Handout on official notarization

Universität Trier

Please read this handout carefully and make sure that your notarized copy meets the formal criteria described here. If your copy does not comply with our requirements, we cannot accept it.

1. What does an official notarization look like?

We only accept notarized copies with an official seal and authentic signature. Copies or scans of an officially notarized document cannot be accepted.
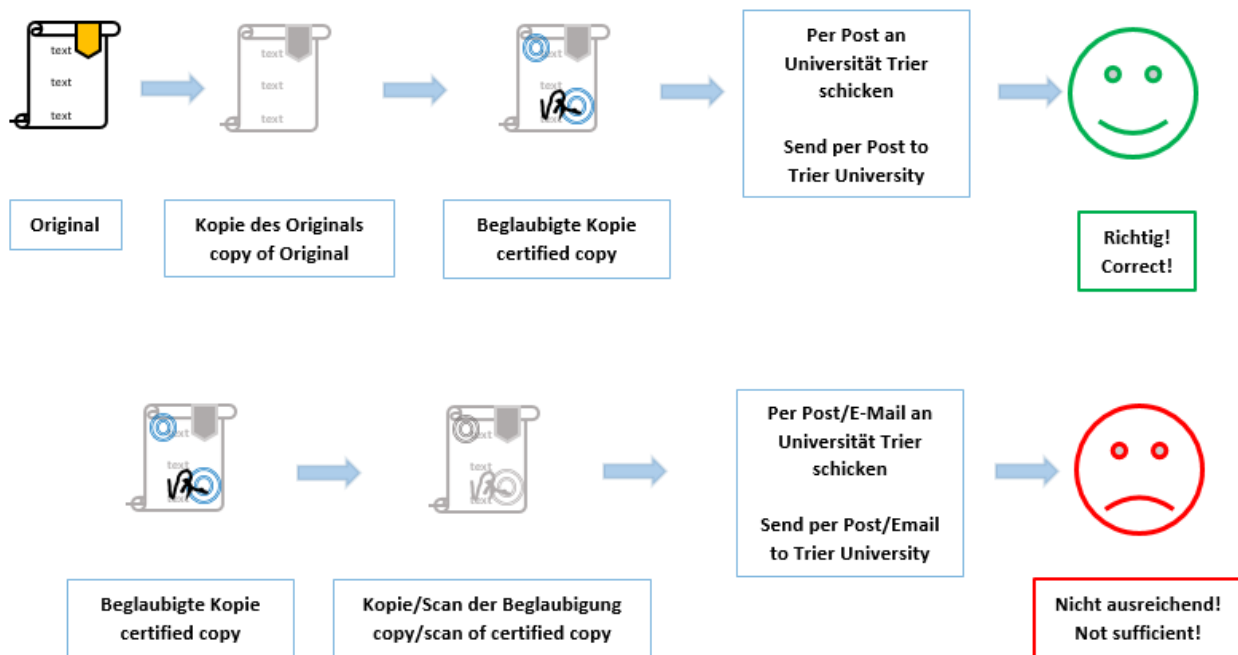

Figure 1: Notarized copy – correct and incorrect

2. Who has authorization to issue official notarization?

Trier University only accepts notarizations issued by

- authorities (in Germany "Bürgeramt / Gemeindeverwaltung") and notaries authorized to provide official notarization in the respective country
- authorized schools and institutions of higher education, as well as the relevant ministries of the respective home country
- the diplomatic body of the Federal Republic of Germany (German embassies)
- the cultural departments of the respective country's embassy from which the certificate originates

## 3. How to notarize non-German documents

Official notarization of non-German documents:

If you are already in Germany, please contact the **embassy or consulate of your home country** to have your documents notarized. Please ensure that your notarized copy complies with the stipulations according to point 4.

Translation of documents that are not in English or German:

Documents in English do not need to be translated. Documents **not** issued in **German or English** must be translated and notarized by a **sworn translator**. Please submit a notarized copy of both the original document **and** the translated document for your application.

4. Which features must an official notarization have?
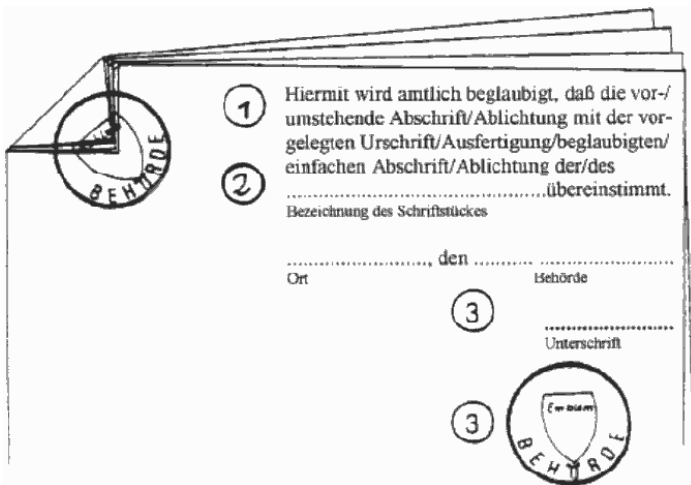
Credits:

https://commons.wikimedia.org/wiki/File:Begl aubigte_Kopie.png

Originator/Rights/License:

https://creativecommons.org/licenses/by-sa/2.0/de/deed.de

Figure 2: Characteristics of a correctly notarized copy

We only accept notarized copies that contain **all** of the following characteristics (see figure 2):

1. **Statement of authenticity** indicating that the copy corresponds to the original.

2. **Original signature** of the person (for example the notary) confirming the statement of notarization.

3. **Official seal**, usually **round or oval**, containing an **emblem** (e.g. official crest) and the **name of the authority**. A notary without an official seal **is not qualified** to notarize your documents!

Multi-page documents:

If the copy consists of **more than one page**, evidence is required that all pages belong to the same document. The following forms of notarization are possible:

1. It is sufficient for one page to carry the statement of authenticity and signature, provided that all pages are arranged and affixed so that they overlap and **each** shows part of the official seal (see figure 2).

<div align="center">

or

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2. You may have each page notarized separately. In this case, your name must appear on each page of the original. If this is not the case, both your name and a reference to the type of certification (e.g. university entrance qualification) must appear in the statement of authenticity on each sheet, clearly indicating that the pages belong together to constitute a single document. In no case may you add any missing information yourself!

If there are relevant **copies on both the front and back** of the sheet, the following forms of notarization are possible:

1. The statement of authenticity must refer to the front and back ("This is to certify that this page and its reverse side correspond to the original.").

<div align="center">

or

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2. both the front and reserve sides of the sheet must be notarized separately.