

99014007035000, 99014007035000

Notarization of documents or signatures

Heruntergeladen am 06.06.2025

<https://fimportal.de/xzufi-services/8966922/L100012>

Modul	Sachverhalt
Leistungsschlüssel	99014007035000, 99014007035000
Leistungsbezeichnung I	Notarization of documents or signatures
Leistungsbezeichnung II	
Typisierung	2/3 - Bund: Regelung (2 oder 3), Land/Kommune: Vollzug
Quellredaktion	Schleswig-Holstein
Freigabestatus Katalog	unbestimmter Freigabestatus
Freigabestatus Bibliothek	unbestimmter Freigabestatus
Begriffe im Kontext	
Leistungstyp	Leistungsobjekt mit Verrichtung
Leistungsgruppierung	Beglaubigungen und Beurkundungen (014)
Verrichtungskennung	Beglaubigung (035)
SDG-Informationsbereich	
Lagen Portalverbund	Auszüge aus Registern (2020200)
Einheitlicher	

Modul	Sachverhalt
Ansprechpartner	Nein
Fachlich freigegeben am	
Fachlich freigegeben durch	
Handlungsgrundlage	https://www.gesetze-im-internet.de/vwvfg/_34.html
Teaser	A notarization confirms, for example, that the copy and original match.
Volltext	A certification confirms the conformity of copies, photocopies, duplicates, negatives, printouts of electronic documents or electronic documents with the original. Authorities can carry out certifications if • they have created the document themselves or • if the original is issued by an authority or • the copy is required for submission to an authority, unless the issue of certified copies from official registers and archives is reserved exclusively for other authorities by law. Signatures and hand signs on documents are certified by authorities if the signed document is required for submission to an authority or another body to which the signed document must be submitted on the basis of a legal provision. If a certification is required for use abroad, a simple certification is not sufficient. Instead, an apostille is required.
Erforderliche Unterlagen	The original document of which you need a certified copy. When notarizing signatures or hand signs, additionally: • Proof of identity (e.g. identity card or passport), • Document on which the signature or hand signatures are to be notarized.

Modul	Sachverhalt
Voraussetzungen	
Kosten	Notarizations are generally subject to a fee. The competent authority will provide information on the amount of the fee.
Verfahrensablauf	
Bearbeitungsdauer	
Frist	
weiterführende Informationen	
Hinweise	Official notarization is not sufficient, • if public notarization or public certification (by notaries, courts or certain authorities, for example the youth welfare office) is required or • if the exclusive competence of a specific authority is given (for example, extracts from the real estate register may only be certified by the land registry and surveying authorities). • Civil status certificates (birth, marriage or death certificates) may not be notarized as a matter of principle, as these are kept on an ongoing basis. There is only an exception in this case if the civil status certificate is required for use abroad.(Apostille / legalization). New certificates can be requested from the registry office that issued the certificate for the first time.
Rechtsbehelf	
Kurztext	
Ansprechpunkt	• To any authority of the state, districts, municipalities or offices, • to the authorities of public corporations without territorial sovereignty or • to institutions and foundations with legal capacity.
Zuständige Stelle	
Formulare	

Modul	Sachverhalt
Ursprungsportal	Notarization of documents or signatures, Beglaubigung von Dokumenten oder Unterschriften