

99014002035001

Apostilles for abroad

Heruntergeladen am 01.07.2025

<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 freigegen durch	
Handlungsgrundlage	<p>Convention Abolishing the Requirement of Legalization for Foreign Public Documents https://www.hcch.net/de/instruments/conventions/status-table/?cid=41 § 33 (1) Hamburg Administrative Procedure Act (HmbVwVfG) https://www.landesrecht-hamburg.de/bsha/document/jlr-VwVfGHAV8P33 Hague Apostille Convention - List of States https://www.auswaertiges-amt.de/de/-/2570832</p>
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). The following will be certified: 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. You can make appointments for the following services: Office for Migration of the Ministry of the Interior and Sport: 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 3 documents for 4 to 6 documents from 7 documents (only submission of documents)</p>

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Confirmation of authenticity (apostille or 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 for 1 to 2 documents for 3 to 4 documents from 5 documents (only submission of documents) Hamburg District Court: 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) Hamburg Regional Court: 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

In the appointment procedure: 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 In the procedure by post: Address to: Department of Interior and Sport Office for migration M251 Hammer Street 30-34 22041 Hamburg Necessary information in the cover letter of the postal procedure: 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. More information: 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 value date, your documents will be sent back to you.

Voraussetzungen

You need the confirmation of authenticity for an official

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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

Fees for appointments: 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 Different fees in the postal procedure 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. 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. You can also request confirmation of the authenticity of your documents for use abroad by post. To shorten the processing time, you can send a scan or photo of your documents to the

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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. Please include the following information in your cover letter: country of destination of the document (for example Russia) your address your email address and phone number 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. You will receive confirmations of authenticity for more than 6 documents 3 to 4 working days later. You will be given a separate collection date. If you request confirmation of authenticity by post, you will usually receive your processed documents back 10 working days after they have been received in full by the responsible authority.

Frist

Apply for the certificate of authenticity early. To ensure the validity of the confirmation of authenticity (apostille/legalization), find out from the submitting authority abroad (embassy, authority abroad) how old it may be. The competent authority is not aware of the sovereign provisions of the respective country in this regard.

weiterführende Informationen

<https://www.hamburg.de/politik-und-verwaltung/behoerden/behoerde-fuer-inneres-und-sport/beglaubigung-en-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-text/?cid=41>
<https://www.berlin.de/labo/buergerdienste/zentrale-ei>

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nwohnerangelegenheiten/beglaubigungen/dienstleistu
ngen/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/>
<https://www.hamburg.de/service/info/111090559/>
<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. The pre-certification or apostille is done for the document and is not personal. A non-affected person can also apply for the pre-certification or apostille without a power of attorney. For confirmation of authenticity of federal certificates (such as certificates of good conduct) or federal documents, please contact the Federal Office for Foreign Affairs. Final certifications of pre-certified documents from the Free and Hanseatic City of Hamburg can be obtained from the Federal Office for Foreign Affairs. Final certifications by the Federal Office for Foreign Affairs are only carried out for pre-certified copies/duplicates from the issuing authority. For example, for documents from the University of Hamburg, only copies/duplicates from the University of Hamburg are accepted. The federal state in which the swearing-in took place is responsible for confirming the authenticity of translations by interpreters who have not been sworn in Hamburg. For confirmation of authenticity of certificates or documents issued in other federal states or nations, please contact the issuing country or federal state.

Rechtsbehelf

There is no legal remedy.

Kurztext

Use of German documents abroad: Confirmation of authenticity required (apostille or prior certification).
Appointments possible for the following services:

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Office for Migration of the Ministry of the Interior and Sport: Confirmation of authenticity (apostille or pre-authentication) for certificates and documents issued by Hamburg authorities: 1 to 3 documents 4 to 6 documents from 7 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) Confirmation of authenticity for translations by sworn interpreters in Hamburg: 1 to 2 documents 3 to 4 documents from 5 documents (only submission of the documents possible, separate appointment for collection) Hamburg District Court: 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.) Hamburg Regional Court: 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)