

99014002035001, 99014002035001

Certification of German documents for use abroad

Heruntergeladen am 04.07.2025

<https://fimportal.de/xzufi-services/354398/L100038>

Modul	Sachverhalt
Leistungsschlüssel	99014002035001, 99014002035001
Leistungsbezeichnung I	Certification of German documents for use abroad
Leistungsbezeichnung II	
Typisierung	2/3 - Bund: Regelung (2 oder 3), Land/Kommune: Vollzug
Quellredaktion	Thüringen
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	Released 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.gesetze-im-internet.de/urkbefr_bkg_haag/BJNR208750965.html https://www.gesetze-im-internet.de/urkbefrv_1997_haag/BJNR287200997.html
Teaser	
Volltext	Legalization is associated with a not inconsiderable expenditure of time and money. For this reason, it has been partially declared dispensable by international treaties. These agreements include the Convention on the Exemption of Foreign Public Documents from Legalization (Hague Apostille Convention). The apostille then takes the place of legalization as proof of authenticity. This is issued by the competent internal authority of the state that issued the document. Involvement of its foreign representation in Germany is then no longer necessary. In addition, there are also conventions with the consequence of mutual recognition of the respective deeds, so that public deeds are regarded as genuine without further ado (Belgium, Denmark, France, Greece, Italy; Luxembourg, Austria and Switzerland). Which states recognize the "Hague Apostille", please read 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

Modul	Sachverhalt
Erforderliche Unterlagen	• Original certificate • Passport or other proof of identity (not required if application is made in writing) • if applicable: written power of attorney for the representative
Voraussetzungen	
Kosten	EUR: 10,00 to 100,00
Verfahrensablauf	If possible, find out the exact procedure and how to pay the fees from the competent authority before submitting the application. • Visit the competent authority. Make an appointment by telephone. • Identify yourself with your identity card or passport. • Tell them in which country you want to use the certificate. • Present the original of the certificate. • You pay the fee at the competent office.
Bearbeitungsdauer	
Frist	
weiterführende Informationen	
Hinweise	
Rechtsbehelf	
Kurztext	Legalization is associated with a not inconsiderable expenditure of time and money. For this reason, it has been partially declared dispensable by international treaties. These agreements include the Convention on the Exemption of Foreign Public Documents from Legalization (Hague Apostille Convention). The apostille then takes the place of legalization as proof of authenticity. This is issued by the competent internal authority of the state that issued the document. Involvement of its foreign representation in Germany is then no longer necessary. In addition, there are also conventions with the

Modul

Sachverhalt

consequence of mutual recognition of the respective deeds, so that public deeds are regarded as genuine without further ado (Belgium, Denmark, France, Greece, Italy; Luxembourg, Austria and Switzerland).

Which states recognize the "Hague Apostille", please read 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>

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 / Authentications
Department II B 4 50728 Cologne

Visiting address:

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

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

Opening hours (visit and phone):

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

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

German Patent and Trademark Office

Munich Office

Modul

Sachverhalt

Postal address:

German Patent and Trademark Office 80297 Munich

Visiting address:

German Patent and Trade Mark Office
Zweibrückenstrasse 12 80331 Munich

Phone: +49 89 2195-0 Fax: +49 89 2195-2221 E-mail:
info@dpma.de

Berlin office

Postal address:

German Patent and Trademark Office Technical
Information Center Berlin 10958 Berlin

Visiting address:

German Patent and Trade Mark Office Technical
Information Center Berlin Gitschiner Street 97 10969
Berlin

Phone: +49 30 25992-0 Fax: +49 30 25992-404 E-mail:
info@dpma.de

Jena Office

Postal address:

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

Visiting address:

German Patent and Trade Mark Office Jena Sub-Office
Goethestrasse 1 07743 Jena

Phone: +49 364140-54 Fax: +49 364140-5690 E-mail:
info@dpma.de

Zuständige Stelle

For signatures on German public documents for use
abroad and apostilles on federal documents for use in

Modul

Sachverhalt

countries acceding to the Hague Convention:

Postal address:

Federal Office of Administration / Authentications
Department II B 4 50728 Cologne

Visiting address:

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

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

Opening hours (visit and phone):

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

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

German Patent and Trademark Office

Munich Office

Postal address:

German Patent and Trademark Office 80297 Munich

Visiting address:

German Patent and Trade Mark Office
Zweibrückenstrasse 12 80331 Munich

Phone: +49 89 2195-0 Fax: +49 89 2195-2221 E-mail:
info@dpma.de

Berlin office

Postal address:

Modul

Sachverhalt

German Patent and Trademark Office Technical
Information Center Berlin 10958 Berlin

Visiting address:

German Patent and Trade Mark Office Technical
Information Center Berlin Gitschiner Street 97 10969
Berlin

Phone: +49 30 25992-0 Fax: +49 30 25992-404 E-mail:
info@dpma.de

Jena Office

Postal address:

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

Visiting address:

German Patent and Trade Mark Office Jena Sub-Office
Goethestrasse 1 07743 Jena

Phone: +49 364140-54 Fax: +49 364140-5690 E-mail:
info@dpma.de

Formulare

Ursprungsportal

Beglaubigung deutscher Urkunden für die Verwendung
im Ausland, Certification of German documents for use
abroad