

# Are you planning to...

- get married abroad?
- work abroad?
- adopt a child abroad?
- provide proof of your marriage or the birth of your child in Germany to authorities in your home country?
- take your pet with you abroad?
- employ staff at one of your branches abroad?

The foreign authorities will then require you to present the relevant public documents which must be legalized in advance for use abroad (international legal transactions).

We issue certifications or apostilles for documents issued by the following authorities located [in the Stuttgart administrative district](#) (list non-exhaustive):

Municipal and city administrations, district administrative offices, tax offices, chambers of industry and commerce, chambers of skilled crafts and Jobcenters.

Documents issued by other authorities within the administrative district of Stuttgart: Please contact us in advance.

## PLEASE DO NOT SEND US:

- Documents issued by the judiciary. These fall within the responsibility of a Regional Court. (Please refer to the [court districts](#)).
- Documents issued by notaries. Please contact your notary to find out which Regional Court is responsible (Please refer to the [court districts](#)).
- Medical certificates, and licenses to practice. The responsible authority is [Referat 95](#) of the Regierungspräsidium Stuttgart.
- Certificates of good conduct. The responsible authority is the [Federal Office for Foreign Affairs](#).
- School certificates. The responsible authority is the [Ministry of Culture, Youth and Sport](#).
- Higher education certificates. The responsible authority is the [Ministry of Science, Research and the Arts](#).

## Please note

- Applications are processed **exclusively by mail**. No in-person appointments are available:  
Regierungspräsidium Stuttgart  
Referat 24  
Ruppmannstraße 21  
70565 Stuttgart  
(we recommend submission by registered mail via Deutsche Post, no acknowledgement of receipt will be issued)
- Have you sent us your application by registered mail via Deutsche Post? In that case, you can enter the tracking number on the following website: [Deutsche Post - Tracking of letters and parcels](#). This way, you can verify when your application was delivered.
- All documents sent to us will be authenticated and invoiced. It is not possible to withdraw the application retrospectively.
- In **which city** was your **original document issued**? Is the city located in the administrative district of [Stuttgart](#), [Karlsruhe](#), [Freiburg](#) or [Tübingen](#)? You must send your documents and direct your questions to the responsible Regierungspräsidium.
- Please complete the [application form \(.pdf\)](#) in full. **Be sure to indicate the country of destination**. Otherwise, your application cannot be processed.
- Please verify with the relevant embassy or consulate in advance to ascertain exactly which documents you will require abroad.
- Please submit your **original documents**. Copies will only be accepted in exceptional cases (see the “Copies” section below).
- Original documents and copies must bear an original signature and the official seal of the issuing authority.
- Documents should not be older than 6 months. Many foreign authorities refuse to accept documents that exceed this timeframe. We will therefore return your documents without processing if you have not confirmed on the application form that you are aware of and accept this risk.
- You will receive the fee notification (invoice) together with the authenticated documents. The fee is € 25.00 per certificate and € 50.00 per certificate for companies.

## Copies

Apostilles/certifications are printed on or inseparably attached to the original document. Copies may only be used if the aforementioned procedure is not physically possible. In such cases, the

apostille/certification will be printed on the copy. The issuing authority must provide an original signature and an official seal certifying that the copy is a true and accurate reproduction of the original.

Examples: passport, severely disabled person's ID card, hunting license.

## **Translations**

First, the apostille/certification must be issued. Following this, you may commission the required translation for your destination country. Documents that have already been translated cannot be certified.

## **Do you have any further questions?**

Please contact us preferably by e-mail: [beglaubigungen-ausland@rps.bwl.de](mailto:beglaubigungen-ausland@rps.bwl.de)  
or by telephone during our telephone consultation hours,  
Monday to Friday 9:30 a.m. to 11:00 a.m.  
Phone number: 0711 904-12419

**Consultations are offered in German only.**

## **Certification of medical documents and licenses to practice**

Contact: [Send e-mail](#)

Please follow this link for more information: [Referat 95 - Regierungspräsidium Stuttgart](#)

## **Questions about the recognition of foreign certificates?**

Contact: [Send e-mail](#)

Please contact the Certificate Recognition Office at the following link: [Certificate recognition office - Regierungspräsidium Stuttgart](#)

## **Questions about the recognition of foreign certificates in health professions?**

Contact: [Send e-mail](#)

Please contact the Certificate Recognition Office at the following link: [Referat 98 - Regierungspräsidium Stuttgart](#)