

99014002035001

Certification of documents for use abroad (Apostille)

Heruntergeladen am 18.06.2025

<https://fimportal.de/xzufi-services/6000216/L100009>

Modul	Sachverhalt
Leistungsschlüssel	99014002035001
Leistungsbezeichnung I	Certification of documents for use abroad (Apostille)
Leistungsbezeichnung II	Certification of documents for use abroad (Apostille)
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	
SDG-Informationsbereich	
Lagen Portalverbund	
Einheitlicher	

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Ansprechpartner	
Fachlich freigegeben am	
Fachlich freigegeben durch	
Handlungsgrundlage	
Teaser	If a foreign state recognises an apostille as proof of the authenticity of your documents, you only need this form of authentication instead of the more time-consuming legalisation. The Saxony Regional Directorate issues the apostille for public documents of Saxon authorities
Volltext	If a foreign state recognises an apostille as proof of the authenticity of your documents, you only need this form of authentication instead of the more time-consuming legalisation. The Saxony Regional Directorate issues the apostille for public documents of Saxon authorities You can find out which states recognise the "Hague Apostille" in the Convention on the Exemption of Foreign Public Documents from Legalisation (Apostille Convention). There are agreements between a number of states on the mutual recognition of each other's legal documents, so that public documents are regarded as authentic without further ado. These include Austria, Belgium, Denmark, France, Greece, Italy, Luxembourg and Switzerland.
Erforderliche Unterlagen	• Original certificate • Passport or other proof of identity (not required for written application) • if applicable: written letter of attorney for the representative
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) • Certificates from the municipal or city administrations, district offices (e.g. residence certificate, registration certificate, confirmation of

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	naturalisation, adoption endorsements, social reports from youth welfare offices(Jugendamt)) • Certification notes on copies from archives • Certificates from health and veterinary offices • Certificates from the Saxon chamber of architects (Architektenkammer Sachsen) or medical council (Ärztekammer) • Certificates from the tax offices (Finanzbehörden) • Examination certificates from the chamber of industry and commerce • school reports and certificates pre-authenticated by the State Office for Schools and Education (Landesamt für Schule und Bildung) • University certificates and diplomas
Kosten	• EUR 15.00 per certificate The fee must be paid in cash in person. If you apply for certification in writing, you will receive the certified documents with an invoice by cash on delivery.
Verfahrensablauf	• Go to the office responsible for your place of residence ("competent office") • Present your documents in the original. They should bear an official seal or stamp of the issuing office as well as a signature. • Have a personal document ready so that you can identify yourself if necessary. Send the originals of your documents to the competent office of the Saxony Regional Directorate.
Bearbeitungsdauer	in the case of a personal appearance: certification usually immediately
Frist	none
weiterführende Informationen	
Hinweise	
Rechtsbehelf	inapplicable
Kurztext	
Ansprechpunkt	
Zuständige Stelle	

Modul	Sachverhalt
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Formulare	
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Ursprungsportal	
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