

99003033035000

Pre-authentication / Apostille - 1 to 3 documents

Heruntergeladen am 25.05.2025

<https://fimportal.de/xzufi-services/S1000020010000011930/S100002>

Modul	Sachverhalt
Leistungsschlüssel	99003033035000
Leistungsbezeichnung I	Pre-authentication / Apostille - 1 to 3 documents
Leistungsbezeichnung II	Pre-authentication / Apostille - 1 to 3 documents
Typisierung	2b - Bundesauftragsverwaltung: Regelung, Land: Ausführungsvorschriften, Kommune: Vollzug
Quellredaktion	Hamburg
Freigabestatus Katalog	unbestimmter Freigabestatus
Freigabestatus Bibliothek	unbestimmter Freigabestatus
Begriffe im Kontext	
Leistungstyp	
Leistungsgruppierung	
Verrichtungskennung	
SDG-Informationsbereich	
Lagen Portalverbund	
Einheitlicher	

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Ansprechpartner	Nein
Fachlich freigegeben am	14.06.2022
Fachlich freigegeben durch	
Handlungsgrundlage	<p>Art. 2 (1) Hague Convention Abolishing Foreign Public Documents from the legalization of October 5, 1961 (UrkBefrÜbkG Haag)</p> <p>https://www.gesetze-im-internet.de/urkbefr_bkg_haag/BJNR208750965.html#:~:text=Art%201,The%20%C3%9Cconvention%20is%20published%20%20below.</p>
Teaser	<p>If you have an original administrative document issued with the signature of the Free and Hanseatic City of Hamburg, you can obtain a Hague apostille or legalization requirement (pre-authentication) from the Office for Migration.</p>
Volltext	<p>**General information**</p> <p>If a domestic (German) public document is required for use abroad, the foreign state in which the domestic document is to be used can request a separate authentication (Hague Apostille or legalization requirement/pre-authentication) of authenticity.</p> <p>The **_Office for Migration_** of the Ministry of the Interior and Sport is authorized to affix the apostille or pre-authentication to **public documents** that were **issued by an authority of the Free and Hanseatic City of Hamburg (FHH)** .</p> <p>This includes public documents such as</p> <ul style="list-style-type: none"> • Civil documents from the Hamburg registry offices (e.g. birth certificate, marriage certificate, death certificate) • Certificates from the tax authorities in Hamburg (e.g. certificates of residency) • Certificates from the Hamburg district offices in Hamburg (e.g. registration certificate, acknowledgment of paternity)

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- Certificates for naturalization in Hamburg (e.g. confirmation of naturalization)
- **_**Creation of certified copies with apostille or pre-certification****
(Copies for national use are not made!
Bring the originals with you to the appointment.)_
- \- German identity document (e.g. identity card, passport, residence permit)
- \- Hamburg leaving certificates from schools with state recognition in the FHH (e.g. bachelor's certificate, high school diploma)
- _We recommend that you have your certificate made by the issuing authority for a copy. If this is not possible, please send us an email after booking your appointment, enclosing the original, as this has to be checked by the issuing authority and can mean more time._
- Certified copies of an issuing authority in Hamburg (e.g. German passport/ID card, high school diplomas or bachelor's certificates from a state-recognized school or university in Hamburg)
- Translations ****\- Attention! -****
The interpreter/translator must have been sworn in Hamburg.
Please use the homepage to find a suitable translator for Hamburg!
****www.justiz-dolmetscher.de****
(Specify language and state here)
- An apostille/pre-authentication is based on a document and not on a person, which is why even a non-affected person can apply for it at the Office for Migration without a power of attorney. A written application is also possible, in which case you must provide your first and last name, your address, email, telephone number and the country for which the apostille/pre-authentication is intended.
- **Danger!****
The local authority is****not**** responsible for the following documents:
- ****Documents from the Hamburg courts and notaries**** \- (the district court or district court

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president in Hamburg is responsible here). To do this, please use the authority finder at www.hamburg.de.

- **Documents from other states**
- **Federal document** n **or final certification** \- eg for certificates of good conduct

From January 1st, 2023, the Federal Office for Foreign Affairs will be responsible. (see links)

- **Documents under private law** \- e.g. power of attorney (please contact a notary in Hamburg for a notarial certification). Then go to the district court of Hamburg. Please use the authorities finder on www.hamburg.de.

- **Translations - interpreters not sworn in Hamburg**

Please use the website www.justiz-dolmetscher.de to find a suitable translator in Hamburg. Enter the translation language and the federal state there.

- **Foreign documents** \- eg marriage certificate from Denmark

• If you have any doubts about the jurisdiction of your certificate - please send an email with an attachment (photo or scan) of the document to m2511@amtfuermigration.hamburg.de.

Please do not book an appointment until the local authority has confirmed responsibility. Thank you!

Erforderliche Unterlagen

Due to our current hygiene regulations, only individuals should attend the booked appointment.

Please bring the following documents with you to the appointment:

- Appointment booking proof
- Identification document
- Your public documents in the original or a copy of the Free and Hanseatic City of Hamburg (FHH) / for the booked service
- EC card or credit card (cash payment only possible in exceptional cases)

IMPORTANT:

Processing at the appointment is only possible if a preliminary check has taken place. Send us an email with your document(s) attached as a scan or photo.

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Please also include your name, telephone number, day and time of your appointment in the subject line:
m2511@amtfuermigration.hamburg.de

**Fees for consultation:

Status: 14.11.2023**

\- per apostille – 13,50 €

\- per pre-certification – 9 €

\- per translator stamp – 5 €

\- Certification of copy, first page of each document - 6 €

\- Certification of copies, from the second page 1 €, per subsequent page

\- Copies: 1 – 10 pages at 0.60 €

\- Copies: from 11 pages 0.30 €

Fees for written proceedings (by post):

\- per apostille – 34 €

\- per pre-certification – 29,50 €

Payment by invoice/fee notice is only possible if the application is submitted by post.

Voraussetzungen

- It is an original or a copy of a public document from the general administration of the Free and Hanseatic City of Hamburg (FHH), e.g. registry office, customer center, tax office, state-recognized schools in Hamburg

- Your document is not earmarked.

e.g. birth certificate (only to apply for parental allowance)

- Your document must be signed by an authorized person at FHH.

- The person signing the FHH is known to the local authorities.

- Only the services booked for the appointment can be processed or accepted.

- **Do you want to be sure that your request can be processed by the appointment?**

Send an e-mail with the e-mail of the document(s) as a scan or photo as a pre-check immediately after booking your appointment. Also include your name, phone number, date and time of your appointment.

**m2511@amtfuermigration.hamburg.de.** **If certification for the appointment is not possible, you

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will be informed by e-mail or telephone!**

- An apostille/pre-authentication is based on a document and not on a person, which is why even a non-affected person can apply for it at the Office for Migration without a power of attorney. A written application is also possible, in which case you must provide your first and last name, your address, email, telephone number and the country for which the apostille/pre-authentication is intended.

- Payment by EC / credit card (only in exceptional cases - cash)

Kosten

****Fees for consultation:**

Status: 14.11.2023**

\- per apostille – 13,50 €

\- per pre-certification – 9 €

\- per translator stamp – 5 €

\- Certification of copy, first page of each document - 6 €

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Fees for written proceedings (by post):

\- per apostille – 34 €

\- per pre-certification – 29,50 €

Payment by invoice/fee notice is only possible if the application is submitted by post.

Verfahrensablauf

- Your appointment has been booked for a service!

- ****Danger! -**

For the purpose of preliminary checking, send all documents as a scan or photo in an e-mail attachment! Please include the booking appointment details (names, phone number, date and time of appointment) in the subject of your email.**

****Email to: m2511@amtfuermigration.hamburg.de****

- If you only book "For the submission or presentation of seven documents", only one submission is possible. A separate appointment for collection will be arranged by the clerk!

- If all the requirements (see notes / special features) for the document are met, you will immediately_

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	<p>receive your documents for the booked service. (Exception: service was a deadline). • Payment of the applicable fee(s) preferably by EC/credit card (Cash payment - only possible in exceptional cases!)</p>
Bearbeitungsdauer	<p>In the case of a personal visit, usually up to six documents at once. In the written procedure within Germany, it is usually processed back about ten days after it has been received by the authority.</p>
Frist	<p>Please find out about the validity of the foreign authentication (apostille/legalization) from the presenting body (embassy, authority abroad) and how old it may be. The authorities here are not aware of the sovereign provisions of the respective country in this regard.</p>
weiterführende Informationen	<p> https://www.auswaertiges-amt.de/de/-/2570832 https://www.auswaertiges-amt.de/de/-/2570832 https://www.justiz-dolmetscher.de/Recherche/ https://www.justiz-dolmetscher.de/Recherche/ https://www.hamburg.de/service/info/11261524/ https://www.hamburg.de/behoerdenfinder/info/11261524/ https://www.hamburg.de/service/info/11488922/ https://www.hamburg.de/behoerdenfinder/info/11488922/ https://bfaa.diplo.de/bfaa-de/service/-/2566120 https://bfaa.diplo.de/bfaa-de/service/-/2566120 </p>
Hinweise	<p> **Please note immediately after booking your appointment!** **_Send an e-mail with the document(s) attached as a scan or photo for a preliminary check, immediately after booking your appointment. Also include your name, phone number, date and time of your appointment._ _m2511@amtfuermigration.hamburg.de._** </p> <p> **Preliminary check of the documents by the deadline - not possible -** If it was not possible to check the documents by the deadline, only the documents can be accepted. A pick-up date will be agreed after completion by the clerk. </p>

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****Certified copies:****

Important for final certification by the Federal Office for Foreign Affairs (BfAA).

Here, the BfAA only accepts copies from the issuing authority in Hamburg or, in exceptional cases, from the Office for Migration.

Attention, if copies are made by the Office for Migration!

You must bring the originals with you to the appointment.

This includes, for example, German identity documents (e.g. identity card, passport, residence permit) or Hamburg school leaving certificates from schools/universities with state recognition in the FHH (e.g. Bachelor's certificate, Abitur certificate).

\- Copies are made for international use only!

\- Copies of current registers are not permitted (e.g. civil documents, registration certificates) - Please contact the issuing office!

We recommend that you have your certificate made by the issuing authority (except for German identity documents) as a copy. In exceptional cases, local authorities will also produce your copy.

After booking your appointment, please send us an e-mail with the attachment of the original or the copy of the issuing authority. The local authority will arrange for an examination to be carried out by the issuing authority in advance. A copy or placement of the apostille or pre-authentication on the copy by the local authority is only possible after confirmation by the issuing authority.

****Translations - Interpreters must have been sworn in Hamburg.****

Please find out in advance whether the original document must have an apostille or pre-certification before you arrange for the translation. Since the translation also has to translate the apostille or

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pre-authentication. A confirmation of the translation is only possible for German documents.

The Migration Office can only confirm translators who have been sworn in in Hamburg. Please use the following link to check.

****www.justiz-dolmetscher.de****

Specify the state of Hamburg and the translation language.

****Danger!****

The local authority is ****not**** responsible for the following documents:

- ****Documents from the Hamburg courts and notaries**** \- (the district court or district court president in Hamburg is responsible here). To do this, please use the authority finder at www.hamburg.de.
- ****Documents from other states****
- ****Federal document**** n ****or final certification**** \- eg for certificates of good conduct
From January 1st, 2023, the Federal Office for Foreign Affairs will be responsible. (see links)
- ****Documents under private law**** \- e.g. power of attorney (please contact a notary in Hamburg for a notarial certification). Then go to the district court of Hamburg. Please use the authorities finder on www.hamburg.de.
- ****Translations - interpreters not sworn in Hamburg****
Please use the website www.justiz-dolmetscher.de to find a suitable translator in Hamburg. Enter the translation language and the federal state there.
- ****Foreign documents**** \- eg marriage certificate from Denmark

Rechtsbehelf

no

Kurztext

****Please inform yourself before booking your appointment on the following homepage:**

<https://www.hamburg.de/behoerdenfinder/info/11283103/?iasonQuery=>

General******

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- Sole responsibility of the Office for Migration for public documents issued by an authority of the Free and Hanseatic City.
- Your document(s) were issued by a general authority of the Free and Hanseatic City
- The applicant must be in possession of the original.
- Your service is limited to three documents.
- Your document is intended for use abroad.

**Do you want to be sure that your request can be processed by the appointment?**

Send an e-mail with the document(s) attached as a scan or photo for a preliminary check, immediately after booking your appointment. Also include your name, phone number, date and time of your appointment in the subject line:

m2511@amtfuermigration.hamburg.de

Not responsible: for documents from the Hamburg courts and notaries, other nations or federal states, federal documents, translations by interpreters who have not been sworn in Hamburg and private documents

Ansprechpunkt

Zuständige Stelle

Department of Home Affairs and Sport

Formulare

Ursprungsportal

Behördenfinder Hamburg, Authority finder Hamburg
(Currently this link is only available in german)