



Costs/Contact us

Postal address

Bezirksregierung Münster | Dezernat 21
Ulrike Göcke/Angelika Mapapa | D-48128 Münster

Or drop in and use the same-day service

Visitor address

Bezirksregierung Münster | Domplatz 1 – 3 |
48143 Münster

Business hours

Monday, Wednesday, Thursday 8h30 – 11h30
and 13h30 – 15h00

Tuesday and Friday closed

The fee for an Apostille is normally between 30 and 70 euros. If you lodge your document over the counter, you will be asked to pay in cash, whilst bank transfer is the accepted method of payment if you opt to post your document. When shipping abroad, a surcharge of 10 euros will be charged for the postage abroad.

Visit http://www.bezreg-muenster.de/de/wir_ueber_uns/regierungsbezirk/index.html for a map of the area covered by the Government Office for the Münster Region

Contact details:

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How to find us

By train:

12-minute walk from Münster Central Station (HBF)

By bus:

The nearest bus stop, Domplatz, is served by Routes 1, 2, 4, 9, 10, 11, 12, 13, 14 and 22

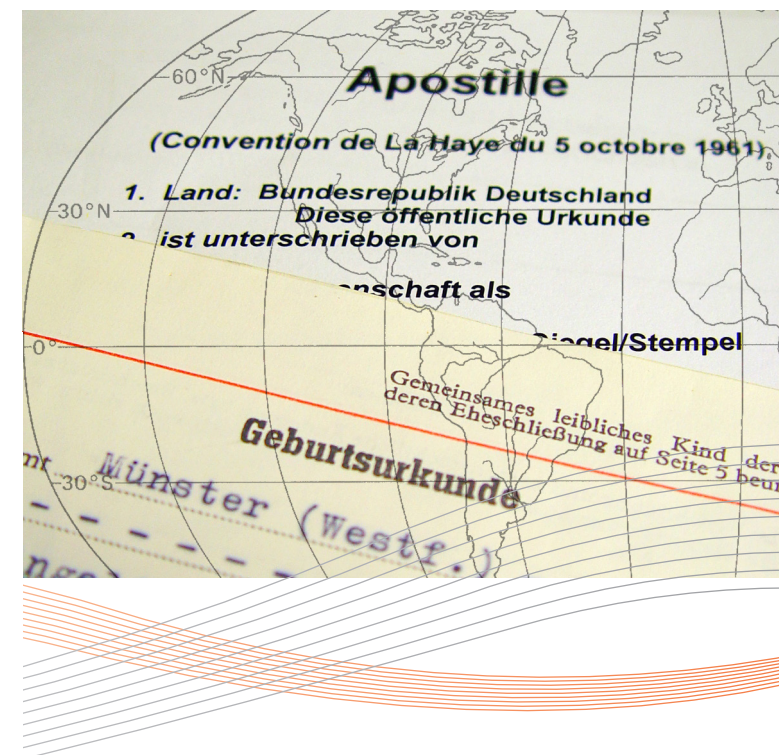
By car:

Parking options in nearby public car parks or garages



_for the Region

Apostilles and authentications for the legalisation of documents



Apostilles and authentications for the legalisation of documents

Documents issued by a German government agency – Federal, State or Local – are sometimes recognised abroad only after they have been verified as genuine in an internationally recognised procedure.

In one such procedure, the document is authenticated by affixing a stamp on it. The authenticated document is then legalised at a diplomatic or consular post of the country where it is intended to be used. Some countries require that the document first be 'super-legalised' by the Federal Office of Administration (Bundesverwaltungsamt – BVA) in Cologne.

Another procedure is the Apostille process under the Hague Convention. Apostille certificates are issued for use in countries that are party to the Hague Convention of 5 October 1961. In this procedure, the Apostille is placed on the document. The Convention's web site, www.hcch.net, contains a list of signature countries.

The Government Office for the Münster Region authenticates/apostilles public documents issued in its jurisdiction and intended for use abroad.

Info

Further Information

– **Federal Foreign Office**
www.auswaertiges-amt.de

– **Federal Office of Justice**
www.bundesjustizamt.de

– **The Federal Office of Administration (BVA)**
www.bva.bund.de

– **Hague Convention**
www.hcch.net

– **District/Regional Court**
www.justiz.nrw.de

– **University of Muenster**
[www.uni-muenster.de/
Studierendensekretariat](http://www.uni-muenster.de/Studierendensekretariat)

– **General Medical Council for Westphalia-Lippe**
www.aekwl.de

Documents authenticated by the Government Office in Münster include

- **Proof of Residence, Single Status Certificates** (Please note that the document must be issued within last three months)
- **Documents regarding the Civil Status** (e.g. marriage certificates, birth certificates; Document preferably issued within last six month)
- **Medical certificates** (Important: documents must be pre-authenticated by the General Medical Council (Ärztekammer) for Westphalia-Lippe)
- **Academic documents** (Please note that graduate certificate, end-of-term certificates or enrolment slips must be pre-authenticated by an authorised officer of the student centre at Münster University "Studierendensekretariat")
- **School reports** (Only in written procedure. Important: copies need to be certified beforehand by the issuing institution)
- **Veterinary certificates**
- **Certificates issued by Inland Revenue/Tax Offices** (e.g. certificate of domicile)

The following types of documents are handled by other agencies or institutions:

- **Cartificate of conduct** (Extract from the Federal Registry; handled by the Federal Office of Administration (BVA) in Cologne, authentications handled by the Federal Office of Justice)
- **Documents issued by Federal government agencies**, handled by the Federal Office of Administration (BVA)
- **Court-issued documents**, such as divorce orders handled by Local Courts (Amtsgericht) or Regional Courts (Landgericht)
- **Private documents**, such as Powers of Attorney, need to be notarised beforehand (proper authority: Regional Court)
- **Language translations** are carried out by court-accredited translators (proper authority: Regional Court)

The diplomatic/consular missions of the countries listed below require legalisation to be preceded by a final authentication, or 'super legalisation' by the **Federal Office of Administration (BVA) in Cologne:** Afghanistan | Bangladesh | People's Republic of China | Republic of Iraq | Islamic Republic of Iran (with the exception of higher education certificates) | Hashemite Kingdom of Jordan | Kingdom of Cambodia | Lebanese Republic (education and training certificates only) | Republic of Mali | Mauritania | Republic of the Union of Myanmar (Burma) | Federal Democratic Republic of Nepal | State of Qatar | Republic of Rwanda | Kingdom of Saudi Arabia | Senegal | Somali Republic | Republic of the Sudan | Syrian Arab Republic | Taiwan (documents issued by Federal Office of Justice) | Togolese Republic | United Arab Emirates (except for commercial documents)

Process

Please send us your documents along with a written request. No specific format is required for this. Always state the country where the document will be used, and remember to give your address. In most cases, the processing turnaround time for documents in written procedure is between 7 and 14 days. It is better to put in your request early, given that the endorsement procedure may take a little longer. You can download the order form our website, www.brms.nrw.de/go/apostillen.

What if a document needs to be super-legalised?

Documents that require final authentication by the Federal Office of Administration (BVA) should be sent to us, along with an extra application directed to the "Bundesverwaltungsamt". Following pre-authentication here at the Government Office, the documents will then be forwarded to Cologne for further legalisation. The requisite order form can also be obtained from our website.