

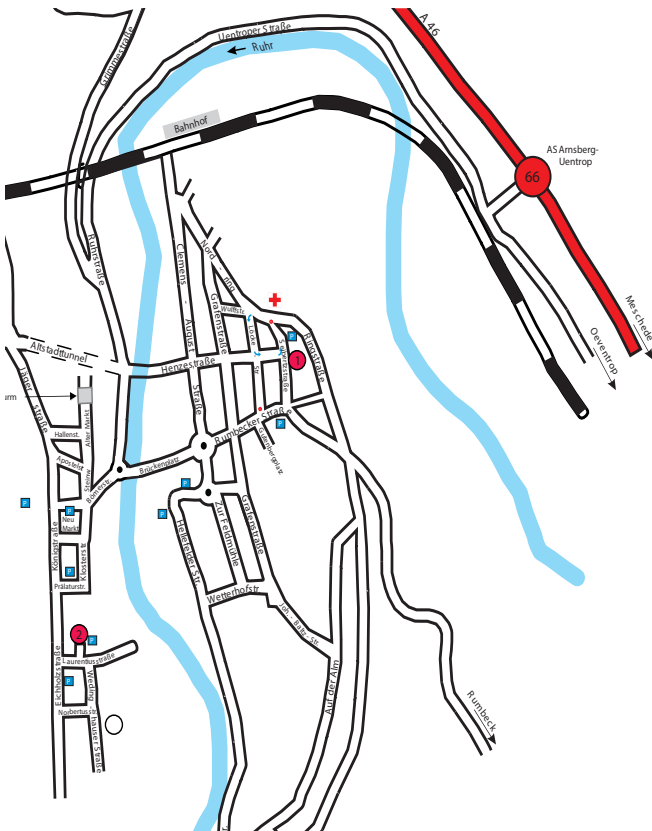


## Directions:

### Arrival by Train:

from the train station Arnsberg (Westf.) you can walk to the District Government Arnsberg in approx. 12 minutes.

- 1 Apostilles and Authentications**  
Dezernat 21  
Seibertzstraße 1, 59821 Arnsberg, GERMANY
- 2 Pre-Authentication of School Certificates**  
Dezernat 48  
Laurentiusstraße 1, 59821 Arnsberg, GERMANY



## Telephone consultation (Mo–Fr 8:30–12:00)

### Apostilles and Authentications

Voice: +49 (0)2931 82-2434  
+49 (0)2931 82-2412 or +49(0)2931 82-2390  
outside office hours: apostillen21@bra.nrw.de

### Pre-Authentication of School Certificates

Voice: +49 (0)2931 82-3238 or +49 (0)2931 82-3337

In the interest of fast processing, we ask you to refrain from status inquiries or confirmations of receipt.

## \*Important Addresses

### Federal Foreign Office (Auswärtiges Amt)

11013 Berlin, GERMANY  
Voice: +49 (0) 3018 17-0  
[www.auswaertiges-amt.de](http://www.auswaertiges-amt.de)

### Federal Office of Foreign Affairs (BfAA)

Referat Apostillen und Forderungsmanagement  
Kirchhofstraße 1–2  
14776 Brandenburg an der Havel  
Voice: +49 (0)30 84730 16500  
[www.bfaa.diplo.de](http://www.bfaa.diplo.de)

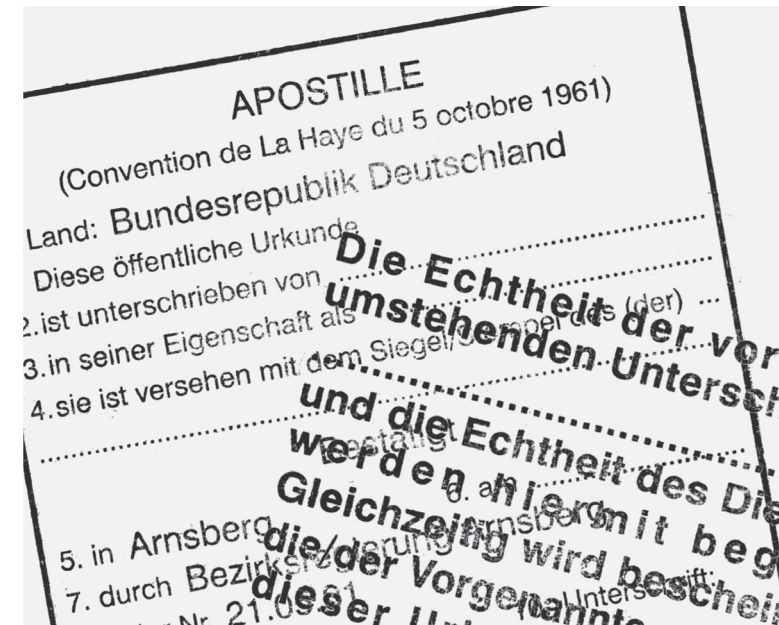
### Local or District Courts (Amts-/Landgericht)

[www.justiz.nrw.de](http://www.justiz.nrw.de)

### Medical Association (Ärztammer Westfalen-Lippe)

Gartenstraße 210-214  
48147 Münster, GERMANY  
Voice: +49 (0)251 929-0  
Fax: +49 (0)251 929-2999  
[www.aekwl.de](http://www.aekwl.de)

last update March 2024



## Directory

Apostilles and Authentications  
for Legalisation Purposes

## Apostilles and Authentications for Legalization Purposes

German public documents are often accepted abroad only if their authenticity and correctness have been verified.

The **District Government Arnsberg** authenticates or apostilles those **public documents** or the like that were issued in the district of the District Government Arnsberg and are intended for the use abroad.

### Authentication

The authenticity and correctness is verified by a certification which is issued on the document. The authenticated document is then legalized by the embassies and consulates of the country in which the document is needed for.

Some diplomatic missions ask for a final certification by the BfAA (Federal Office of Foreign Affairs) before the legalisation. \*)

### Apostille

Furthermore a confirmation of authenticity can be done by the „Hague Apostille.“ An apostille is needed for the countries that have joined the Hague Convention of October 5th, 1961.

Therefore please name the country in which the document shall be presented.

## For which documents does the District Government Arnsberg issue the authentication or the apostille?

(All copies have always to be authenticated by the issuing body before being submitted to the District Government!)

- **Registration Cards, Proof of Residences, Non-Marriage Certificates**  
**Important:** Issue date not older than 3 months!
- **Documents regarding the Civil Status**  
(e. g. marriage certificates, birth certificates)  
**Important:** Issue date not older than 6 months!

- **Medical Certificates**  
**Important:** A pre-authentication by the Ärztekammer Westfalen-Lippe (Medical Association Westfalen-Lippe) is needed for all documents that are issued in the district of the District Government Arnsberg.
- **Academic documents**  
(e. g. diploma certificates, semester registrations)  
**Important:** A pre-authentication by the International Office of the respective university is needed!
- **School Certificates**  
**Important:** Copies of the original school certificates have to be legalized by the issuing body. The legalized copy then has to be pre-authenticated by the Dezernat 48 (Department 48) of the District Government Arnsberg!
- **Certificates of the Veterinärämter**  
(Veterinary Offices)
- **Statements of Tax Offices**  
(e. g. certificates of registration)

## For which documents do other authorities\* issue the authentication or the apostille?

- **Certificates of Good Conduct (Extract of the Central Registry):** BfAA (Federal Office of Foreign Affairs)
- **documents of Federal Offices:** BfAA (Federal Office of Foreign Affairs)
- **Legal documents (e. g. divorce decree):**  
Local or District Court
- **Private documents, e. g. power of attorney**  
(Those documents have to be pre-legalized by a notary's office): District Court
- **Translations** (of state-approved translators):  
Local or District Court

A list of countries or missions for which final authentication by the BfAA (Federal Office of Foreign Affairs) is required can be found online at: [www.auswaertiges-amt.de/de/urkunden/2007718](http://www.auswaertiges-amt.de/de/urkunden/2007718)



## How do you get an authentication or an apostille?

Please send us your documents with a written request. When sending large envelopes, please use at least DIN A4 size.

You can also download the form on [www.bra.nrw.de/-806](http://www.bra.nrw.de/-806).



**It is absolutely necessary to name the receiving country as well as your address.**

Processing time: about 14 days.

Mailing Address:

**Bezirksregierung Arnsberg**  
Dezernat 21 – Apostille/Authentication  
59817 Arnsberg, GERMANY

## How much does an authentication or apostille cost?

Fees are charged for issuing an authentication / apostille. They will be between €20 and €65 from January 1<sup>st</sup>, 2024.

By way of mail the fees are charged cash on delivery.

Further information (in German) is available on our website: [www.bra.nrw.de/-806](http://www.bra.nrw.de/-806) or by email: [apostillen21@bra.nrw.de](mailto:apostillen21@bra.nrw.de)

Delivery can only be made to an address in Germany.

\* Please find the addresses on the flip side of the directory