

99014002035001

Certification of documents for use abroad (Apostille)

Heruntergeladen am 01.07.2025

<https://fimportal.de/xzufi-services/6000216-99014002035001/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	

Modul	Sachverhalt
Ansprechpartner	
Fachlich freigegeben am	
Fachlich freigegeben durch	
Handlungsgrundlage	• Verordnung der Sächsischen Staatsregierung über die Zuständigkeiten für die Erteilung von Apostillen und die Beglaubigung öffentlicher Urkunden im internationalen Rechtsverkehr (Sächsische Apostillen-Zuständigkeitsverordnung, SächsApostZuVO) • Gemeinsame Verwaltungsvorschrift des Sächsischen Staatsministeriums des Innern und des Sächsischen Staatsministeriums der Justiz und für Europa über die Beglaubigung und Legalisation deutscher Urkunden und die Erteilung von Apostillen und Bestätigungen (VwV Legalisation) • Sächsisches Kostenverzeichnis (SächsKVZ)
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	Issuance of apostilles for documents of the administrative authorities in the Free State of Saxony for legal relations with foreign countries by the Saxony Regional Office (Landesdirection Sachsen) 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). Special agreement

Modul

Sachverhalt

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.

Note: Apostilles for documents of the judicial authorities, the supreme state authorities and the presidents of the Landtag and the Court of Audit of the Free State of Saxony are issued by these authorities themselves.

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 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

Modul	Sachverhalt
	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	Personal visit (recommended) • 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. By post Send the originals of your documents to the competent office of the Saxony Regional Directorate. Note: Always state in which country the documents are to be presented.
Bearbeitungsdauer	in the case of a personal appearance: certification usually immediately
Frist	none
weiterführende Informationen	
Hinweise	
Rechtsbehelf	inapplicable
Kurztext	
Ansprechpunkt	
Zuständige Stelle	
Formulare	
Ursprungsportal	