

99014005035000, 99014005035000

Documents and copies: Certification

Heruntergeladen am 16.06.2025

<https://fimportal.de/xzufi-services/8664322/L100040>

Modul	Sachverhalt
Leistungsschlüssel	99014005035000, 99014005035000
Leistungsbezeichnung I	Documents and copies: Certification
Leistungsbezeichnung II	
Typisierung	2/3 - Bund: Regelung (2 oder 3), Land/Kommune: Vollzug
Quellredaktion	Niedersachsen
Freigabestatus Katalog	unbestimmter Freigabestatus
Freigabestatus Bibliothek	unbestimmter Freigabestatus
Begriffe im Kontext	
Leistungstyp	
Leistungsgruppierung	
Verrichtungskennung	
SDG-Informationsbereich	
Lagen Portalverbund	Auszüge aus Registern (2020200)
Einheitlicher	

Modul	Sachverhalt
Ansprechpartner	Nein
Fachlich freigegeben am	03.07.2013
Fachlich freigegen durch	
Handlungsgrundlage	https://voris.wolterskluwer-online.de/browse/document/cite/e21ff821-5705-3429-80cd-2a96270b4d02 https://voris.wolterskluwer-online.de/browse/document/cite/bfe4855a-1b3f-3d26-bbca-593857475b9f https://www.gesetze-im-internet.de/vwvfg/_33.html https://voris.wolterskluwer-online.de/browse/document/cite/e21ff821-5705-3429-80cd-2a96270b4d02 https://voris.wolterskluwer-online.de/browse/document/cite/bfe4855a-1b3f-3d26-bbca-593857475b9f https://www.gesetze-im-internet.de/vwvfg/_33.html
Teaser	
Volltext	<p>In many areas of daily life, there is a need to certify documents or copies, as well as copies or printouts of documents. The prerequisite for the official certification of documents and copies is that the original has been issued by a German authority or that the document or copy to be certified is required for submission to an authority, e.g. certificates, certificates of approval and notices.</p> <p>Documents and copies may **not be officially certified** if:</p> <ul style="list-style-type: none"> • neither the original has been prepared by an authority nor is the certification intended for submission to an authority (e.g. so-called "Reich Citizen Declarations and Certificates, Financing Documents, Inheritance Matters"), • the exclusive jurisdiction of another authority is given (e.g. civil status documents only the registry office, certified extracts from the real estate cadastre - only from the cadastral office), • it is reasonable to assume that the original content of the document whose photocopy, copy or printout is to be certified has been altered, in particular if this document contains gaps, strikethroughs, insertions, alterations, illegible words, numbers or signs, traces of

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	<p>the removal of words, numbers and characters, or if the connection of a document consisting of several sheets is broken,</p> <ul style="list-style-type: none"> • instead of an official certification, a public certification is required, which is drawn up by a notary or a court and cannot be replaced by an official certification, <p>If the document is not written in German, a certified translation may be required to check the existence of a prohibition on certification. The provisions on the confirmation of foreign documents by legalisation or apostille remain unaffected.</p>
Erforderliche Unterlagen	<ul style="list-style-type: none"> • Proof of the applicant's identity (e.g. identity card or passport) • Originals of the documents to be certified • Copies, copies or printouts of the originals
Voraussetzungen	
Kosten	Fees may apply, please contact the competent authority.
Verfahrensablauf	
Bearbeitungsdauer	
Frist	There are no deadlines to be observed
weiterführende Informationen	
Hinweise	
Rechtsbehelf	
Kurztext	<ul style="list-style-type: none"> • Documents and copies: Certification • certification confirms the correspondence of documents (photocopies, copies, printouts) or signatures with the original • **Documents** are **only officially certified** if the original was drawn up by an authority or if the document is to be submitted to an authority • this **authority issues the certification** (e.g.

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certified birth certificate - only at the registry office;
 Excerpts from the real estate cadastre – only at the
 cadastral office) **in the municipality of the place of
 residence**

- **Signatures** will only be officially certified if:
 - the signed document is to be submitted to an authority, the signature is made in the presence of the clerk
 - Exception: if a certification is required for use abroad, simple certification is not sufficient, an apostille is required
- **Documents for** Notarization of documents:
 - Proof of the applicant's identity (e.g. ID card or passport)
 - Originals of the documents to be certified
 - Copies, copies or printouts of the originals
 - Certification of signatures:
 - Proof of the applicant's identity (e.g. ID card or passport)
 - Document on which the signature to be produced is to be certified
- **Deadlines: Certifications** are usually processed immediately
 - The responsibility lies with the municipality, the joint municipality and the city, as well as with each authority within the scope of its material competence.

Ansprechpunkt

The responsibility lies with the municipality, the joint municipality and the city, as well as with each authority within the scope of its material competence.

Zuständige Stelle
Formulare
Ursprungsportal

Dokumente und Kopien: Beglaubigung, Documents and copies: Certification