

99014002035002

Request notarisation of public documents for abroad

Heruntergeladen am 17.06.2025

<https://fimportal.de/xzufi-services/469/L100022>

| Modul | Sachverhalt |
|-------------------------------|---|
| Leistungsschlüssel | 99014002035002 |
| Leistungsbezeichnung I | Request notarisation of public documents for abroad |
| Leistungsbezeichnung II | Request notarisation of public documents for abroad |
| Typisierung | 1 - Bund: Regelung und Vollzug |
| Quellredaktion | Baden-Württemberg |
| Freigabestatus Katalog | unbestimmter Freigabestatus |
| Freigabestatus Bibliothek | unbestimmter Freigabestatus |
| Begriffe im Kontext | |
| Leistungstyp | |
| Leistungsgruppierung | |
| Verrichtungskennung | |
| SDG-Informationsbereich | |
| Lagen Portalverbund | |
| Einheitlicher Ansprechpartner | |

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| Fachlich freigegeben am | |
| Fachlich freigegeben durch | |
| Handlungsgrundlage | <p>Konsulargesetz (KG)</p> <ul style="list-style-type: none"> • § 14 Bestätigung der Echtheit inländischer öffentlicher Urkunden <p>Gesetz zur Ausführung des Gerichtsverfassungsgesetzes (AGGVG)</p> <ul style="list-style-type: none"> • § 19 Beglaubigung zum Zwecke der Legalisation |
| Teaser | There are two types of certification, the apostille and legalisation. |
| Volltext | <p>There are two types of certification, the apostille and legalisation.</p> <p>In the case of legalisation, the competent authorities in Germany check and confirm the</p> <ul style="list-style-type: none"> • Authenticity of the signature on the document, • Authorisation of the signatory to issue the document and • The authenticity of the official seal ("coat of arms seal") of the issuing authority. <p>You normally have to present notarised documents abroad in the following cases: You want to</p> <ul style="list-style-type: none"> • work there, • get married, • adopt a child or • employ an employee in a foreign branch office. <p>Apostille</p> |

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Certain countries have acceded to the Convention Abolishing the Requirement of Legalisation for Foreign Public Documents. For these countries, it is sufficient to provide the required document with an apostille. With this apostille, the competent German authority confirms the authenticity of the German public document. The consular officials of the corresponding foreign state no longer need to be involved. This document is recognised there.

Legalisation

Legalisation is necessary for countries that have not acceded to this agreement. Documents required there must be pre-certified by the competent German authority. The authenticity is then confirmed by the consulate of the country in which the document is to be used. Only then can the document be used abroad.

In addition to the pre-authentication described above, some countries require final authentication by the Federal Office for Foreign Affairs. Following the preliminary legalisation by the German office, the Federal Office for Foreign Affairs notarises the signature of the German public document on behalf of the Federal Foreign Office.

Erforderliche Unterlagen

- Original document, signed and bearing the official seal ("coat of arms stamp") of the issuing authority or body
 - possibly certified copies (information can be obtained from the competent notarisation office)

Note: Electronically issued documents with an electronic signature and an electronic official seal (e.g. electronic registration certificates, electronic certificates from the tax office, etc.) cannot be notarised.

- The documents must bear an original signature and an original official seal!

Voraussetzungen

You would like to have a public document notarised.

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These are for example

- court and notarial deeds
- Documents and certificates from administrative authorities (e.g. certificates)
 - Civil status documents; these are documents issued by the registry office (e.g. birth, marriage and death certificates)
 - registration certificates from the mayor's office (e.g. residence and registration certificates)
 - private deeds (e.g. informal powers of attorney or purchase contracts) that are only recognised as public documents after notarisation by a notary or public authority

Note: If you require a civil status certificate for use abroad, you can apply to the registry office for the issue of an "international civil status certificate". This can be used directly without further legalisation in countries that have acceded to the Convention of the International Civil Status Commission (CIEC) convention.

Kosten

varies depending on the responsible office

Note: Enquire about the payment method with the responsible office in advance.

Verfahrensablauf

Contact the responsible foreign representation in your home country. They will tell you whether your document needs to be legalised or apostilled and which requirements must be met. Then contact the competent German office.

You cannot always bring your documents to the relevant office in person to have them notarised. Please contact the relevant office by telephone in advance. You can also send your documents by post. In the accompanying letter, state your address and telephone number in case of queries, your request and the country of destination of the document.

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| | Please note: Many foreign countries insist that the date of issue must not be more than six months ago. Please enquire at the relevant diplomatic mission abroad. |
| Bearbeitungsdauer | depending on the process |
| Frist | must be obtained from the competent authorities |
| weiterführende Informationen | |
| Hinweise | none |
| Rechtsbehelf | none |
| Kurztext | |
| Ansprechpunkt | |
| Zuständige Stelle | |
| Formulare | |
| Ursprungsportal | |