

Authentication of documents for pension matters

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.

From 21.02.2024, you will not need an appointment for this request at the BürgerServiceCenter Mitte and BürgerServiceCenter-Nord. You can process this request without an appointment during the opening hours of the express counters (please note the different opening hours at BSC-Mitte and BSC-Nord).

Important: You still need an appointment for this request at the BürgerServiceCenter Stresemannstraße

Competent Department

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

Basic information

Certifications may be made for the following state pension insurance institutions:

- Pension insurance institutions
- pension funds
- Maritime funds
- miners' guilds

What documents do I need?

- Identity card or passport
- Letter from the requesting authority
- 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 \(Brem. VwVfG\)](#)

More information

- Copies of original documents may be brought along
- The documents can also be submitted directly to the German Pension Insurance Company.
- Certifications for private pension insurance companies are not free of charge.
- Certifications for private pension insurance companies are only possible under special conditions.

For further information, please call (0421) 361-88664.

What are the costs?

free of charge