



## Legalization of German documents for use abroad (apostilles/legalizations)

**Due to the existing corona situation, apostilles and foreign pre-certifications can only be applied for by post from now until further notice. As soon as visitor traffic is possible again, you will be informed on this page.**

**Thank you for your understanding!**

### Why do you need an apostille or legalization?

German documents are often only recognised abroad if they are certified for use abroad. This certification takes place as "apostille" or "legalization".

This shall certify the authenticity of the signature, the capacity in which the signatory acted and, where applicable, the authenticity of the seal or stamp affixed to the document.

### Forms of legalization

A number of countries have acceded to the "Hague Convention on the Exemption of Foreign Public Documents from Legalisation" of 05.10.1961. For these countries, it is sufficient that the required document is provided with an apostille by a competent German authority. With this apostille, the German certificate is recognized directly abroad.

Legalization is required for those countries which have not acceded to the said Convention. The document must first be pre-certified by the competent German authority. Final legalization is then carried out by the competent consulate or consular section of the embassy of the State in which the use is envisaged.

For the countries listed below, further certification by the Federal Office of Foreign Affairs in Brandenburg an der Havel is required after prior certification by the competent German authority. Only then will final legalization be carried out by the competent consulate or consular section of the embassy of the State in which the use is envisaged.

- Afghanistan
- Bangladesh
- Burkina Faso
- Iraq
- Iran (except for university certificates)
- Jordan
- Cambodia
- Qatar
- Lebanon (only for school and training certificates)
- United Arab Emirates (except for commercial documents)
- Mali
- Mauritania
- Myanmar
- Nepal
- Rwanda
- Senegal
- Somalia
- Sudan
- Syria
- Togo

### Competence

The Polizeidirektion Braunschweig, Friedrich-Voigtländer-Str. 41, 38104 Braunschweig certifies **all public documents issued in its area of responsibility that are intended for use abroad**. These include:

- ◆ Civil registry certificates (marriage, birth and death certificates),
- ◆ registration, residence and single certificates,
- ◆ School certificates, which, however, must first be pre-certified by the Regionales Landesamt für Schule und Bildung Braunschweig, Kurt-Schumacher-Straße 21, 38102 Braunschweig.

Responsible are:

- Gymnasium (high school/grammar school) and IGS (comprehensive school) certificates: Mrs. Gaulke: Phone: 0531 484-3039, Mr. Groß: Phone: 0531 484-3712, Mrs. Wanzke: Phone: 0531 484-3511
  - Primary school certificates: Mrs. Breustedt, Tel.: 0531/484-3702, Representation Mrs. Mette, Phone: 0531/484-3230
  - Sek-I (lower secondary education, without Gymnasium and IGS) and FöS (schools for children with special needs) certificates: Representation Mrs. Mette, Tel.: 0531/484-3230
  - Vocational school certificates: Mrs. Hensel, Tel.: 0531/484-3606 or -3552
- ◆ University degrees, which, however, must first be pre-certified for abroad by the matriculation office of the respective university,
  - ◆ WHO certificates of the Staatliches Gewerbeaufsichtsamt Braunschweig,
  - ◆ Export certificates of the Niedersächsischen Landesamtes für Verbraucherschutz in Braunschweig,
  - ◆ Certificates of authenticity issued by the financial authorities.

**It is therefore responsible for the following district-free cities and districts:**

Braunschweig, Goslar, Gifhorn, Helmstedt, Peine, Salzgitter, Wolfsburg, Wolfenbüttel

**The following cannot be certified by the Polizeidirektion Braunschweig:**

- Documents not issued in the jurisdiction:  
Please contact
  - the locally competent Polizeidirektion in Lower Saxony
  - the locally competent authority of the federal state concerned  
<https://bfaa.diplo.de/bfaa-de/service/ApostillenundBeglaubigungen>
- Certificates from federal authorities (e.g. certificates of good conduct):  
The Bundesamt für Auswärtige Angelegenheiten, Kirchhofstraße 1 – 2, 14776 Brandenburg an der Havel is responsible for this.  
E-Mail: [fp-apostillen\\_endbeglaubigungen@zentrale.auswaertiges-amt.de](mailto:fp-apostillen_endbeglaubigungen@zentrale.auswaertiges-amt.de)
- Court judgments (e.g. divorce decrees), documents under private law (e.g. powers of attorney, employment contracts) and their translations:  
The respective district or regional court is responsible for this. Private law documents must first be certified by a notary.

The addresses of the embassies and further information can be found at

Auswärtiges Amt (Ministry of Foreign Affairs)

<https://www.auswaertiges-amt.de/de/ReiseUndSicherheit/deutsche-auslandsvertretungen>

At the Polizeidirektion Braunschweig, Mrs. Fendrich, Mrs. Stern and Mrs. Klinzmann are available as **contact persons** under the telephone number 0531-476 1734.

**Please keep in mind that processing is currently only possible in writing.**

**Written procedure:**

Use the PDF form on this page (top right on the PC, bottom on the mobile device) and send your documents to the following address:

Polizeidirektion Braunschweig  
Apostillen  
Friedrich-Voigtländer-Straße 41  
38104 Braunschweig, Germany

**Necessary information in the application is:**

- Your address for the return
- the country for which the certification is to be carried out
- Your e-mail address (for sending the fee invoice\*)
- Your telephone number (to clarify any queries)

\*The fees of **25,00 €** per document plus delivery expenses will be invoiced to you in advance and must be transferred prior to processing. The bank details will be communicated to you. After the fees have been credited to the account of the Polizeidirektion Braunschweig, your documents will be processed.

**If you have any further questions, please do not hesitate to contact us by phone.**