Staatsministeriums des Innern und des Sächsischen Staatsministeriums der Justiz über die Beglaubigung und Legalisation deutscher Urkunden und die Erteilung von Apostillen und Bestätigungen (VwV Legalisation) • Sächsisches Kostenverzeichnis (SächsKVZ)
Teaser	In order to legalise a German public document, a preliminary authentication (hereinafter: legalisation) is required in the first step. Pre-certification of birth certificates, certificates, certificates of singleness and registration and all other documents issued by administrative authorities in the Free State of Saxony is issued by the Saxony Regional Directorate.
Volltext	Issuing of the preliminary authentication of documents of administrative authorities in the Free State of Saxony by the Saxony Regional Directorate for the purpose of legalisation for legal transactions with foreign countries In order to legalise a German public document, a preliminary authentication (hereinafter: legalisation) is

Modul

Sachverhalt

required in the first step. Pre-certification of birth certificates, certificates, certificates of singleness and registration and all other documents issued by administrative authorities in the Free State of Saxony is issued by the Saxony Regional Directorate.

The preliminary certification confirms the authenticity of the signature and the seal of the issuer of a German public document, as well as, as a rule, the capacity in which the signatory of the document has acted.

Final certification

Once the pre-certification has taken place (first step), the documents are finally certified by the Federal Office of Administration on behalf of the Federal Foreign Office in the second step. The documents can then be presented to the foreign mission abroad for final processing (legalisation) (third step). If final certification by the Federal Office of Administration is not required, legalisation is already carried out in the second step by the diplomatic mission or consular post of the country in which the document is to be used.

Note: If the apostille is recognised in a foreign country as proof of the authenticity of your documents, you only need this form of legalisation and the time-consuming legalisation with preliminary and final authentication is not required.

Attention! The authenticity of the signature of the issuing person must be confirmed with the preliminary authentication of the document, otherwise no final authentication by the Federal Office of Administration is possible.

Erforderliche Unterlagen

- Original documents
- informal written application, if applicable

Voraussetzungen

Public documents issued in the Free State of Saxony - these can be in particular:

- Civil status documents (e.g. birth, marriage and death certificate, certificate of marriageability, certificate of a change of name)

Modul

Sachverhalt

- Certificates from the municipal or city administrations, district offices (e.g. residence certificate, registration certificate, confirmation of naturalisation, adoption endorsements, social reports from youth welfare offices)
- Certification notes on copies from archives
- Certificates from the health and veterinary offices
- Certificates from the Saxon Chamber of Architects or Medical Association
- Certificates from the tax offices
- Examination certificates from the Chamber of Industry and Commerce
- school reports and certificates pre-authenticated by the State Office for Schools and Education
- University certificates and diplomas

Kosten

- EUR 15.00 per document

The fee is to be paid in cash at the personal appearance; if you apply for the certification in writing, you will receive the certified documents with invoice by cash on delivery.

Verfahrensablauf

First contact the embassy or consulate of the country in question in Germany to find out whether your document needs to be legalised at all and, if so, what requirements must be met for the specific legalisation procedure.

Pre-legalisation

personal visit (recommended)

- Visit the competent office.
- Present your original documents.
- Have a personal document ready so that you can identify yourself if necessary.

By post

- Write a letter of application.
- Send your application with the original documents to the competent office.

Note: Always indicate the country in which the

Modul	Sachverhalt
	document is to be presented.
Bearbeitungsdauer	in the case of a personal visit: usually none
Frist	
weiterführende Informationen	
Hinweise	Certification of other documents • Pre-certification is not required for certificates of origin, commercial invoices or pure product descriptions and packing lists whose contents have been inspected and confirmed by the Chamber of Industry and Commerce (IHK). • Contracts, company declarations and similar documents must be pre-certified by a notary and then by the competent district court.
Rechtsbehelf	not applicable
Kurztext	
Ansprechpunkt	
Zuständige Stelle	
Formulare	
Ursprungsportal	