

99014004035000, 99014004035000

Official certification; obtaining from the municipality or administrative community

Heruntergeladen am 24.06.2025

<https://fimportal.de/xzufi-services/106677956/L100010>

Modul	Sachverhalt
Leistungsschlüssel	99014004035000, 99014004035000
Leistungsbezeichnung I	Official certification; obtaining from the municipality or administrative community
Leistungsbezeichnung II	
Typisierung	2/3b - Bund: Regelung, Land: Ausführungsvorschriften, Kommune: Vollzug
Quellredaktion	Saarland
Freigabestatus Katalog	unbestimmter Freigabestatus
Freigabestatus Bibliothek	unbestimmter Freigabestatus
Begriffe im Kontext	
Leistungstyp	Leistungsobjekt mit Verrichtung
Leistungsgruppierung	Beglaubigungen und Beurkundungen (014)
Verrichtungskennung	Beglaubigung (035)
SDG-Informationsbereich	

Modul	Sachverhalt
Lagen Portalverbund	Auszüge aus Registern (2020200), Urkunden und Bescheinigungen (1070200)
Einheitlicher Ansprechpartner	Nein
Fachlich freigegeben am	22.05.2025
Fachlich freigegeben durch	Ministry of the Interior, Building and Sport
Handlungsgrundlage	
Teaser	As the authorities closest to the citizens, the municipalities and administrative communities in particular are generally authorized to officially certify copies and signatures.
Volltext	<p>The certification of documents officially confirms that the content of a copy (transcript) is identical to the original document (original).</p> <p>The authentication of signatures officially confirms the authenticity of a signature or hand mark.</p> <p>Notarization of documents</p> <p>You can only have written or electronic documents officially certified if they have been issued by a German authority or are required for submission to another German authority. The certification note will be affixed to the copy or electronic document.</p> <p>You can go to the authority in person or be represented by someone to whom you have given written authorization.</p> <p>Notarization of signatures</p> <p>The official certification of a signature confirms that you yourself have signed the relevant text. Signatures on documents that have to be submitted to a German authority or have to be submitted to another authority due to a legal regulation are certified. As a rule, signatures and hand signs must be executed or recognized in the presence of the certifying official.</p>

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	An identity card or passport and the document on which the signature is to be made or has been made must be presented to the authority. The document must then be signed or the signature acknowledged in the presence of the official. A notarization note is then affixed.
Erforderliche Unterlagen	<ul style="list-style-type: none"> • Identity card or passport • for notarization of a document: original (original document) • for notarization of a signature: document
Voraussetzungen	
Kosten	Official certifications are generally subject to a fee.
Verfahrensablauf	<p>Submit the original document and the corresponding number of copies to the competent authority. These copies will then be compared with the original by the competent authority. If the documents match, a certification note will be affixed to the copy.</p> <p>Note: Only in a few cases does the competent office make the copy(s) itself. You will have to pay this in addition to the fee.</p> <p>You can go to the relevant office in person or send a representative. You must give the representative a written power of attorney. In individual cases, the document can be sent to the relevant office by post.</p>
Bearbeitungsdauer	
Frist	Notarizations are usually processed immediately.
weiterführende Informationen	
Hinweise	§ Section 129 of the German Civil Code provides for "public notarization" for certain written declarations (e.g. for the documents to be submitted to the land registry in accordance with Section 29 of the Land Register Code). In these cases, public notarization by a notary is regularly required. Official certification by the municipality or administrative community is not sufficient for this purpose. Special legal regulations

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also apply in other cases. For example, the issuing of certified copies from official registers is often reserved for the authority keeping the register:

- Civil status certificates are not notarized. Birth, marriage, civil partnership and death certificates as well as certified printouts from the respective civil status registers are only issued by the registry office (see "Related topics" - "Civil status certificate; application").
- Printouts from the register of associations or the land register can only be certified by the respective local court.

The authenticity of public documents that are to be used abroad and have been issued by courts, state authorities or local authorities can be certified by legalization or the issue of an apostille (see "Related topics"). Official legalization is generally not sufficient for use abroad.

Rechtsbehelf

In the event of a negative decision, if the existence of a claim for certification is decided at the same time: depending on the area of law concerned, optional objection procedure or administrative court action; otherwise, administrative court action.

Kurztext

- Copies, photocopies and reproductions Notarization
- Documents (e.g. photocopies, copies or printouts) can be officially certified if they are official documents from German authorities for use in Germany (special regulations and responsibilities apply to foreign documents that are to be used in Germany and domestic documents that are to be used abroad) other documents if the document is required for submission to an authority
- The following are responsible for the legalization of documents
- official documents: the authority that issued the original document (own document) in all other cases (third-party certificate), the residents' registration office
- other documents: usually the residents' registration office

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Ansprechpunkt	<p>The following are responsible for the legalization of documents</p> <ul style="list-style-type: none"> • official documents: the authority that issued the original document (own document) in all other cases (third-party certificate), the residents' registration office <p>other documents: usually the residents' registration office</p>
Zuständige Stelle	
Formulare	
Ursprungsportal	<p>Official certification; obtaining from the municipality or administrative community, Amtliche Beglaubigung; Einholung bei der Gemeinde oder Verwaltungsgemeinschaft</p>