

99014002035001

Apostilles for abroad

Heruntergeladen am 18.06.2025

<https://fimportal.de/xzufi-services/S1000020010000000082/S100002>

Modul	Sachverhalt
Leistungsschlüssel	99014002035001
Leistungsbezeichnung I	Apostilles for abroad
Leistungsbezeichnung II	Apply for apostilles for abroad
Typisierung	2/3 - Bund: Regelung (2 oder 3), Land/Kommune: Vollzug
Quellredaktion	Hamburg
Freigabestatus Katalog	unbestimmter Freigabestatus
Freigabestatus Bibliothek	unbestimmter Freigabestatus
Begriffe im Kontext	<div lang="en-x-mtfrom-de">Certifications for abroad</div> , <div lang="en-x-mtfrom-de">Certifications abroad</div>, <div lang="en-x-mtfrom-de">Pre-notarizations</div>, <div lang="en-x-mtfrom-de">Certification</div>, <div lang="en-x-mtfrom-de">Intermediate certification</div>, <div lang="en-x-mtfrom-de">Libya stamp</div>, <div lang="en-x-mtfrom-de">Arabized stamp</div>, <div lang="en-x-mtfrom-de">legalization</div>, <div lang="en-x-mtfrom-de">apostille</div>, <div lang="en-x-mtfrom-de">legalization</div>, <div lang="en-x-mtfrom-de">Hague Apostille</div>

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Leistungstyp	
Leistungsgruppierung	
Verrichtungskennung	
SDG-Informationsbereich	
Lagen Portalverbund	
Einheitlicher Ansprechpartner	Nein
Fachlich freigegeben am	25.01.2022
Fachlich freigegeben durch	
Handlungsgrundlage	Convention Abolishing the Requirement of Legalization for Foreign Public Documents
Teaser	You can obtain a pre-authentication or apostille for official documents of the Free and Hanseatic City of Hamburg that are intended for use abroad.
Volltext	<p>If you want to use a German document (for example a birth certificate or a certificate) abroad, the foreign authority may require confirmation of authenticity. This can be done through an apostille or preliminary authentication (with subsequent legalization).</p> <ul style="list-style-type: none"> • the authenticity of the signature, • the capacity or role in which the signatory acted and • where applicable, the authenticity of the seal or stamp affixed to the document. <p>Office for Migration of the Ministry of the Interior and Sport:</p> <ul style="list-style-type: none"> • for 1 to 3 documents • for 4 to 6 documents • from 7 documents (only submission of documents) • Confirmation of authenticity (apostille or pre-authentication) for certificates or documents issued by an authority of the Free and Hanseatic City of Hamburg • for 1 to 2 documents • for 3 to 4 documents • from 5 documents (only submission of documents) • Confirmation of authenticity (apostille or

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pre-authentication) for copies (copies) of a certificate or document issued by an authority of the Free and Hanseatic City of Hamburg

- for 1 to 2 documents
- for 3 to 4 documents
- from 5 documents (only submission of documents)
- Confirmation of authenticity (apostille or pre-certification) for translations by a sworn interpreter in Hamburg
- Confirmation of authenticity (apostille or certification) for certificates or documents from the Hamburg district courts, such as court decisions (e.g. divorce decree, default judgment, adoption decree, certificate of inheritance and others)
- Confirmation of authenticity (apostille or pre-certification) for certificates and documents of the Hamburg Regional Court and for private law documents (such as powers of attorney) that have previously been certified by a Hamburg notary

Erforderliche Unterlagen

- Appointment Booking Proof
- identification document
- Your original document without earmarking, which you have sent to us by e-mail for a preliminary check.
- EC card or cash

Adress to:

- Destination country of the document (e.g. Russia)
- Your Address
- email and phone number
- We also need the originals of the documents to be certified.

In order to shorten the processing time, send an e-mail with the attached document(s) as a scan or photo to the local authority for a preliminary check of your documents. Please indicate in your e-mail that you do not want an appointment and that your document is in the mail.

- If you are resident in Germany, the fee will be charged by means of a fee notice.
- If the fee is more than 100 € or if you live abroad, an advance payment will be required after completion. You will be sent a notification of fees for this. After the

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value date, your documents will be sent back to you.

Voraussetzungen

- You need the confirmation of authenticity for an official document of the Free and Hanseatic City of Hamburg (FHH), for example the registry office, Hamburg Service on site (formerly customer center), tax office or a state-recognized school in Hamburg.
- Your document was not issued for a specific purpose, such as a birth certificate for applying for parental allowance (printed on the certificate).
- Your document has been signed by an authorized person of the Free and Hanseatic City of Hamburg.
- The signatory of the Free and Hanseatic City of Hamburg is known to the competent authority.
- You have clarified your issue in advance with the responsible department, for example by email.

Kosten

- 14.50 € per apostille
- 9.50 € per pre-certification
- 5 € translator stamp
- 6 € Copy certification/official certification - per 1st page of the document
- 1 € Copy Certification/Official Certification - from the 2nd page of each document
- 0.60 € copies - from the 1st page to the 10th page
- 0.30 € copies - from the 11th page
- 35.50 € per apostille
- 30.50 € per pre-certification

Verfahrensablauf

- You book an appointment.
- You send an email to the responsible office with your request, your name, your telephone number, the country of destination of the document (for example, Russia), and the date and time of your appointment. Attach a photo or scan of the document for which you need confirmation of authenticity.
- You show up for the appointment.
- You submit the documents for confirmation of authenticity and, if necessary, show the originals.
- If you need a confirmation of authenticity for more than 7 original documents (or more than 5 copies), you can only hand in the documents. You will be given a separate collection date for the certified documents.
- The responsible authority checks the authenticity of your documents or signatures.

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- The responsible authority will affix the seal to your documents to confirm their authenticity.
- You usually pay the fees with an EC or credit card. In exceptional cases you can pay with cash.
- You will receive your documents back with confirmation of authenticity.
- To shorten the processing time, you can send a scan or photo of your documents to the responsible office by email for preliminary checking. In your email, state that your original document is in the mail and that you do not need an appointment.
- You send your request and the necessary documents by post to the responsible office.
 - country of destination of the document (for example Russia)
 - your address
 - your email address and phone number
- Please include the following information in your cover letter:
 - You will receive a fee notice.
 - If the fees are 100.00 euros or more, you must pay them in advance.
 - If you reside abroad, you must pay the fees in advance.
 - As soon as the payment has been received by the responsible authority, you will receive your documents back.

Bearbeitungsdauer

If you come in person, you will usually receive confirmation of authenticity for up to six documents immediately.

Frist

Apply for the certificate of authenticity early.

weiterführende Informationen

<https://www.hamburg.de/politik-und-verwaltung/behoerden/behoerde-fuer-inneres-und-sport/beglaubigungen-91844>
<https://www.hamburg.de/fhh-permalink/103242>
<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://bfaa.diplo.de/bfaa-de/service/-/2566120>
<https://bfaa.diplo.de/bfaa-de/service/-/2566120>
<https://www.hcch.net/de/instruments/conventions/full->

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text/?cid=41
<https://www.berlin.de/labo/buergerdienste/zentrale-einwohnerangelegenheiten/beglaubigungen/dienstleistungen/service.214270.php/dienstleistung/320315/>
<https://www.hamburg.de/service/info/11283103/>
<https://www.hamburg.de/service/info/11283103/>
<https://www.hamburg.de/service/info/111090557/>
<https://www.hamburg.de/service/info/111090557/>
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<https://www.hamburg.de/service/info/111090559/>
<https://www.hamburg.de/service/info/111111525/>
<https://www.hamburg.de/service/info/111111525/>
<https://www.hamburg.de/service/info/111111527/>
<https://www.hamburg.de/service/info/111111527/>
<https://www.hamburg.de/service/info/111111529/>
<https://www.hamburg.de/service/info/111111529/>

Hinweise

The subsequent legalization is carried out by a consular officer at the foreign representation of the state in which the document is required.

Rechtsbehelf

There is no legal remedy.

Kurztext

Use of German documents abroad: Confirmation of authenticity required (apostille or prior certification).

- 1 to 3 documents
- 4 to 6 documents
- from 7 documents (only submission of the documents possible, separate appointment for collection)
- Confirmation of authenticity (apostille or pre-authentication) for certificates and documents issued by Hamburg authorities:
 - 1 to 2 documents
 - 3 to 4 documents
 - from 5 documents (only submission of the documents possible, separate appointment for collection)
- Confirmation of authenticity for copies of Hamburg documents and certificates:
 - 1 to 2 documents
 - 3 to 4 documents
 - from 5 documents (only submission of the documents possible, separate appointment for collection)

Modul	Sachverhalt
	<ul style="list-style-type: none"> • Confirmation of authenticity for translations by sworn interpreters in Hamburg: • Confirmation of authenticity (apostille or certification) for documents from the local court or district courts • Examples: Court decisions such as divorce decrees, default judgments, adoption decrees, certificates of inheritance, etc.) • Confirmation of authenticity (apostille or pre-certification) for certificates and documents of the regional court and private law documents (for example powers of attorney) certified by Hamburg notaries
Ansprechpunkt	
Zuständige Stelle	Department of the Interior and Sport, Office for Migration - M 251
Formulare	
Ursprungsportal	Hamburg Service, Hamburg Service (Currently this link is only available in german)