



Costs/Contact us

Postal address

Bezirksregierung Münster | Dezernat 21 |
D-48128 Münster

Visitor address

Bezirksregierung Münster | Joseph-König-Str. 3 |
48143 Münster

Business hours

Monday, Wednesday 10:00 am – 11:30 am
and 1:00 pm – 3:00 pm

Only by prior appointment!

Hotline

Monday to Wednesday, Friday 8.30 am – 10.00 am
Thursday 13.30 pm – 15.00 pm

Hotline: 0251 411-3103

E-Mail: apostillen@brms.nrw.de

In the interest of rapid processing, we kindly ask you to refrain from sending us status enquiries or confirmations of receipt!

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

How to find us

By train:

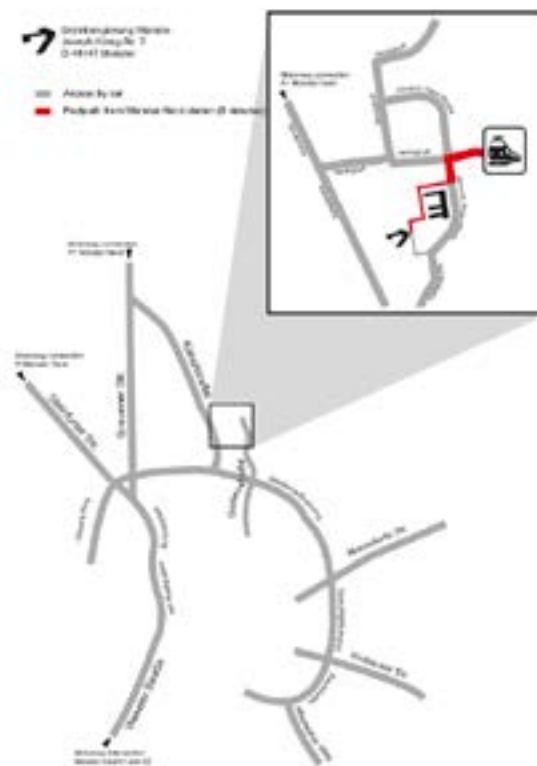
From Münster central station you can reach us in approx. 30 minutes by foot.
Alternatively, take the train to Münster Zentrum Nord.

By bus:

Line 17 to Bezirksregierung 2.

By car:

Parking is available on the street.



Publisher: Bezirksregierung Münster, 48128 Münster,
Tel.: 0251 411-0, Fax: 0251 411-2525, Internet: www.brms.nrw.de,
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_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 Foreign Affairs (BfAA).

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 5th 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 Foreign Affairs (BfAA)**
www.bfaa.diplo.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 Foreign Affairs (BfAA) in Brandenburg, authentications handled by the Federal Office of Justice)
- **Documents issued by Federal government agencies**, handled by the Federal Office of Foreign Affairs (BfAA)
- **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 Foreign Affairs (BfAA) in Brandenburg**: Afghanistan | Bangladesh | 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 | 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 1 and 3 weeks. It is better to hand 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 Foreign Affairs (BfAA) should be sent to us, along with an extra application directed to the "Bundesamt für Auswärtige Angelegenheiten". Following pre-authentication here at the Government Office, the documents will then be forwarded to Brandenburg for further legalisation. The requisite order form can also be obtained from our website.