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Public documents

Romania



Romania

Article 24(1)(a) - languages accepted by the Member State for the public documents to be presented to its authorities pursuant to point (a) of Article 6(1)

Romanian

Article 24(1)(b) – an indicative list of public documents falling within the scope of this Regulation

The public documents falling within the scope of the Regulation include: birth certificates, marriage certificates, death certificates, domicile certificates registered in the National Register of Persons (RNEP), criminal record certificates (or attestations with the legal value of a criminal record certificate, obtained from diplomatic missions or consular posts), certificates establishing a person being alive, citizenship certificates, court decisions concerning civil status matters (divorce, adoption etc.), divorce certificates.

Article 24(1)(c) – the list of public documents to which multilingual standard forms may be attached as a suitable translation aid

The public documents to which multilingual standard forms may be attached as a suitable translation aid are: birth certificates, to which the multilingual standard form from Annex I is attached; life certificates, to which the multilingual standard form from Annex II is attached; death certificates, to which the multilingual standard form from Annex III is attached; marriage certificates, to which the multilingual standard form from Annex IV is attached; domicile certificates registered in the RNEP, to which the multilingual standard form from Annex X is attached; and criminal record certificates, to which the multilingual standard form from Annex XI is attached.

Article 24(1)(d) – the lists of persons qualified, in accordance with national law, to carry out certified translations, where such lists exist

An up-to-date list of authorised interpreters and translators is available on the website of the Ministry of Justice [here](#).

Article 24(1)(e) – an indicative list of types of authorities empowered by national law to make certified copies

The following types of authorities are empowered by national law to make certified copies: notaries public, Chambers of Notaries Public (chambers may issue copies of notarial acts drawn up by notaries public who work/worked within their territorial jurisdiction, whose archives have been taken over by the respective chambers in accordance with the law), Romania’s consular posts and diplomatic missions abroad, secretaries of local councils in municipalities and cities where there are no public notary offices.

Article 24(1)(f) – information relating to the means by which certified translations and certified copies can be identified

I. Certified copies (under Romanian law, ‘*copii legalizate*’) are identified by means of the following elements, included in the copy’s certification:

- number and date of preparation;
- first and last name of the person entitled to make certified (true) copies and, where applicable, of the office/body/authority which drew up the copy.

II. Certified translations are identified by means of the following elements:

II.A. where the translation was done by an authorised interpreter and translator whose signature has been certified by a notary public:

- at the end of the translation, the authorised interpreter and translator inserts the following translation certification clause: *'I, the undersigned, ... (first and last name as they appear in the authorisation), foreign language interpreter and translator authorised on the basis of Authorisation No ... of ..., issued by the Romanian Ministry of Justice, confirm the accuracy of the translation from ... into ..., that the submitted text has been translated in full, without omissions, and that the translation did not distort the content or meaning of the document. The document requested for translation in full / in extract form has a total of ... pages, is named / entitled ..., was issued by ... and was submitted to me in full / in extract form. The translation of the document has a total of ... pages and was carried out in accordance with the written request filed under No .../DD.MM.YYYY, and shall be kept in my archive. I received a fee of RON ... against receipt/tax receipt/payment order No ... /DD.MM.YYYY. AUTHORISED INTERPRETER AND TRANSLATOR ... (signature and stamp).'*

A copy of the translated document is attached to the translation. The stamp and signature of the certified interpreter and translator are applied to the margins adjoining the joints between the pages, so that the stamp is applied to all the pages of the document, which are numbered, stapled, sewn or bound together.

- This is followed by the certification of the certified interpreter's /translator's signature, drawn up by a notary public, diplomatic mission or consular post, attesting that the essential conditions have been fulfilled, the date (year, month, day), name and surname of the certified interpreter and translator, personal appearance of the certified interpreter and translator / submission of the specimen signature at the notary office, classification of the document presented for translation in accordance with the law, and confirmation of the translator's signature on the translation; followed by the signature and stamp of the notary public; the stamp of the notary public is applied to the adjoining margins of adjoining pages, so that it is applied to all pages of the document.

Note: If the document is being translated from Romanian into a foreign language or from a foreign language into another foreign language, then both the certification of the translation and the certification of the translator's signature by the notary public are drafted also in the foreign language of the translation.

II.B. where the translation was done by a notary public (if the foreign language is their native language or if they have been certified as an interpreter or translator by the Ministry of Justice):

- number and date of the certification of the translation, name and surname of the notary public who carried out the translation, their native language or, where appropriate, the number of the certification of the certified interpreter and translator issued by the Ministry of Justice.

Other identifying elements and features of *translations carried out by notaries public*:

- A copy of the translated document is attached to the translation. The stamp of the notary public is applied to the margins adjoining the joints between the pages, so that the stamp is applied to all the pages of the document, which are numbered, stapled, sewn or bound together;
- At the end of the translation, the certification of the translation (expressly regulated by law in line with the Annex below) is inserted. This certifies the accuracy of the translation, the fact that the text for translation has been translated in full, without omissions, and that the translation did not distort the content or meaning of the text; The certification also includes references to: native language or, if appropriate, number and date of issue of the translator and interpreter certification, language of certification, classification of the document presented for translation in accordance with the law, etc.;
- followed by the signature and stamp of the notary public.

Article 24(1)(g) – information about the specific features of certified copies

- Certified copies may be made of an original document or, where appropriate, its duplicate (in cases where the law provides that parties to a notarial act are issued with duplicates of the documents instead of originals);
- A certified copy may be made of the whole document or, where appropriate, specific parts of it. In the latter case, the word 'EXTRACT' is placed on the copy above the reproduction of the content of the document, and a corresponding reference is made in the certification of the copy;
- The content of the certification of a copy is regulated by law and includes: a) an attestation that the copy conforms to the document presented; b) the status of the document; c) the signature of the secretary who performed the collation; d) the name of the document as seen in the document, or, if not present, a name corresponding to the legal relationship established by the document;
- On the photocopy of the document, directly below the text, a stamp with the following text is applied: 'turn over for the certification' or, if appropriate, 'see below for the certification';
- The certification is inserted, depending on the case, on the reverse of the document being certified (if it is a single page document), or below the document (if the text of the document continues on the reverse page or over multiple pages);
- Documents comprising multiple pages are sewn or bound together. In this case, as in the case where the certification is added as a supplement, the stamp of the notary public is applied between the pages of the document or partially onto a page of the document and partially onto the supplement);
- certified copies issued from notarial archives are valid for six months (the certification refers to the origin of the document: notarial archive or, where appropriate, provided by the parties); certified copies of documents provided by the parties do not have a time limit on their validity;
- the certification bears the signature of the notary public or a secretary of the notarial office who collated the copy with the original, or, where appropriate, the consul;
- the certified copy bears the stamp of the notary public or, where appropriate, the consul, as well as an embossing.

■ Last update: 31/07/2024

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