



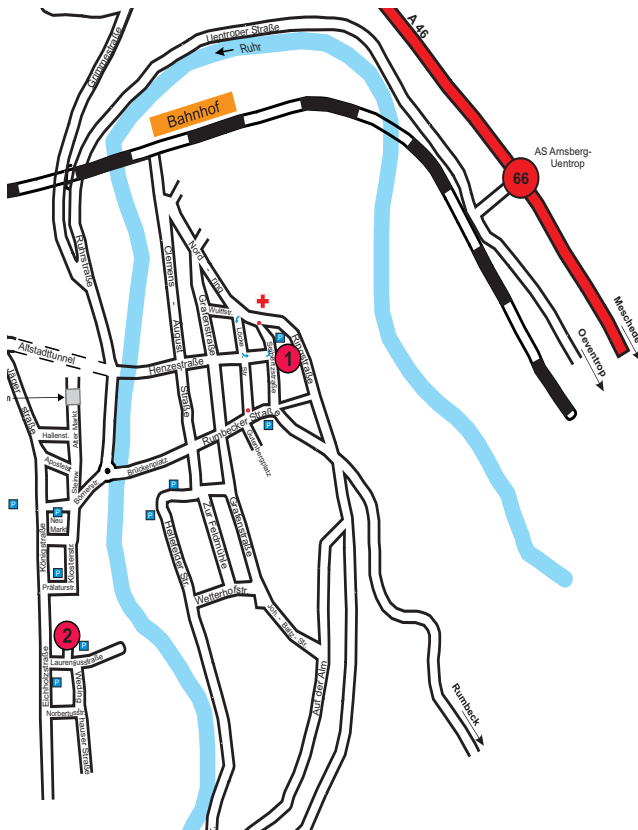
Directions:

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**
Seibertzstraße 1, 59821 Arnsberg, GERMANY
Dezernat 21

2 **Pre-Authentication of School Certificates**
Laurentiusstraße 1, 59821 Arnsberg, GERMANY
Dezernat 48



Contact People at the District Government Arnsberg

Apostilles and Authentications

Ms Mizia: +49 (0)2931 82-2434
Ms Babilon: +49 (0)2931 82-2412
Ms Galler-Reker: +49(0)2931 82-2390

Pre-Authentication of School Certificates

Mr Hoffmann: +49 (0)2931 82-3238
Mr Purath: +49 (0)2931 82-3210
Mr Topf: +49 (0)2931 82-3337

*Important Addresses

Federal Foreign Office (Auswärtiges Amt)
11013 Berlin, GERMANY
+49 (0) 3018 17-0
www.auswaertiges-amt.de

**Visitor's Address Federal Administration Office
(Bundesverwaltungsamt)**
Eupener Straße 125 • 50933 Köln, GERMANY
Voice: +49 (0)228 99358-4100
Fax: +49 (0)228 99358-2823
www.bva.bund.de

Mailing Address Federal Administration Office
Bundesverwaltungsamt
Referat ZMV III 4 Beglaubigungen
50728 Köln, GERMANY

Local or District Courts (Amts-/Landgericht)
www.justiz.nrw.de

**Medical Association
(Ärztekammer Westfalen-Lippe)**
Gartenstraße 210-214 • 48147 Münster, GERMANY
Voice: +49 (0)251 929-0
Fax: +49 (0)251 929-2999
www.aekwl.de



Directory

Apostilles and Authentications for
Legalisation Purposes

Apostilles and Authentications for Legalisation 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 legalised 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 Bundesverwaltungsamt (Federal Administration Office) 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 5th October, 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 has then 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): Bundesverwaltungsamt (Federal Administration Office) Köln
- **Documents of Federal Offices:** Bundesverwaltungsamt (Federal Administration Office) Köln
- **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 Federal Office of Administration (BVA) is required, can be found online at:

www.bva.bund.de -> Apostilles and authentication -> General information on authentication

How do you get an authentication or an apostille?

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

It is absolutely necessary that you name the receiving country as well as your address.

Processing time: about 10 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 1st, 2022.

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

or by email:
apostillen21@bra.nrw.de

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