

Notarization of other documents

The certification confirms that the content of the copy is identical to the original document. However, 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 certification of other documents is subject to purpose. In case of doubt, it will be checked whether certification is allowed according to the relevant regulations.

The following documents may be certified for the purpose of applying for a training or study place:

- Proof of civil or military service
- Diplomas from universities, colleges, etc.
- KV, ZV, medical associations
- Computer printouts issued in original by a public authority

The following documents may be certified for presentation to German offices or authorities:

- Diplomas from universities, colleges, etc.
- Doctoral certificates in German language
- Naturalization certificates
- Name changes by registry offices (is not a certificate of civil status)

What documents do I need?

- Presentation of the original document
 - The original must be written in German.

- Copies, if applicable
 - Copies brought in must reproduce the entire original document
 - A multi-page document must not be copied on both sides

Procedure

Legal bases

- [§ 33 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