

99014002035000

Heruntergeladen am 07.06.2025

<https://fimportal.de/xzufi-services/S1000020010000002220/S100002>

Modul	Sachverhalt
Leistungsschlüssel	99014002035000
Leistungsbezeichnung I	
Leistungsbezeichnung II	Certifications of copies of official documents for submission to an authority and for private law purposes
Typisierung	2b - Bundesauftragsverwaltung: Regelung, Land: Ausführungsvorschriften, Kommune: Vollzug
Quellredaktion	Hamburg
Freigabestatus Katalog	unbestimmter Freigabestatus
Freigabestatus Bibliothek	unbestimmter Freigabestatus
Begriffe im Kontext	<div lang="en-x-mtfrom-de">Certifications</div> , <div lang="en-x-mtfrom-de">Authentication of identity documents</div> , <div lang="en-x-mtfrom-de">Authentication of copies of ID cards for banks</div> , <div lang="en-x-mtfrom-de">Certifications of official documents for private law purposes</div> , <div lang="en-x-mtfrom-de">Authentication of passport copies</div> , <div lang="en-x-mtfrom-de">School report, certification</div> , <div lang="en-x-mtfrom-de">Abitur certificate, authentication</div>

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Leistungstyp	
Leistungsgruppierung	
Verrichtungskennung	
SDG-Informationsbereich	
Lagen Portalverbund	
Einheitlicher Ansprechpartner	Nein
Fachlich freigegeben am	
Fachlich freigegeben durch	
Handlungsgrundlage	Section 33 (1) Administrative Procedure Act (VwVfG)
Teaser	
Volltext	Each authority can officially certify copies / photocopies of documents that it has issued itself or that are intended for its own use. In addition, the registration authority responsible for the person concerned is authorized to officially certify documents that have been issued by a German authority or copies of which are required for submission to an authority. Official notarizations are not possible for private documents that are to be used privately. Signature authentication for other purposes or public authentication (§ 129 BGB), as well as signatures without associated text can be requested from a notary. Civil status documents or copies from civil status books may only be certified by the registry office that issued the civil status certificate (duplicate or certified copy).
Erforderliche Unterlagen	Bring original documents and, if necessary, copies. Coin copiers are available in some offices. Please bring change.
Voraussetzungen	A copy can only be certified if the original was issued

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	by an authority or if the copy is required for submission to an authority.
Kosten	4 EUR for up to four pages and each additional page from the 5th page 1 EUR. If copies have to be made, they cost EUR 0.60 per page. If you bring copies with you, the fee is EUR 4 for up to two pages and each additional page from the 3rd page EUR 2 due to the increased testing effort. Free of charge for pension purposes (proof required).
Verfahrensablauf	Speak to the Hamburg Service in person.
Bearbeitungsdauer	Depending on the number of notifications.
Frist	No
weiterführende Informationen	https://serviceportal.hamburg.de/HamburgGateway/FV/P/FV/Bezirke/DigiTermin/Dsgvo https://serviceportal.hamburg.de/HamburgGateway/FV/P/FV/Bezirke/DigiTermin/Behoerde/Auswahl?mandantId=1 https://www.hamburg.de/go/17584 https://www.hamburg.de/politik-und-verwaltung/behorden/behoeerde-fuer-wissenschaft-forschung-gleichstellung-und-bezirke/standorte-17584
Hinweise	Copies of the following documents can be certified for submission to an authority: • Originals issued by an authority (e.g. state school certificates, identification documents (identity cards), certificates of doctorate, citizenship, license to practice medicine, etc.) • Originals that were not issued by an authority (e.g. employment references). Certification for pension purposes • Certifications of originals that were not issued by an authority are free of charge for pension purposes (proof of pension receipt or application required). Power of attorney

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	• Certification is carried out on a certificate or document-related basis and not on a personal basis, which is why a person who is not affected can also apply for it without a power of attorney.
Rechtsbehelf	
Kurztext	
Ansprechpunkt	If you want to find out exactly who is responsible for your request, please follow the link to [Hamburg Service](https://www.hamburg.de/service/info/hasi/2220)
Zuständige Stelle	Hamburg services
Formulare	
Ursprungsportal	Hamburg Service, Hamburg Service (Currently this link is only available in german)