

Legal certifications

Every public body with an official seal can issue official certifications. This includes e.g., authorities (citizens' offices, district and municipal administrations, city councils), churches organized under public law, notaries, schools and universities that have issued certificates may also certify them.

Certifications from the following bodies (even if they have a seal) are not recognized: lawyers, associations, auditors, accountants.

The official certification must contain at least (see the example below):

- An endorsement certifying that the copy/transcript is the same as the original (attestation clause),
- the signature of the certifier, and
- an imprint of the official seal. An official seal usually features an emblem. A simple rubber stamp is not sufficient.

If the copy/transcript consists of several individual sheets, it must be certified that each page originates from the same document. If all document pages are placed one on top of each other (e.g., like scales) and stapled together and sealed in such a way that each page bears a part of the official seal (see the example in the upper left part of the sample document), it is sufficient that only one page is endorsed with the attestation clause and signature.

If the certification does not meet the listed requirements, the document will not be recognized.

