

## Authentication of copies/transcripts

The certification confirms that the content of the copy is identical to the original document. The certification does not certify the authenticity or validity of the original.

This service is offered exclusively on a municipal basis. Your request can therefore only be processed if you have your main place of residence in Bremen.

As of now, you do not need an appointment for this request at the BürgerServiceCenters Mitte, Nord and Stresemannstrasse. You can do this at the express counter. Please note the different opening hours of the express counters in the various BürgerServiceCenters.

### Competent Department

- [Bürgeramt](#)
- [BürgerServiceCenter-Mitte](#)
- [BürgerServiceCenter-Nord](#)
- [BürgerServiceCenter-Stresemannstraße](#)

### Basic information

The Bürgeramt certifies copies if

- the original was issued by a German authority or
- the copy is required for presentation to a German authority.

The original must be presented for this purpose.

The following may not be certified

- Transcripts from official registers
- Wills
- Documents concerning inheritance and real estate matters
- Court decisions
- Excerpts from the association and commercial registers
- affidavits
- General powers of attorney
- Documents concerning private law or required for private use

If you wish to have copies of the above documents notarized, please contact a notary public.

Copies of documents from the registry office (birth, marriage, death certificates, etc.) may also not be certified by the Bürgeramt. Please contact the registry office that issued the

certificate.

#### Notes

There are schools that certify certificates issued there free of charge or at a lower cost.

However, this should be requested directly from the school secretary's office.

Coin-operated copiers are available at the BürgerServiceCenters for making copies.

### What documents do I need?

- Original
- identity card/passport

If a German identity card/passport is to be authenticated, a written proof of what this authentication is required for must be brought along.

## Procedure

### Legal bases

- [§ 33 Bremisches Verwaltungsverfahrensgesetz \(BremVwVfG\)](#)
- [§ 34 Bremisches Verwaltungsverfahrensgesetz \(BremVwVfG\)](#)

### More information

#### Notarizations of foreign documents

Certification of foreign documents is only carried out for presentation to a German authority. The authority must be able to be named by the applicant, as it is to be included in the certification stamp.

Notarizations are possible upon presentation of

- a foreign document with translation (prepared by an officially sworn interpreter in Germany)
- a foreign document in Latin script without translation
- a German translation of a foreign document in the original

Foreign documents in characters other than Latin (e.g. Russian, Chinese, etc.) without translation cannot be certified.

### What are the costs?

2,10 EUR per page