

99014002035001, 99014002035001

Applying for legalization of domestic public documents for use abroad

Heruntergeladen am 04.07.2025

<https://fimportal.de/xzufi-services/9995100/L100027>

Modul	Sachverhalt
Leistungsschlüssel	99014002035001, 99014002035001
Leistungsbezeichnung I	Applying for legalization of domestic public documents for use abroad
Leistungsbezeichnung II	
Typisierung	2/3a - Bund: Regelung, Land: Vollzug
Quellredaktion	Mecklenburg-Vorpommern
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	nicht SDG-relevant

Modul	Sachverhalt
Lagen Portalverbund	
Einheitlicher Ansprechpartner	Nein
Fachlich freigegeben am	
Fachlich freigegeben durch	Approved by the Federal Ministry of the Interior. Co-signature of the Federal Ministry of Justice requested.
Handlungsgrundlage	https://www.gesetze-im-internet.de/urkbefr_bkg_haag/BJNR208750965.html https://www.gesetze-im-internet.de/urkbefrv_1997_haag/BJNR287200997.html https://www.landesrecht-mv.de/bsmv/document/jlr-AuslUrkBeglZustVMV2021pP2 https://www.gesetze-im-internet.de/urkbefr_bkg_haag/BJNR208750965.html https://www.gesetze-im-internet.de/urkbefrv_1997_haag/BJNR287200997.html https://www.landesrecht-mv.de/bsmv/document/jlr-AuslUrkBeglZustVMV2021pP2
Teaser	
Volltext	Legalization involves a considerable amount of time and money. It has therefore been declared partially dispensable by international treaties. These conventions include the Convention Abolishing the Requirement of Legalization for Foreign Public Documents (Hague Apostille Convention). Legalization is then replaced by the apostille as proof of authenticity. This is issued by the competent internal authority of the state that issued the document. It is then no longer necessary for the foreign representation in Germany to be involved. In addition, there are also conventions with the consequence of mutual recognition of the respective documentary system, so that public documents are regarded as authentic without further ado (Belgium, Denmark, France, Greece, Italy; Luxembourg, Austria and Switzerland). You can find out which countries recognize the "Hague

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	Apostille" here: https://www.ciec-deutschland.de/SharedDocs/Standardartikel/CIEC-Dokumente/uebereinkommenII/ue02.html https://www.ciec-deutschland.de/SharedDocs/Standardartikel/CIEC-Dokumente/uebereinkommenII/ue02.html
Erforderliche Unterlagen	• Original certificate • Passport or other proof of identity (not required for written applications) • If applicable: written power of attorney for the representative
Voraussetzungen	
Kosten	EUR: 10,00 to 100,00
Verfahrensablauf	If possible, find out about the exact procedure and how the fees are to be paid before submitting your application. • Visit the competent authority. Make an appointment by telephone. • Identify yourself with your identity card or passport. • State the country in which you wish to use the certificate. • Present the original document. • Pay the fee at the relevant office.
Bearbeitungsdauer	
Frist	
weiterführende Informationen	
Hinweise	
Rechtsbehelf	
Kurztext	Legalization involves a considerable amount of time and money. It has therefore been declared partially dispensable by international treaties. These treaties include the Convention Abolishing the Requirement of Legalization for Foreign Public Documents (Hague Apostille Convention). Legalization is then replaced by

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You can find out which countries recognize the "Hague Apostille" here:

<https://www.ciec-deutschland.de/SharedDocs/Standardartikel/CIEC-Dokumente/uebereinkommenII/ue02.html>

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Ansprechpunkt

For signatures on German public documents for use abroad and apostilles on federal documents for use in countries acceding to the Hague Convention:

Postal address:

Federal Office of Administration / Legalizations Division
II B 4 50728 Cologne

Visitor address:

Federal Office of Administration Cologne-Braunsfeld
office building (New Technology Center) Eupener Str.
125 50933 Cologne Cologne, Germany

Phone: +49 228 99358-4100 Fax: +49 228 99358-2893
E-Mail : beglaubigungen@bva.bund.de

Opening hours (visit and telephone):

Mon: 09:00 - 13:00 Tue: 09:00 - 16:30 Wed: 09:00 - 13:00
Thu: 09:00 - 13:00 Fri: 08:00 - 13:00

For documents of the Federal Patent Court and the

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German Patent Office:

German Patent and Trademark Office

Munich Office

Postal address:

German Patent and Trade Mark Office 80297 Munich

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Phone: +49 89 2195-0 Fax: +49 89 2195-2221 E-mail:
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Berlin office

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German Patent and Trade Mark Office Technical
Information Center Berlin 10958 Berlin

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Phone: +49 30 25992-0 Fax: +49 30 25992-404 E-mail:
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Jena office

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German Patent and Trade Mark Office Jena Sub-Office
07738 Jena

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Goethestrasse 1 07743 Jena

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Phone: +49 364140-54 Fax: +49 364140-5690 E-mail:
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Zuständige Stelle

For signatures on German public documents for use abroad and apostilles on federal documents for use in countries acceding to the Hague Convention:

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Federal Office of Administration / Legalizations Division
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E-Mail : beglaubigungen@bva.bund.de

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13:00 Thu: 09:00 - 13:00 Fri: 08:00 - 13:00

For documents of the Federal Patent Court and the
German Patent Office:

German Patent and Trademark Office

Munich Office

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German Patent and Trade Mark Office 80297 Munich

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Goethestrasse 1 07743 Jena

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info@dpma.de

Formulare

Ursprungsportal

Applying for legalization of domestic public documents
for use abroad, Beglaubigung inländischer öffentlicher
Urkunden zur Verwendung im Ausland beantragen