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## Public documents

National information and online forms concerning Regulation No. 2016/1191

In July 2016, the European Union adopted a [Regulation](#) simplifying the circulation of certain public documents between EU countries. The Regulation aims at reducing red tape and costs for citizens when they need to present a public document issued by the authorities of an EU country to the authorities of another EU country. Under the Regulation, public documents (for example, a birth certificate or a marriage notarial document) issued in an EU country must be accepted as authentic in another EU country without the need for such documents to bear an authentication stamp (the apostille). The public documents covered by the Regulation are, in particular, civil status (for example, birth, death, marriage, registered partnership, adoption), but also residence and the absence of a criminal record.

The Regulation also abolishes the obligation to, in all cases, provide certified copies and certified translations of public documents issued in another EU country. The Regulation introduces optional multilingual, standard forms that can be attached to the public documents to avoid translation requirements. The Regulation does not govern the recognition in a EU country of the content or effects of a public document issued in another EU country. The recognition of such content or effects depends on the law of the receiving country. The Regulation is applicable from 16 February 2019.

### Related pages:

#### Public documents

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#### Public documents - Belgium

##### 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)

The use of languages by local services is governed by Belgium's language-related legislation for administrative matters (Law of 2 August 1963 on the use of languages for administrative matters and the Royal Decree of 18 July 1966 coordinating laws on the use of languages for administrative matters).

This legislation determines which language(s) citizens may use when submitting documents to an authority.

Belgium has four linguistic regions: the Dutch-speaking region, the French-speaking region, the German-speaking region, and the Brussels Capital region (Article 2 of the Law on the use of languages for administrative matters). In each linguistic region, the local authorities will only accept documents submitted in the language of that region.

##### Dutch-speaking region:

The municipalities in the provinces of Antwerp, Limburg, East Flanders, West Flanders and Flemish Brabant:

where documents should be submitted in **Dutch**

With the exception of: the municipalities of Sint-Genesius-Rode, Wezembeek-Oppem, Drogenbos, Kraainem, Linkebeek, Wemmel, Bever, Herstappe, Spiere-Helkijn, Voeren, Mesen and Ronse:

where documents should be submitted in **Dutch, but may be submitted in French.**

##### French-speaking region:

The municipalities in the provinces of Hainaut, Luxembourg, Namur, Liège (with the exception of the German-speaking area) and Walloon Brabant:

where documents should be submitted in **French.**

With the exception of: the municipalities of Soignies, Enghien, Mouscron and Comines-Warneton:

where documents should be submitted in **French, but may be submitted in Dutch.**

With the exception of: the municipalities of Malmédy and Waimes:

where documents should be submitted in **French, but may be submitted in German.**

##### German-speaking region:

The municipalities of Amel, Büllingen, Burg-Reuland, Bütgenbach, Eupen, Kelmis, Lontzen, Raeren and Sankt Vith:

where documents should be submitted in **German, but may be submitted in French.**

##### Brussels Capital region:

The municipalities of Anderlecht, Auderghem, Berchem-Sainte-Agathe, Brussels, Etterbeek, Evere, Ganshoren, Forest, Ixelles, Jette, Koekelberg, Molenbeek-Saint-Jean, Saint-Gilles, Saint-Josse-ten-Noode, Schaerbeek, Uccle, Watermael-Boitsfort, Woluwe-Saint-Lambert and Woluwe-Saint-Pierre:

where documents may be submitted in **Dutch or French.**

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

###### 1) Civil status certificates (drawn up by Belgian municipalities and by diplomatic missions and consulates)

Birth certificate;

Marriage certificate;

Adoption certificate;

Acknowledgement certificate;

Death certificate;

Change of surname certificate;

Change of first name certificate;

Divorce certificate;

Missing person certificate;

Belgian nationality certificate;

Stillbirth certificate;

Prenatal acknowledgement certificate;

Certificate regarding declaration of choice of surname;

Change of registered gender certificate;

Adoption revocation certificate, adoption review certificate, second change of registered gender or cancellation certificate.

## **2) Court decisions**

Court decision substituting a birth certificate;

Court decision establishing a parent-child relationship (application to establish maternal, paternal or co-maternal relationship);

Court decision contesting a parent-child relationship (maternity, presumed paternity or co-maternity, recognition by the mother, father or co-mother);

Adoption decision by the court.

## **3) Extract from the Central Criminal Register**

Provided that the extract does not list any convictions and therefore shows a clean criminal record:

extract from the Central Criminal Register issued pursuant to Article 595 of the Code of Criminal Procedure;

extract from the Central Criminal Register issued pursuant to the first subparagraph of Article 596 of the Code of Criminal Procedure;

extract from the Central Criminal Register issued pursuant to the second subparagraph of Article 596 of the Code of Criminal Procedure.

In Belgium, extracts for use by individuals are usually issued by the municipal authorities, which have been connected to the Central Criminal Register since 1 January 2018. The Central Criminal Register only issues certificates directly in specific circumstances (such as for foreign residents, diplomats or legal persons).

## **4) Certificates issued by consular posts**

Certificate of non-impediment to marriage;

Civil status certificate (divorce, legal separation and annulment of marriage, registered partnership, dissolution of registered partnership);

Certificate of domicile (domicile and/or residence, with or without address history);

Nationality certificate;

Extract from registers;

Household composition certificate;

Name concordance certificate.

## **5) Certificates issued by municipalities/the Federal Public Service of the Interior (*SPF Intérieur*)**

Certificate showing a person's main residence;

Certificate showing a person's main residence with address history;

Proof of life certificate;

Belgian nationality certificate;

Legal cohabitation certificate;

Pre-nuptial residence certificate;

Belgian electoral certificate;

Extract from registers.

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

### **1) Copies of civil status certificates**

Drawn up by municipalities and consular posts:

- Birth certificate;

- Marriage certificate;

- Death certificate.

### **2) Extract from the Central Criminal Register**

- Absence of a criminal record.

### **3) Certificates issued by consular posts**

- Proof of capacity to marry;

- Marital status.

### **4) Certificates issued by municipalities/the Federal Public Service of the Interior**

- Certificate showing a person's main residence -> Annex X;

- Certificate showing a person's main residence with address history -> Annex X;

- Proof of life certificate -> Annex II;

- Legal cohabitation certificate -> Annex VII;

- Pre-nuptial residence certificate -> Annex X.

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

As yet, there is no list of sworn translators in Belgium.

The Law of 10 April 2014 amending various provisions with a view to establishing a national register of legal experts and establishing a national register of sworn translators, interpreters and translator-interpreters entered into force on 1 December 2016.

This law sets out to create a national register of sworn translators, interpreters and translator-interpreters; however, the national register is not yet operational.

A new law on the further development of the national register is currently being drafted. Once the law has been passed and the national register is operational, Belgium will send the Commission a link to the website of the national register. This website will make it easy for anyone to find a sworn translator for the language they need in their region, although not all information on sworn translators will be publicly available.

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

### **1) Civil status certificates:**

- Municipalities;

- Taken directly from the database of civil status certificates (*Banque de données des actes de l'état civil, BAEC*);

- Belgian embassies and consulates;

- The Federal Public Service of Foreign Affairs - Personal Rights Directorate (*SPF Affaires étrangères – Direction Droit des personnes*).

### **2) Certificates issued by municipalities/the Federal Public Service of the Interior (using 'Mon dossier')**

- Federal Public Service of the Interior – Directorate-General for Institutions and Population - National Register (*Direction générale Institutions et Population - Registre national*).

### **3) Extract from the Central Criminal Register**

'Copies' of an extract from the Central Criminal Register cannot be certified as authentic copies. Only the original extract issued is considered authentic.

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

## Information regarding extracts and certificates (not certified copies)

### 1) Civil status certificates:

- The logo of the municipality OR the logo of the BAEC OR the logo of the consular post and the logo of Belgium.
- Electronic stamp of the BAEC + link/barcode to be used to check that the copy or extract was issued by the BAEC.

### 2) Certificates from the Federal Public Service of the Interior (using 'Mon dossier):

The seal (electronic stamp) of the Kingdom of Belgium and the words 'SPF Intérieur – Registre national' appear on each document.

The files are in PDF format and feature the National Register's signature and all the official logos.

The electronic stamp appears in the letters 'IBZ' in the header.

### 3) Extracts from the Central Criminal Register

- Extracts issued by the municipal authorities

The extract must be dated and signed by the municipal authorities. (Article 10, Royal Decree of 21 November 2016).

Currently, extracts must always feature an authentic stamp, the date and the signature of the mayor or his/her deputy.

As extracts are taken from the Central Criminal Register, they will also always feature a visible (scanned) signature of the Director of the Central Criminal Register.

A number of municipalities already issue extracts in electronic format.

- Extracts issued by the Central Criminal Register

The document will feature the embossed stamp of the Central Criminal Register, as well as the (registered) signature of the official who issued the extract.

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

Nothing aside from what is referred to above.

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## Public documents - Bulgaria

### 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)

Translation is not required when the public document is drawn up in Bulgarian.

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

Birth – birth certificate, birth certificate following simple adoption, extract of birth certificate, full copy of birth certificate, certified copy of birth certificate;

Death – copy of death certificate, full copy of death certificate, certified copy of death certificate, court decision;

Name – certificate of identity of a person with different names, court decision;

Marriage, including capacity to marry, or marital status – civil marriage certificate, copy of civil marriage certificate, full copy of civil marriage certificate, certified copy of civil marriage certificate, marriage certificate issued to a Bulgarian citizen who married abroad, certificate of marital status, certificate of marital status including spouse and children;

Divorce, legal separation or marriage annulment – court decision, extract from civil marriage certificate, stating in the 'Comments' field the form in which the civil marriage was dissolved and the date on which it was dissolved;

Origin – court decision, certificate of marital status, spouse and children, certificate of spouse and family ties, certificate of a mother's biological children;

Adoption – court decision, birth certificate (in the case of simple adoption), copy of birth certificate (in the case of simple adoption), full copy of birth certificate (in the case of simple adoption), certified copy of birth certificate (in the case of simple adoption);

Domicile and/or residence – certificate of permanent address, certificate of current address, certificate of change of permanent address, certificate of change of current address;

Nationality – certificate of existence of Bulgarian citizenship, certificate of obtaining Bulgarian citizenship;

10. Absence of a criminal record – criminal record certificate attesting that the person has not been convicted (Template 1 of Annex 2 to Article 45(1) of Regulation No 8 of 26 February 2008 on the functioning and organisation of criminal records offices).

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

Annex I may apply to a birth certificate, a birth certificate following simple adoption or an extract from a birth certificate.

Annex III may apply to an extract from a death certificate.

Annex IV may apply to a civil marriage certificate or an extract from a civil marriage certificate.

Annex V may apply to the marriage certificate issued to a Bulgarian citizen who married abroad.

Annex VI may apply to a certificate of marital status or a certificate of marital status including spouse and children.

Annex X may apply to a certificate of permanent address and a certificate of current address.

Annex XI may apply to a criminal record certificate attesting that the person has not been convicted (Template 1 of Annex 2 to Article 45(1) of Regulation No 8 of 26 February 2008 on the functioning and organisation of criminal records offices).

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

The Ministry of Foreign Affairs keeps a register of natural persons working as translators on an individual basis or in a translation company, who carry out translations of documents.

The list is available only in Bulgarian on the following website:

 [http://apostille.mfa.bg/MFAL/apostille\\_certificates.nsf/cert1.xsp](http://apostille.mfa.bg/MFAL/apostille_certificates.nsf/cert1.xsp)

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

Certified copies may be made by the authorities that issued the original document.

The correctness of the copies of official documents may be certified by a notary or an assistant notary.

Copies of official documents may be authenticated by persons who are not notaries but are entitled to perform notarial functions only in so far as this is provided for by law.

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

#### I. The means by which certified translations may be identified

1. The features of certified translations of Bulgarian documents carried out in the Republic of Bulgaria and intended for use abroad.

The Ministry of Foreign Affairs of the Republic of Bulgaria is authorised to certify the signature of the translator on his or her translation of Bulgarian documents translated into a foreign language intended for use on the territory of a foreign country.

Certification is done by affixing a rectangular sticker containing information on the translator's name, the place and date of certification, the amount of the fee paid, a unique identity number, signature, stamp and other relevant information.

The translations of documents may be original copies only, printed in monochrome on A4-sized paper. All the pages of the translation must be numbered and initialled by the translator. Translations are inseparably linked to the duly certified and authenticated translated document.

At the end of the translation, the following text must be written in Bulgarian or in the relevant foreign language: 'I, the undersigned, ..., certify the accuracy of my translation from ... into ... of the attached document ... (describe the type of document and its attributes – number, series, date, certified and authenticated). The translation consists of ... pages. Translator ... (signature).'

The translator's name and signature are written immediately after the end of the text and may not be on a separate page or with blank spaces.

Translations containing corrections, deletions and insertions are invalid. No national flag and coat of arms are permitted.

2. The features of certified translations of documents from Bulgarian into a foreign language and from a foreign language into Bulgarian, carried out outside the territory of the Republic of Bulgaria.

Outside Bulgaria, in the case of translations of documents and other documents from Bulgarian into a foreign language and from a foreign language into Bulgarian, the signature of the translator on his or her translation must be certified by the diplomatic and consular representations of the Republic of Bulgaria. The translation is attached to the original document, bearing the stamp of the diplomatic/consular representation in three places in the middle of the attached part or in the upper corner of the document, which is folded in such a way as to hold all the pages of the document, and is stamped.

Certification is done by authenticating the translator's signature by placing a rectangular stamp on the document, containing information on the name and position of the authorised person who issued the certification, the place and date of the certification, the fee paid, the reference number of the consular certification, a signature and a stamp.

3. The features of certified translations of foreign-issued documents translated into Bulgarian and intended for use in the Republic of Bulgaria.

On the basis of Article 21a of the Rules on the legalisation, certification and translation of documents and other records, notaries in the Republic of Bulgaria have the right to certify the translator's signature on the translation of foreign documents translated into Bulgarian and intended for use in the Republic of Bulgaria.

Certification is made by affixing a rectangular stamp containing information on the translator's name, the place and date of certification, the amount of the fee paid, a unique registration number, signature, stamp and other relevant information.

#### **I. The means by which certified copies may be identified**

1. A certified copy must specify the authority validating the copy

– by means of the name and signature of the official and the stamp of the authority and

– by writing on the copy the name and signature of the notary/assistant notary in accordance with an approved stamp template (see the notification in the following point).

2. For each certification of correctness of a copy of an official document, the issuing authority makes a corresponding entry in its records.

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

When copies of civil status documents are issued, the copy must bear the date on which it was made and the first name and surname of the civil registry official who made it. The civil registry official signs the document and stamps it with the regular stamp of the municipality.

To certify the authenticity of a copy of an official document, the original of the document shall be presented to the notary or the assistant notary. Certification is made in accordance with Annex 6 to Article 17 of Regulation No 32 of 29 January 1997 on the official archives of notaries and notary offices.

On ....., I, notary for the ..... district (Chamber of Notaries reg. No. ....), certify the authenticity of this transcript made by ..... of an official (private) document submitted to me by ..... residing in the town (village) of ....., and certify that there were no deletions, additions, corrections or other peculiarities in the original. Reg. No ..... Fee paid: BGN .....

Notary:

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#### **Public documents - Czechia**

##### **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)**

Czech, Slovak

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

*birth certificate;*

*marriage certificate;*

*death certificate;*

*registered-partnership certificate;*

*certificate of legal capacity to marry;*

*certificate of legal capacity to enter into a registered partnership;*

*verbatim extract from the family register;*

*confirmation of data entered in the family register;*

*confirmation of data set out in the document registry or in the duplicate family register kept until 31 December 1958;*

*decision permitting a change of forename or surname,*

*confirmation of marriage;*

*criminal records extract for natural persons;*

*notary's certificate confirming that somebody is alive;*

*provision of data from the population register to a natural person;*

*certificate containing an affirmative declaration from parents on the paternity of a child (born or unborn);*

*confirmation of marriage (issued by a Czech embassy or consulate);*

*court decisions concerning the facts set out in Article 2(1) of the Regulation, for example:*

*judgment determining the date of birth of a minor;*

*judgment declaring a person dead;*

judgment determining a person's valid date of death;  
judgment granting a minor permission to marry;  
judgment recognising a minor's legal capacity;  
divorce judgment;  
judgment declaring paternity,  
judgment declaring maternity;  
judgment on the adoption of a minor or judgment on the adoption of an adult.

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

Birth certificate (Birth)

Death certificate (Death)

Marriage certificate (Marriage)

Certificate of legal capacity to marry (Capacity to marry)

Registered-partnership certificate (Registered partnership)

Certificate of legal capacity to enter into a registered partnership (Capacity to enter into a registered partnership)

Criminal records extract for natural persons (Absence of a criminal record in the Member State of nationality of the person concerned)

Provision of data from the population register to a natural person (Domicile and/or residence)

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

Court translators under Act No 354/2019 on court interpreters and court translators – list of court translators available on the Ministry of Justice website: [http://datalot.justice.cz/justice/repznatl.nsf/\\$/SearchForm?OpenForm&Seq=1%23\\_RefreshKW\\_select\\_5](http://datalot.justice.cz/justice/repznatl.nsf/$/SearchForm?OpenForm&Seq=1%23_RefreshKW_select_5).

Under Czech law, there is no limitation on the public documents that sworn translators are authorised to translate.

Czech embassies and consulates verify the accuracy of translations of public documents under Section 18(3)(e) of Act No 150/2017 on external service.

In practice, and in particular in the case of the translations into Czech of civil-registry documents issued by another State, either the applicant provides their own translation of the public document, the accuracy of which is verified by the embassy/consulate, or the embassy/consulate itself carries out the translation and subsequently verifies it.

Once the embassy/consulate has assessed the accuracy of the translation of a public document submitted by the applicant or made by the embassy/consulate, it affixes a stamp certifying accuracy. Verification of translation accuracy is performed only if the translation produced by the applicant is correct and is accompanied by the original or an officially certified copy of the document against which the translation is to be verified.

The embassy/consulate may refuse to verify the accuracy of the translation of a public document if the consular officer lacks sufficient knowledge of the language in which the document is drafted or if the authorities of the State in which the embassy/consulate has jurisdiction do not recognise translations done or certified at an embassy/consulate.

Czech embassies/consulates are not translators.

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

Certification that a document is a true copy of an original document (confirmation of authenticity) is carried out by the following:

regional authorities;

municipal offices of municipalities with extended power;

municipal authorities, district offices or offices of municipal districts of territorially structured corporate towns, and offices of Prague City districts; the list thereof is laid down in implementing legislation (the list of municipal authorities carrying out confirmation of authenticity and legalisation is laid down in Annex No 1 to Implementing Decree No 36/2006 on certifying that a document is a true copy of an original document and on certifying the authenticity of a signature, as amended);

military district authorities;

postal licence holder (Czech Post);

Czech Chamber of Commerce;

notaries,

Czech embassies (consulates).

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

Certified translations

1. Certified document recording the act of translation

On the first page of a written translation, court translators indicate the language from which the document has been translated and, on the final page, they affix confirmation of their translation expertise and stamp it with their translator's stamp bearing their full name and surname. The original of the translated document or a certified copy thereof must be securely attached to the last page of the translation.

The confirmation of translation expertise must contain the following:

the name of the court translator;

the name of the contracting authority, if the latter is a public authority;

the contracting authority's reference number, if that authority constitutes a public authority and has communicated the number to the translator;

whether the translator engaged a consultant to examine specific sub-questions; and

the item number under which the translation is entered in the register of acts of translation.

In the event of partial translation, the confirmation should also indicate which part has been translated.

Where a court translator has engaged a consultant to examine specific sub-questions, the confirmation should also include the name of the consultant, the reason for which the court translator engaged them, and an indication of which specific sub-questions the consultant examined.

If the confirmation of translation expertise contains information which is also entered in the register of translation acts, the court translator sets out such information in the required format for entry in the record of translation acts (see Section 39 of, or Annex 3 to, Ministry of Justice Decree No 506/2020 on interpretation and translation activities).

The court translator's address and other contact information, such as telephone number, email address, data box ID and registration number in the Chamber of Court-Appointed Interpreters and Translators of the Czech Republic, may be added to the above mandatory information. The number of pages and sheets of the translated text should also be indicated.

The confirmation of translation expertise is always drafted in at least the target language.

2. Certification of the accuracy of the translation of a public document by a Czech embassy or consulate



*In practice, and in particular in the case of the translations into Czech of civil registry documents issued by another State, either the applicant provides their own translation of the public document, the accuracy of which is verified by the embassy/consulate, or the embassy itself carries out the translation and subsequently verifies it.*

*Once the embassy/consulate has assessed the accuracy of the translation of a public document submitted by the applicant or made by the embassy, it affixes a stamp certifying accuracy. Verification of translation accuracy is performed only if the translation produced by the applicant is correct and is accompanied by the original or an officially certified copy of the document against which the translation is to be verified.*

*The embassy/consulate may refuse to verify the accuracy of the translation of a public document if the consular officer does not have sufficient knowledge of the language in which the document is drafted or if the authorities of the State in which the embassy/consulate has jurisdiction do not recognise translations done or certified at an embassy/consulate.*

*Czech embassies/consulates are not translators.*

*An authentication certificate certifying the accuracy of a translation shall contain the following:*

*name of embassy or consulate;*

*sequence number under which the certification is entered in the certification log;*

*language of the translated document;*

*language into which the document has been translated;*

*information about whether the translation was commissioned by the embassy or submitted by the applicant;*

*information about whether the translation is full or partial;*

*the forename(s), surname and signature of the person certifying the document's accuracy;*

*official stamp, and*

*place and date of certification of the translation's accuracy.*

#### **Certified copies**

*Certification that a document is a true copy of an original document (confirmation of authenticity) shall display, on the original document or on a sheet securely affixed to the original document, the authentication certificate and official stamp. The authentication certificate shall contain the following:*

*the name of the authority;*

*the sequence number under which the confirmation of authenticity is entered in the certification log;*

*information stating that the document being authenticated is identical to the document from which it was created and whether this document is an original, the already certified and authenticated document, a document resulting from an authorised document conversion, a duplicate created from the file, or a copy of a written decision or operative part of a decision issued in accordance with special legislation;*

*the number of pages of which the document consists;*

*information about whether the document being authenticated is a full or partial duplicate or a full or partial copy;*

*information about whether the document from which the document being authenticated has been created contains a visible security feature which forms part of the legally significant contents of that document (e.g. hologram);*

*the date on which the confirmation of authenticity was carried out;*

*the forename(s), surname and signature of the person carrying out the confirmation of authenticity (i.e. official, mayor or deputy mayor, employee engaged at a military district authority, employee of the postal licence holder or Czech Chamber of Commerce).*

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

*The confirmation of authenticity is displayed on the document being authenticated in the form of an authentication certificate on each sheet, or the sheets of the document being authenticated are securely stapled to a bundle and sealed. The seal is stamped with an official stamp on both sides so that part of the official stamp is printed on the document being authenticated.*

*If there is insufficient room on the document being authenticated to display the authentication certificate, it is instead displayed on an individual sheet of paper securely affixed to the document being authenticated and the area where this is affixed is sealed (see above).*

*If the document being authenticated is composed of one or several sheets and each individual sheet has writing on only one side, the blank sides are struck through from the upper left corner to the lower right corner and the authentication certificate is displayed on the side which is being authenticated.*

*If in the text of the document being authenticated, or between the authentication certificate and the text on the document being authenticated, a blank area appears, the person carrying out the certification shall strike through the blank area from the upper left corner to the lower right corner.*

*The authentication certificate template is laid down in Annex 2 to Implementing Decree No 36/2006 on certifying that a document is a true copy of an original document and on certifying the authenticity of a signature, as amended.*

*The authentication certificate is displayed on a document which is being authenticated in the following ways:*

*with a stamp and the above-described information written out by hand;*

*with a print-out created using IT technology containing the above data; the print-out is printed on a self-adhesive label, on the document or on an individual sheet of paper. The label is affixed to the document being authenticated and stamped with an official stamp so that part of the official stamp is printed on the label. The print-out of the authentication certificate on an individual sheet of paper shall be securely affixed to the document being authenticated;*

*with a print-out created using IT technology containing the above data.*

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#### **Public documents - Denmark**

##### **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)**

As a general rule, Danish authorities are only obliged to accept public documents in Danish and may thus require these documents to be translated if they are not in Danish.

Under the Nordic Language Convention, however, certain documents may be accepted in Finnish, Icelandic, Norwegian and Swedish. This applies in particular to change-of-name certificates, permission to use a name, approval of a name, marriage certificates, civil partnership certificates, certificates of marital status, divorce decrees, separation orders and judgments relating to divorce, separation or annulment of marriage, and judgments to the effect that a marriage or a registered civil partnership is recognised as no longer existing. Furthermore, documents relating to the processing of cases concerning a person's name may be accepted in German or English.

Documents confirming the absence of any criminal record may also be accepted in English.

In specific cases, however, an authority may allow documents in other languages, but it is not obliged to recognise any languages other than those listed above.

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

Danish authorities have identified the following as documents falling within the scope of the Regulation:

absence of a criminal record;  
proof of residence;  
a person's individual record in the Central Population Register (*personattest*);  
birth and baptismal certificate (*fødsels- og dåbsattest*);  
marriage certificate;  
blessing-of-marriage certificate;  
baptismal certificate (*dåbsattest*);  
birth certificate (*fødselsattest*) (no longer issued but still valid);  
birth and name certificate (*fødsels- og navneattest*) (no longer issued but still valid);  
name certificate (*navneattest*) (no longer issued but still valid);  
death and funeral certificate (issued only in certain cases where a certificate is required for a citizen who died before 1 April 1968, i.e. the date on which the Central Population Register was created);  
change-of-name certificate;  
permission to use a name;  
approval of a name;  
civil partnership certificate;  
certificates of marital status;  
divorce decree;  
separation order;  
judgment  
granting a divorce;  
granting separation;  
granting annulment of a marriage;  
to the effect that a marriage is recognised as no longer existing;  
to the effect that a registered civil partnership is recognised as no longer existing.

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

The following is a list of the Danish documents to which a linguistic annex may be attached as a suitable translation aid:

absence of a criminal record;  
proof of residence;  
a person's individual record in the Central Population Register (*personattest*);  
birth and baptismal certificate (*fødsels- og dåbsattest*);  
marriage certificate;  
blessing-of-marriage certificate;  
baptismal certificate (*dåbsattest*);  
civil partnership certificate;  
certificate of marital status.

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

In Denmark there is no list or database of translators/interpreters that is available to the public.

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

The authority which issued the certificate or the document may in certain cases issue a confirmatory copy. Furthermore, an authority which has taken over the task of the issuing authority may in certain cases also issue a confirmatory copy.

A notary in the Danish courts is also able to issue a confirmatory copy of the certificate or document.

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

A confirmatory copy will usually show which authority has confirmed the copy, by means of either a stamp from a municipality or notarial certification.

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

A confirmatory copy will in some cases have 'COPY' stamped on it.

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### Public documents - Germany

#### 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)

German

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

Scope	Public document
Birth	<i>Geburtsurkunde</i> (birth certificate) <i>Beglaubigter Ausdruck aus dem Geburtenregister</i> (certified extract from register of births)
Life	<i>einfache Meldebescheinigung</i> (short certificate of registration of residence) <i>erweiterte Meldebescheinigung</i> (long certificate of registration of residence)
Death	<i>Sterbeurkunde</i> (death certificate) <i>Beglaubigter Ausdruck aus dem Sterberegister</i> (certified extract from register of deaths)
Name	<i>Geburtsurkunde</i> (birth certificate) <i>Eheurkunde</i> (marriage certificate)

	<i>Lebenspartnerschaftsurkunde</i> (civil partnership certificate)
Marriage	<i>Eheurkunde</i> (marriage certificate)
Capacity to marry	<i>Beglaubigter Ausdruck aus dem Eheregister</i> (certified extract from register of marriages)
Marital status	<i>Ehefähigkeitszeugnis</i> (certificate of capacity to marry) <i>einfache Meldebescheinigung</i> (short certificate of registration of residence) <i>erweiterte Meldebescheinigung</i> (long certificate of registration of residence)
Divorce	<i>Eheurkunde</i> (marriage certificate)
Annulment of marriage	<i>Beglaubigter Ausdruck aus dem Eheregister</i> (certified extract from register of marriages)
Registered partnership	<i>Lebenspartnerschaftsurkunde</i> (civil partnership certificate)
Capacity to enter into a registered partnership	<i>Beglaubigter Ausdruck aus dem Lebenspartnerschaftsregister</i> (certified extract from register of civil partnerships) <i>Bescheinigung zur Begründung einer Lebenspartnerschaft</i> (certificate of capacity to enter into a civil partnership)
Dissolution of a registered partnership	<i>Lebenspartnerschaftsurkunde</i> (civil partnership certificate) <i>Beglaubigter Ausdruck aus dem Lebenspartnerschaftsregister</i> (certified extract from register of civil partnerships)
Parenthood	<i>Beglaubigter Ausdruck aus dem Geburtenregister</i> (certified extract from register of births)
Domicile	<i>einfache Meldebescheinigung</i> (short certificate of registration of residence)
Residence	
Nationality	<i>Einbürgerungsurkunde</i> (certificate of naturalisation) <i>Urkunde über den Erwerb der deutschen Staatsangehörigkeit durch Erklärung</i> (certificate of acquisition of German citizenship by declaration) <i>Entlassungsurkunde</i> (certificate of release from citizenship) <i>Verzichtsurkunde</i> (certificate of renunciation of citizenship) <i>Genehmigung zur Beibehaltung der deutschen Staatsangehörigkeit</i> (authorisation to retain German citizenship) <i>Staatsangehörigkeitsausweis</i> (certificate of citizenship) <i>Ausweis über die Rechtstellung als Deutscher</i> (certificate of legal status as a German)
Adoption	<i>Gerichtlicher Beschluss</i> (court order)
Absence of a criminal record	<i>Führungszeugnis</i> (certificate of good character)

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

Public document	Translation aid
<i>Geburtsurkunde</i> (birth certificate)	Annex I — Birth
<i>einfache Meldebescheinigung</i> (short certificate of registration of residence)	Annex II — Life
<i>Sterbeurkunde</i> (death certificate)	Annex III — Death
<i>Eheurkunde</i> (marriage certificate)	Annex IV — Marriage
<i>Ehefähigkeitszeugnis</i> (certificate of capacity to marry)	Annex V — Capacity to marry
<i>erweiterte Meldebescheinigung</i> (long certificate of registration of residence)	Annex VI — Marital status
<i>Lebenspartnerschaftsurkunde</i> (civil partnership certificate)	Annex VII — Registered partnership
<i>Bescheinigung zur Begründung einer Lebenspartnerschaft</i> (certificate of capacity to enter into a civil partnership)	Annex VIII — Capacity to enter into a registered partnership
<i>erweiterte Meldebescheinigung</i> (long certificate of registration of residence)	Annex IX — Registered partnership status
<i>einfache Meldebescheinigung</i> (short certificate of registration of residence)	Annex X — Domicile and/or residence
Absence of a criminal record	Annex XI — Absence of a criminal record

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

There is a nationwide database of interpreters and translators, which is kept by the federal state of Hessen. It is freely available to anyone online at <http://www.justiz-dolmetscher.de>, and has a detailed search function (e.g. one can search by federal state, by court or by language). Only publicly appointed and sworn interpreters and translators are included in the database. The responsible authorities can also be found via this address.

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

In Germany all authorities or bodies that issue public documents (e.g. civil status registry offices, residence registration authorities or law courts) and notaries are empowered to issue certified copies.

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

A certified copy carries a statement confirming that it is a true copy of the original (e.g. a court document or notarial act), the seal or stamp of the issuing authority/office and the signature of the person certifying the copy (Section 42(1) *Beurkundungsgesetz* (Law on the official recording of documents)). Certified translations bear the stamp/seal and signature of the translator.

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

A certified copy carries a statement confirming that it is a true copy of the original (e.g. a court document or notarial act), the seal or stamp of the issuing authority/office and the signature of the person certifying the copy (Section 42(1) *Beurkundungsgesetz* (Law on the official recording of documents)). Certified translations bear the stamp/seal and signature of the translator.

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**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)**

Estonia accepts documents in Estonian.

The various Estonian registry offices (local authorities and Estonia's foreign missions) also accept documents in English or Russian or translated into those languages.

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

Birth certificate registered at an Estonian registry office;

Death certificate registered at an Estonian registry office;

Marriage certificate registered at an Estonian registry office;

Divorce certificate registered at an Estonian registry office;

Change of name certificate registered at an Estonian registry office;

Certificate of no impediment;

Extract from the Estonian population register;

Extract from the criminal records database, stating that there is no entry in the criminal records database.

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

Birth certificate registered at an Estonian registry office;

Death certificate registered at an Estonian registry office;

Marriage certificate registered at an Estonian registry office;

Certificate of no impediment;

Extract from the Estonian population register confirming that a person is alive;

Extract from the Estonian population register confirming civil status;

Extract from the Estonian population register concerning residence;

Extract from the criminal records database, stating that there is no entry in the criminal records database.

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

In Estonia, the persons qualified to carry out certified translations are sworn translators.

[📄 List of sworn translators](#)

As of 1 January 2020, only sworn translators are authorised to produce official translations. Besides translations produced by Estonian sworn translators, the Estonian authorities are also required to accept translations of documents which are certified by a foreign sworn translator, notary or other duly authorised official.

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

Administrative bodies that are authorised to issue official documents or that keep documents in their archives may also issue copies or extracts of those documents and officially certify their authenticity.

Notaries have the power to issue notarised copies.

No certified copies are made of civil status documents, and translated forms are issued only for original documents.

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

Certified translations

Certified translations can be identified by the signature and stamp of the sworn translator. A translation by a sworn translator may also be produced in digital form. In that case, the sworn translator's signature and stamp are replaced by his or her digital signature.

Officially certified copies

In order for the authenticity of a copy to be officially certified, a note concerning the certification must be added at the end of the text and this must include:

- 1) the issuer of the document, the date of issue and a reference to the location of the document in the register;
- 2) confirmation that the copy is identical to the original;
- 3) if the original was not issued by the administrative body certifying the authenticity of the copy, a note that the copy has been issued solely to be submitted to the administrative bodies referred to in the note;
- 4) information on any gaps in the document, text that has been struck through, insertions, illegible text, traces of text having been erased, other factors indicating changes to the original content of the document, or the fact that a document of several pages has been unbound;
- 5) the place and date of certification, the name and signature of the person certifying the copy, and the stamp of the administrative body.

Signed criminal records database notices are issued in hard copy from the criminal records database.

Notarised copies

In order to provide notarial confirmation of a fact, a notary makes a notarial attestation, which must include a statement from the notary concerning the facts he or she has established and bear the notary's signature and ink stamp. The date on which and the place where the attestation was made must be indicated. A notarial attestation may also be in digital form. In that case, the notary's signature and ink stamp are replaced by his or her digital signature.

Digital attestation may only be provided for a digital document.

When certifying the authenticity of a copy, the notary writes the word '*ärakiri*' [copy] at the top of the first page of the document. This requirement does not apply to notarial attestation in digital form.

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**Public documents - Greece**

**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)**

Pursuant to Article 6(1)(a), the accepted languages are Greek and English.

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

Public documents falling within the scope of Regulation (EU) 2016/1191 are:

Responsibility of the Ministry of Justice:

the 'absence of criminal record'.

Responsibility of the Ministry of Internal Affairs:

certificate of registration of birth, relating to birth and relating to the adoption of an adult (the adoption of a minor is secret and is not recorded in an administrative document)

birth certificate, relating to birth, relating to the fact that a person is alive, and relating to the name of a natural person

death certificate, relating to death

marriage certificate, relating to marriage and relating to divorce, legal separation and marriage annulment

civil status certificate, relating to civil status, divorce, legal separation, marriage annulment, parenthood, nationality, registered partnership and relating to dissolution of a registered partnership

marriage licence, relating to the capacity to marry

registered partnership certificate, relating to registered partnership and relating to the dissolution of a registered partnership

certificate of nationality, relating to nationality

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

certificate of registration of birth, birth certificate, death certificate, marriage certificate, marriage licence (capacity to marry), civil status certificate (marriage information must be provided in cases of marriage and registered partnership information must be provided in cases of registered partnership), registered partnership certificate, certificate of nationality.

As for the certificate of absence of a criminal record, there are no country-specific entry headings except for those contained in the standard part of the multilingual forms that is common to all Member States.

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

In cases of nationality and the issuing of marriage licences, the appropriate authorities of municipalities accept official translations of foreign documents by: the Translation Service of the Ministry of Foreign Affairs, or

an authorised permanent civil servant of the Greek consular authority in the issuing country, or

a graduate translator of the Department of Foreign Languages, Translation and Interpreting of the Ionian University, or

a Greek lawyer who fulfils the conditions set out in Article 36 of Law 4194/2013 of the Lawyers' Code (Government Gazette, Series I, No 208).

For the rest, there is no list of persons authorised under Greek law to carry out certified translations.

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

The authorities empowered to make certified copies of Registry Office acts are the Registrars who issued them. There is no provision for the issuing of copies of the certificates issued by Greek population registers, since citizens request each time as many certificates as they are required to submit to the various authorities.

The certificate of absence of a criminal record is issued as follows: i) for persons born in Greece, the certificate is issued by the Court of First Instance Public Prosecutors' Offices of their place of birth, and more specifically by the Criminal Records Department, whereas ii) for persons born abroad or for persons whose place of birth cannot be verified, the certificate is issued by the head office of the Ministry of Justice and more specifically by the Department for Criminal Records and Pardons.

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

i. In order to be considered valid, a translation of a foreign language document must also include, as an attachment, the original document or a certified copy of the foreign language document. Additionally:

A. in the case of translations by the Translation Service of the Ministry of Foreign Affairs, the translator must certify that the (translated) document in question is a faithful translation of the attached document; the translator's signature must be authenticated by the above Translation Service; and the document must bear a Ministry of Foreign Affairs stamp at the point where its pages join. In addition, the translated document must include the Translation Service's information, and in particular the words 'OFFICIAL TRANSLATION' must appear in Greek, English and French in the header of every page; the header must also include the number of the file which is kept at the Translation Service; and the footer must include the Service's information, namely 'HELLENIC REPUBLIC, MINISTRY OF FOREIGN AFFAIRS, TRANSLATION SERVICE', likewise in Greek, English and French,

B. in the case of a translation by a lawyer, it must be certified that the (translated) document in question is a faithful translation of the attached document, and that the lawyer has an adequate knowledge of the language from and to which they translated; and the document must bear a stamp of the lawyer at the point where its pages join.

C. in the case of translations by a consulate or embassy, it is sufficient that the translation originates from these authorities and is certified by them, irrespective of the translators' identities and the nature of their relationship with the consulate or embassy.

ii. For a copy of the certificate of absence of a criminal record to be considered valid, it is sufficient for a certified user of the National Criminal Records information system to have printed it. The authenticity of every copy of a certificate of absence of a criminal record can be verified by cross-checking its 'verification code number' (unique identifier), its reference number and its date of issue with the information that can be found on the National Criminal Records Portal at <http://www.ncris.gov.gr/portal/page/portal/epm> and in particular with the 'Criminal Record Verification service'.

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

Only the Registrar may make certified photocopies of the Registry Office acts that will be attached to multilingual standard forms. These certified photocopies must bear the Registrar's signature and a stamp of the municipality that issued the document in question.

The specific features of copies of certificates of absence of a criminal record are the verification code number, the reference number, the date and the watermark on the form.

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#### **Public documents - Spain**

##### **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)**

Spanish

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

Article 2 of the Regulation provides that it applies to the documents listed below, denoted as certified public documents or channels through which to obtain them. (a) Birth: Birth certificate. Standard model. (b) A person being alive: A proof of life and status certificate attests that a person is alive and sets out their marital status. Whether a person is alive and their unmarried, widowed or divorced status are certified by the civil registrar (after the person in question has appeared before them). A person can also attest that they are alive by appearing before a notary, who generally will certify a record of attendance. A person's unmarried, widowed or divorced status is attested by a sworn declaration or solemn confirmation before the civil registrar or by notarial act. These procedures requiring attendance in person may also be carried out before the civil registrar in the place of domicile and, by proxy, before the magistrate in the place of domicile of the person concerned or their representative, as well as before a notary. (c) Death: Extract from the civil status register. Standard model. (d) Name: Extract from the civil status register (birth). (e) Marriage, including capacity to marry and marital status: There is no civil status record; a

birth certificate is used. For marriage, an extract from the civil status register. A marriage certificate issued by the civil registrar is also sufficient to prove the marital relationship. Proof of capacity to marry requires the opening of a file, resulting in the certificate of capacity to marry (until 30 June 2020, by the competent civil registrar or, where applicable, the central civil registrar or consulate). Situations with a foreign dimension (foreign spouse or marriage celebrated at a location outside Spain) may be more complex. (f) Divorce, legal separation and marriage annulment: Extract from the civil status register, including marginal notes. (g) Registered partnership, including capacity to enter into a registered partnership and registered partnership status: Certification from the administrative body tasked with registering registered partners or, where appropriate, notarial act. (h) Dissolution of a registered partnership, legal separation or annulment of a registered partnership: Neither legal separation nor dissolution of registered partners are defined in Spanish procedural law. Proof of registration or dissolution of a registered partnership is attested by the certificate of registration of unmarried couples, without harmonisation in Spain, or by a notarial act (Royal Decree-Law 8/2015 of 30 October, recast version of the Social Security Act, Article 221). (i) Parenthood: Extract from the civil status register. (j) Adoption: Extract from the civil status register. (k) Domicile and/or residence: Extract from the municipal register, for domicile; municipal certificate or notarial act, for residence. (l) Nationality: Extract from the civil status register. (m) Absence of a criminal record, provided that public documents concerning this fact are issued for a citizen of the Union by the authorities of that citizen's Member State of nationality: Certificate from the Ministry of Justice. Public documents that citizens of the Union residing in a Member State of which they are not nationals may be required to present when those citizens wish to vote or stand as candidates in elections to the European Parliament or in municipal elections in their Member State of residence, under the conditions set out in Directive 93/109/EC and Council Directive 94/80/EC respectively: extract from the municipal register.

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

*List of public documents issued by Spain to which multilingual standard forms may be attached as a suitable translation aid:*

*(a) extracts from the civil status register regarding:*

*birth*

*proof of life*

*death*

*marriage*

*proof of marital status*

*capacity to marry*

*(b) criminal record*

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

The Ministry of Foreign Affairs, European Union and Cooperation publishes a list of sworn translators for compulsory use (Sixteenth Additional Provision [Translations and interpretations of an official nature] of Law 2/2014 of 25 March on state action and external service). <https://www.exteriores.gob.es/es/ServiciosAlCiudadano/Paginas/Traductores-Interpretes-Jurados.aspx>

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

In terms of the authentic transfer of public documents, the **authorities relevant to the application of the Regulation in Spain** are **notaries and civil registrars**, each in **their respective field of competence**.

Certified copies refer to authentic copies of public documents by the authority issuing or authorising them. Generally, copies of notarial acts and authenticated or certified copies of judicial documents are circulated. Where appropriate, with proof of their binding nature. Articles 134, 501, 502 and 504 of Law 1/2000 of 7 January on Civil Procedure.

The administrative documents are sent by way of certification of the decision. Article 52 of Law 39/2015 of 1 October on the Common Administrative Procedure of Public Administrations.

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

In some cases there are forms (civil status certificates), but in others there is no standard template. Where no form is available, a certified translation shall be accompanied by a copy or testimony.

Certified translations are regulated by Law No 2/2014 of 25 March on Action and the External Service, Additional Provision 16 (Official State Gazette 74, 26 March 2014).

Notarised copies are issued on notarial paper supplied by the State Mint (*Fábrica Nacional de Moneda – FNMT*), to each individual notary, to which a specific adhesive security stamp issued by the General Council of Notaries (*Consejo General del Notariado*) is applied, in addition to the ink stamp and the notary's mark, signature and initials. The notarial paper has a FNMT hologram.

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

The notarised copies must be readily identifiable as soon as they are issued on the basis of notarial acts with a numbered stamp and must bear the notary's signature. The security stamp is included along with the notary's ink stamp and, where certified copies of originals are involved, bearing the authentication stamp (*sello de legitimaciones*). The notary signs and initials the documents entrusted to them. Regulation (EU) 2016/1191 and, therefore, the information to be certified, apparently relate to judicial and administrative documents in paper form, which are printed in ink using standard models as regards the civil register (with regional variations). However, it is important not to lose sight of the widespread implementation in Spain of e-government procedures, which allow validation of the electronic codes linked to the issuer's electronic signature, and the inclusion of such procedures in European principles of e-government (Law 39/2015 of 1 October on the Common Administrative Procedure of Public Administrations and Law 42/2015 of 5 October amending Law 1/2000 of 7 January on Civil Procedure).

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### **Public documents - France**

#### **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)**

French.

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

**Indicative list of public documents:**

##### **(a) birth**

- birth certificate

- temporary birth certificate issued following the discovery of a new-born child or in the case of a ward of the State (*pupille de l'Etat*) who has no known birth certificate or in respect of whose birth secrecy has been requested

- court decision declaring birth

- court decision replacing a birth certificate (*jugement supplétif d'acte de naissance*)
- declaration (*acte de notoriété*) for the purpose of marriage in lieu of an unobtainable birth certificate, issued by a notary or the diplomatic or consular authority - declaration in lieu of civil registry documents which are unobtainable because they have been destroyed or lost as a result of an accident or an act of war.
- birth certificate issued by OFPRA, the French Authority for Refugees (*Office français de protection des réfugiés et apatrides*)
- certificate of origin issued by the prefect (*préfet*) to replace a birth certificate in the absence of a provisional birth certificate where there is a
- court decision rectifying a birth certificate delivered by the president of the Regional Court (*Tribunal de grande instance*)

**(b) a person being alive**

- certificate stating that the person is alive (*certificat de vie*)

**(c) death**

- death certificate
- transcript held in the municipality of residence of the deceased when the death certificate was made out elsewhere
- certificate of stillbirth
- birth certificate
- transcript of the operative part of a plenary adoption ruling with the effect of a birth certificate
- judgment declaring a person dead
- judgment declaring a person missing (*déclaration d'absence*)
- court decision replacing a birth or death certificate
- declaration in lieu of civil registry documents which are unobtainable because they have been destroyed or lost as a result of an accident or an act of war.
- court decision rectifying a death certificate delivered by the president of the Regional Court (*Tribunal de grande instance*)
- the annotation 'died in deportation'
- the annotation 'victim of terrorism'
- the annotation 'died for France'
- the annotation 'died in the service of the nation'
- death certificate issued by OFPRA, the French Authority for Refugees (*Office français de protection des réfugiés et apatrides*)

**(d) name**

- birth certificate
- transcript of the operative part of a plenary adoption ruling with the effect of a birth certificate
- adoption decision by the court ruling on the name
- transcript of the operative part of a simple adoption ruling
- ruling revoking a simple adoption
- act of joint declaration of choice of name approved by the civil registrar
- statement of disagreement on the name made to the civil registrar
- declaration of change of name made to the civil registrar
- decree of change of name
- decision by the civil registrar to change the name in accordance with foreign civil status documents
- judgment on the name following a change in filiation

**(e) marriage, including capacity to marry and marital status:**

- marriage certificate
- birth certificate
- declaration (*acte de notoriété*) in lieu of civil registry documents which are unobtainable because they have been destroyed or lost as a result of an accident or an act of war
- court decision replacing a birth or marriage certificate
- transcription of the operative part of a plenary adoption decision with the effect of a birth certificate
- certificate of civil celebration of marriage
- certificate of freedom to marry issued by a diplomatic or consular authority
- the decisions referred to in point (f) except for those concerning annulment
- certificate of a notary on the existence of a marriage contract
- court decision rectifying a marriage certificate delivered by the president of the Regional Court (*Tribunal de grande instance*)
- marriage certificate issued by OFPRA, the French Authority for Refugees (*Office français de protection des réfugiés et apatrides*)

**(f) divorce, legal separation or marriage annulment**

- act of deposit of a mutual consent divorce agreement filed with a notary
- certificate of deposit of a mutual consent divorce agreement
- divorce judgment
- separation judgement
- annulment judgment
- court decision replacing a birth or marriage certificate

**(g) registered partnership, including capacity to enter into a registered partnership and registered partnership status:**

- court decision replacing a birth certificate (*jugement supplétif d'acte de naissance*)
- civil partnership agreement (*PACS - pacte civil de solidarité*) approved by a civil registrar or diplomatic and consular officials (formerly the Registrar of the District Court (*Tribunal d'instance*))
- civil partnership agreement by official deed
- receipt of registration of the conclusion/modification/dissolution of a civil partnership agreement provided by a notary, the civil registrar or, up to 31 October 2017, the Registrar of the District Court (*Tribunal d'instance*).
- certificate of absence of civil partnership agreement issued by the Central Civil Status Service (SCEC)
- birth certificate
- transcript of the operative part of a plenary adoption ruling with the effect of a birth certificate
- death certificate

**(h) dissolution of a registered partnership, legal separation or annulment of a registered partnership**

- birth certificate with a record of the dissolution or annulment of a civil partnership agreement
- receipt of registration of the dissolution of a civil partnership agreement provided by a notary, the civil registrar or, up to 31 October 2017, the Registrar of the District Court (*Tribunal d'instance*).
- separation judgement
- judgment annulling a civil partnership agreement
- certificate of absence of civil partnership issued by the Central Civil Status Service (SCEC)

**(i) parenthood**

- act of recognition before a civil registrar
- act of recognition by official deed (*acte authentique*)
- declaration (*acte de notoriété*) confirming acceptance of a civil status issued by the judge of the court of first instance of the place of birth or residence
- court decision replacing a civil status certificate
- judgment of the Regional Court (*Tribunal de grande instance*) establishing or annulling filiation

**(j) adoption**

- transcript of the operative part of a plenary adoption ruling with the effect of a birth certificate
- court decision replacing a birth certificate (*jugement supplétif d'acte de naissance*)
- adoption ruling
- transcript of the operative part of a simple adoption ruling
- ruling revoking a simple adoption
- ruling of adoption by the nation (*adoption par la Nation*)

**(k) domicile and/or residence:**

- attestation of residence (for French citizens abroad)
- attestation of change of residence (for French citizens abroad)

**(l) citizenship and nationality**

- certificate of French citizenship
- authentic copy of a decree of naturalisation or reintegration into French citizenship issued by the administrative authority
- declaration of French citizenship, with a statement that the declaration has been registered, received either by the director of the registry services of the District Court in the case of declarations made in France, or by the administrative authority, or by the French consul in the case of declarations made abroad and registered either by the director of the registry services of the District Court in the case of declarations made in France, or by the Ministry of Justice in the case of declarations made abroad, or by the ministry responsible for naturalisations in the case of declarations made on the basis of marriage with a French citizen;
- court order, accompanied by a certificate stating that no appeal has been lodged;
- birth certificate bearing a marginal annotation indicating one of the above.

**(m) absence of a criminal record, where the public documents concerning this fact are issued for a citizen of the Union by the authorities of that citizen's Member State of nationality**

- Bulletin No 3 certificate of good conduct ("*Bulletin n°3 du casier judiciaire*") stating that the person has no criminal record.

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

Forms relating to birth (1)

- birth certificate
- temporary birth certificate issued following the discovery of a new-born child or in the case of a ward of the State (*pupille de l'Etat*) who has no known birth certificate or in respect of whose birth secrecy has been requested
- court decision declaring birth
- court decision replacing a birth certificate (*jugement supplétif d'acte de naissance*)
- declaration (*acte de notoriété*) for the purpose of marriage in lieu of an unobtainable birth certificate, issued by a notary or the diplomatic or consular authority
- declaration in lieu of civil registry documents which are unobtainable because they have been destroyed or lost as a result of an accident or an act of war.
- act replacing a birth certificate issued by OFPRA, the French Authority for Refugees (*Office français de protection des réfugiés et apatrides*)
- certificate of origin from the prefect (*préfet*) to replace a birth certificate in the absence of a provisional birth certificate where there is a secret
- court decision rectifying a birth certificate delivered by the president of the Regional Court (*Tribunal de grande instance*)

Forms relating to life (2)

- certificate that the person is alive (French citizens abroad)

Forms relating to death (3)

- death certificate
- transcript held in the municipality of residence of the deceased when the death certificate was made out elsewhere
- certificate of stillbirth
- birth certificate
- transcript of the operative part of a plenary adoption ruling with the effect of a birth certificate
- judgment declaring a person dead
- judgment declaring a person absent
- court decision replacing a birth or death certificate
- declaration in lieu of civil registry documents which are unobtainable because they have been destroyed or lost as a result of an accident or an act of war.
- court decision rectifying a death certificate delivered by the president of the Regional Court (*Tribunal de grande instance*)
- the annotation 'died in deportation'
- the annotation 'victim of terrorism'
- the annotation 'died for France'
- the annotation 'died in the service of the nation'
- act replacing a death certificate issued by OFPRA, the French Authority for Refugees (*Office français de protection des réfugiés et apatrides*)

Forms relating to marriage (4)



- birth certificate
- marriage certificate
- court decision replacing a birth or marriage certificate
- transcription of the operative part of a plenary adoption decision with the effect of a birth certificate
- certificate of civil celebration of marriage
- divorce or legal separation ruling
- certificate of a notary on the existence of a marriage contract
- declaration in lieu of civil registry documents which are unobtainable because they have been destroyed or lost as a result of an accident or an act of war.
- court decision rectifying a marriage certificate delivered by the president of the Regional Court (*Tribunal de grande instance*)
- act replacing a marriage certificate issued by OFPRA, the French Authority for Refugees (*Office français de protection des réfugiés et apatrides*)

#### Forms relating to the capacity to marry (5)

- certificate of freedom to marry issued by a diplomatic or consular authority

#### Forms relating to marital status (6)

- marriage certificate
- birth certificate
- temporary birth certificate issued following the discovery of a new-born child or in the case of a ward of the State (*pupille de l'Etat*) who has no known birth certificate or in respect of whose birth secrecy has been requested
- court decision declaring birth
- court decision replacing a birth or marriage certificate
- declaration (*acte de notoriété*) for the purpose of marriage in lieu of an unobtainable birth certificate, issued by a notary or the diplomatic or consular authority
- declaration in lieu of civil registry documents which are unobtainable because they have been destroyed or lost as a result of an accident or an act of war.
- certificate replacing a birth certificate issued by OFPRA, the French Authority for Refugees (*Office français de protection des réfugiés et apatrides*)
- court decision rectifying a birth certificate delivered by the president of the Regional Court (*Tribunal de grande instance*)
- certificate stating that a person is not married issued by a diplomatic or consular authority

#### Forms relating to registered partnership (7)

- birth certificate
- transcription of the operative part of a plenary adoption decision with the effect of a birth certificate
- court decision replacing a birth certificate (*jugement supplétif d'acte de naissance*)
- death certificate
- transcript held in the municipality of residence of the deceased when the death certificate was made out elsewhere
- civil partnership agreement (*PACS - pacte civil de solidarité*) approved by a civil registrar or diplomatic and consular officials (formerly the Registrar of the District Court (*Tribunal d'instance*))
- civil partnership agreement by official deed
- confirmation of receipt of the conclusion/modification/dissolution of a civil partnership agreement provided by the civil registrar (formerly the Registrar of the District Court) or a notary
- certificate of absence of civil partnership agreement issued by the Central Civil Status Service (*SCEC*)

#### Forms relating to the capacity to enter into a registered partnership (8)

- birth certificate (with no record of a civil partnership agreement): see 5.2 of the form)

#### Forms relating to registered partnership status (9)

- birth certificate (except for foreign nationals born abroad)
- transcript of the operative part of a plenary adoption decision with the effect of a birth certificate (except for foreign nationals born abroad)
- judgment replacing a birth certificate (except for foreign nationals born abroad)
- death certificate
- transcript held in the municipality of residence of the deceased when the death certificate was made out elsewhere
- certificate of absence of a civil partnership agreement issued by the SCEC

#### Forms relating to DOMICILE or RESIDENCE (10)

- attestation of residence (for French citizens abroad)
- attestation of change of residence (for French citizens abroad)

#### Forms relating to criminal record (11)

- Bulletin No 3 certificate of good conduct (*'Bulletin n°3 du casier judiciaire'*) stating that the person has no criminal record.

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

Certified translators must be court-approved experts: the lists of experts, each one including a heading on approved (sworn) translators, are available on the website of the Court of Cassation:

[https://www.courdecassation.fr/informations\\_services\\_6/experts\\_judiciaires\\_8700.html](https://www.courdecassation.fr/informations_services_6/experts_judiciaires_8700.html).

The lists of expert translators, updated on an annual basis, are posted on the website as follows :

list of [experts approved by the Court of Cassation](#);

[lists of court-approved experts](#) drawn up by each of the 36 courts of appeal, including experts registered under the heading of translation and interpretation

. The lists of court experts drawn up by the courts of appeal are updated by those courts and transmitted periodically to the Court of Cassation. It is sometimes possible to find a more up-to-date list on individual appeal court websites.

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

Note that certain copies can be issued only by administrative or judicial authorities or legal professionals. **This is the case for copies of judicial acts or official deeds, which can be issued only by court registries or public officers** (e.g. notaries, bailiffs, registrars for civil-status records of which they are the depositaries).

For other documents, Article R113-10 of the Code of Relations between the public and the administration (*Code des relations entre le public et l'administration*) has abolished the requirement, in administrative procedures, for the certification of photocopies of documents issued by an administration, where the law does not already allow a straightforward photocopy. However, the Code provides that **the administration must continue to certify on request copies that are required by foreign authorities**. There is no list of the authorities that can issue certified copies. However, Article R2122-8 of the General Code

of Local Government (*Code général des collectivités territoriales*) provides that **the mayor and municipal officials** delegated by the mayor can certify signatures and the conformity of documents when so requested.

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

The way in which translations are to be certified is not laid down by law.

However, a duly certified translation can be identified as follows. .

The main, mandatory requirement is that the translation has been done by a translator who is on the list of experts of a French court of appeal or of the Court of Cassation.

Beyond that, the following is common practice:

- the translation states that it is a true and accurate translation of the original (*'certifiée conforme à l'original'*),
- each page is numbered and initialled by the sworn expert translator,
- the last page includes the signature, stamp and name of the translator,
- the translation includes a registration number (given by the sworn expert translator - same number for source text and translation).

However, none of the above four features is mandatory.

Certified copies are stamped as having been certified and are dated and signed by the certifying authority.

However, certified copies of judicial acts or official deeds can be issued only by the authority with which the original is deposited. These copies are dated, signed, and where applicable stamped by the authority which issued the document.

Copies and extracts of civil status records are stamped by a town hall, a diplomatic or consular authority or the Central Civil Status Service (SCEC) of the Ministry of Foreign Affairs and dated and signed by the registrar with whom the original is deposited.

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

Certified copies are stamped as having been certified and are dated and signed by the certifying authority.

However, certified copies of judicial acts or official deeds can be issued only by the authority with which the original is deposited. These copies are dated, signed, and where applicable stamped by the authority which issued the document.

Copies and extracts of civil status records are stamped by a town hall, a diplomatic or consular authority or the Central Civil Status Service (SCEC) of the Ministry of Foreign Affairs and dated and signed by the registrar with whom the original is deposited.

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### **Public documents - Croatia**

#### **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)**

The Republic of Croatia will only accept public documents in Croatian, i.e. it will not accept public documents in other official languages of EU Member States.

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

The list of public documents falling within the scope of this Regulation:

- birth certificate (*rodni list*) (Annex I)
- death certificate (*smrtni list*) (Annex III)
- marriage certificate (*vjenčani list*) (Annex IV)
- certificate of non-married status (*potvrda o slobodnom bračnom stanju*) (Annex VI)
- certificate of partnership (*potvrda o životnom partnerstvu*) (Annex VII)
- certificate of domicile and/or residence (*uvjerenje o prebivalištu i/ili boravištu*) (Annex X)
- certificate of absence of criminal record (*potvrda o nepostojanju kaznene evidencije*) (Annex XI)

Note: The public documents referred to in Annexes I-VII and XI are issued by the Ministry of Justice and Public Administration (*Ministarstvo pravosuđa i uprave*), while those referred to in Annex X are issued by the Ministry of Internal Affairs (*Ministarstvo unutarnjih poslova*).

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

The list of public documents to which multilingual standard forms may be attached as a suitable translation aid:

- birth certificate (Annex I)
- death certificate (Annex III)
- marriage certificate (Annex IV)
- certificate of non-married status (Annex VI)
- certificate of partnership (Annex VII)
- certificate of domicile and/or residence (Annex X)
- certificate of absence of criminal record (Annex XI)

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

According to Croatian law, court interpreters are qualified to carry out certified translations.

A link to the up-to-date list of court interpreters is published on the website of the Judicial Network (*Sudačka mreža*):

<http://www.sudacka-mreza.hr/tumaci.aspx?Lng=hr>

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

According to Croatian law, certified copies of public documents can be made by notaries (*javni bilježnici*); the list of those qualified — known as the directory of notaries (*Imenik javnih bilježnika*) — is managed by the Board of Administration (*Upravni odbor*) of the Croatian Notaries Chamber (*Hrvatska javnobilježnička komora*) and can be consulted on the Chamber's website - <http://www.hjk.hr/Uredi>.

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

Certified translations and certified copies can be identified by an ordinary visual check, as every translation or copy bears the stamp and signature of a court interpreter or notary, clearly indicating that the document concerned is a translation or copy.

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

The specific feature of a certified copy is the stamp and signature of the notary who produced it.

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#### Public documents - Italy

#### 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)

The following languages may be used:

- **Italian** (official language of the State);
- **German** in the region of Trentino-Alto Adige, which has a special status (Presidential Decree No 670 of 31/8/1972 and Presidential Decree No 574 of 15/7/1988);
- **French** in the region of Valle d'Aosta, which has a special status (Article 38 of Constitutional Law No 4 of 26/2/1948);
- **Slovenian** in the region of Friuli-Venezia Giulia, which has a special status (Article 8 of Law No 38 of 23/2/2001).

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

The public documents referred to in Article 6(1)(b) of the Regulation include the following population services documents in particular:

Scope	Public documents
Birth	<i>Birth certificate (certificato di nascita)</i> <i>Extract from the register of births (estratto dell'atto di nascita)</i> <i>Full copy of an entry in the register of births (copia integrale atto di nascita)</i>
Life	<i>Proof of life certificate (certificato di esistenza in vita)</i>
Death	<i>Death certificate (certificato di morte)</i> <i>Extract from the register of deaths (estratto atto di morte)</i> <i>Full copy of an entry in the register of deaths (copia integrale atto di morte)</i>
Name	<i>Birth certificate</i> <i>Extract from the register of births</i> <i>Full copy of an entry in the register of births</i>
Marriage, including capacity to marry and marital status	<i>Marriage certificate (certificato di matrimonio)</i> <i>Extract from the register of marriages (estratto dell'atto di matrimonio)</i> <i>Full copy of an entry in the register of marriages (copia integrale dell'atto di matrimonio)</i> <i>Certificate of capacity to marry (certificato di capacità di contrarre matrimonio) or certificate of freedom to marry (certificato di nulla osta alla celebrazione del matrimonio)</i> <i>Certificate of civil status (certificato di stato civile)</i> <i>Extract from the register of births</i>
Divorce, legal separation or marriage annulment	<i>Marriage certificate</i> <i>Summary extract from the register of marriages (estratto per riassunto dell'atto di matrimonio)</i> <i>Full copy of a separation/divorce agreement (copia integrale dell'accordo di separazione /divorzio)</i> <i>Extract from the register of births</i>
Registered partnership, including capacity to enter into a registered partnership and registered partnership status	<i>Civil partnership certificate (certificato di unione civile)</i> <i>Extract from the register of civil partnerships (estratto di costituzione di unione civile)</i> <i>Full copy of an entry in the register of civil partnerships (copia integrale di atto di costituzione di unione civile)</i> <i>Certificate of capacity to enter into a civil partnership (certificato di capacità di sottoscrivere un' unione civile)</i> <i>Extract from the register of births</i>
Annulment of a registered partnership	<i>Extract from the register of civil partnerships</i> <i>Extract from the register of births</i>
Parenthood	<i>Extract from the register of births with the names of the father and the mother (estratto dell'atto di nascita con paternità e maternità)</i>
Domicile and/or residence	<i>Certificate of residence (certificato di residenza)</i>
Nationality	<i>Certificate of nationality (certificato di cittadinanza)</i> <i>Extract from the register of births</i>
Adoption	<i>Extract from the register of births</i>
Absence of criminal record	<i>Criminal record certificate (certificato del casellario giudiziale)</i>

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

Public documents	Multilingual standard forms
<i>Birth certificate</i>	Annex I - Birth
<i>Proof of life certificate</i>	Annex II - Life
<i>Death certificate</i>	Annex III - Death
<i>Marriage certificate</i>	Annex IV - Marriage
<i>Certificate of capacity to marry or certificate of freedom to marry</i>	Annex V - Capacity to marry
<i>Certificate of marital status</i>	Annex VI - Marital status
<i>Civil partnership certificate</i>	Annex VII - Registered partnership
<i>Certificate of capacity to enter into a civil partnership</i>	Annex VIII - Capacity to enter into a registered partnership
<i>Civil partnership certificate</i>	Annex IX - Registered partnership status
<i>Certificate of residence</i>	Annex X - Domicile and/or residence

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

There is no public list of translators and interpreters. However, translators and interpreters can ask to be listed (as an adviser to the court) in directories held by the courts.

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

In accordance with the first sentence of Article 18(2) of Presidential Decree No 445 of 28/12/2000, copies can be certified by:

- the **public official** (*pubblico ufficiale*) who issued the certificate or with whom the original has been deposited or to whom the document must be submitted;
- a **notary** (*notaio*);
- a **court registrar** (*cancelliere*);
- a **municipal secretary** (*segretario comunale*), or another official appointed by the mayor.

Tasks relating to the population register and civil status are a government responsibility, and are carried out by the mayors of municipalities, who are government officials, and by staff appointed by them.

Government officials issue population register certificates (Article 33 of Presidential Decree No 223/1989) and extracts from the civil status records held in the relevant registers (Article 106-108 of Presidential Decree No 396/2000).

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

Where a document is accompanied by a certified translation into Italian, the translation is certified as a correct translation of the foreign text by the diplomatic or consular authorities, or by an official translator or an interpreter who certifies under oath that it is a correct translation of the foreign text. The diplomatic or consular authority or the translator or interpreter will insert their name and personal details, and will add their signature or use the stamp of the office to which they belong and put their signature next to the stamp; they will also insert a statement of liability with respect to the work they have carried out.

A copy is certified by entering a statement at the end of the copy, certifying that it is a true copy of the original; this is done by an authorised public official, who must also indicate the date and place of issue, the number of pages used, their own full name and their status, and who must add their full signature and the stamp of the office. If the copy of the certificate or document comprises several sheets, the public official must add their signature in the margin of each preceding sheet as well.

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

As mentioned above in relation to Article 24(1)(e), copies of documents are certified by means of a statement, written by an authorised public official, certifying that the copy corresponds exactly to the original document.

A copy certified in this way is said to be 'authentic' (*autentica*) if the certification gives it the same legal effects as the original.

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**Public documents - Cyprus****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)**

Greek and English

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

The Cypriot authorities mention, by way of example, the following public documents:

**Birth:** Birth certificate

**Death:** Death certificate

**Marriage:** Marriage certificate

**Capacity to marry:** Certificate of capacity to marry

**Registered partnership:** Civil partnership certificate

**Residence:** Permanent residence certificate

**Dissolution of a registered partnership:** Certificate of registration of a joint declaration on the dissolution of a civil partnership

**Absence of a criminal record:** Certificate of absence of a criminal record

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

Birth certificate

Death certificate

Marriage certificate

Certificate of capacity to marry

Civil partnership certificate

Permanent residence certificate

Certificate of absence of a criminal record

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

The [Register of Sworn Translators](#) linked to the Press and Information Office of the Ministry of the Interior

**Article 24(1)(e) – an indicative list of types of authorities empowered by national law to make certified copies****Civil Registry and Migration Department**

Birth certificate

Death certificate

Certificate of capacity to marry

Civil partnership certificate

Certificate of registration of a joint declaration on the dissolution of a civil partnership

**District administrations (Επαρχιακές Διοικήσεις)**

Birth certificate

Death certificate

Permanent residence certificate

**Municipalities**

Marriage certificate

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

The instructions of the Council of Sworn Translators, the body responsible for official translations in the Republic of Cyprus, to sworn translators and the public is that all documents submitted to sworn translators for translation must be authentic and duly certified. A photocopy of the document submitted for translation is attached to the sworn translator's translated text, at the end of which the translator's signature is affixed and it is stamped.

Sworn translators do not certify the authenticity of the document presented for translation by a special stamp on the document, but they check it before translating it and if they consider that it is not authentic, they do not translate it.

Sworn translators only certify the authenticity of their own translated text when they are asked for a true or faithful copy of their own translation.

#### **For translations:**

Rectangular electronic seal bearing the words 'correct and accurate translation of the attached document'

Original round stamp of the sworn translator which the Council of Sworn Translators issued to him or her.

Original signature of sworn translator

Name of sworn translator

Revenue stamp (a €2 revenue stamp is affixed slightly outside the lower part of the stamp and is cancelled with the round stamp)

#### **For copies of translations:**

Original rectangular electronic seal bearing the words 'true copy of the translated document'

Original round stamp of the sworn translator which the Council of Sworn Translators issued to him or her.

Name and original signature of sworn translator

Revenue stamp (a €2 revenue stamp is affixed slightly outside the lower part of the stamp and is cancelled with the round stamp)

#### **For certified documents:**

Sworn translators' stamps (round) are blue in colour and the rectangular electronic seal is black.

A €2 revenue stamp is affixed slightly outside the lower part of the stamp and is cancelled with the round stamp.

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

Sworn translators' stamps (round) are blue in colour and the rectangular electronic seal is black.

A €2 revenue stamp is affixed slightly outside the lower part of the stamp and is cancelled with the round stamp.

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#### **Public documents - Latvia**

#### **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)**

Latvian.

Exceptions can be made in certain cases very narrowly defined by law: the Immigration Law (*Imigrācijas likums*), for example, states that for the approval of sponsorships or the extension of residence permits the necessary documents (e.g. a certificate of absence of a criminal record, copies of documents attesting kinship or affinity, or other documents required by the Latvian legislation) may be submitted in Latvian, English, French, German or Russian.

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

**Birth:** birth certificate (*dzimšanas apliecība*) or extract from the register of births (*izziņa no dzimšanas reģistra*) issued by the Civil Registry Department (*Dzimsarakstu departaments*) of the Ministry of Justice; birth certificate or extract from the register of births issued by the civil registry office (*Dzimsarakstu nodaļa*) of a local authority; extract from the population register (*izziņa no ledzīvotāju reģistra*) issued by the Office of Citizenship and Migration Affairs (*Pilsonības un migrācijas lietu pārvalde*); birth certificate (original or duplicate) or extract from the population register issued by a Latvian diplomatic or consular mission abroad.

**That a person is alive:** certificate issued by a notary (*zvērināts notārs*); certificate issued by a Latvian diplomatic or consular mission abroad.

**Death: death certificate** (*miršanas apliecība*) or extract from the register of deaths (*izziņa no miršanas reģistra*) issued by the Civil Registry Department of the Ministry of Justice; death certificate or extract from the register of deaths issued by the civil registry office of a local authority; extract from the population register issued by the Office of Citizenship and Migration Affairs; death certificate (original or duplicate) or extract from the population register issued by a Latvian diplomatic or consular mission abroad.

**Name: order** on a change of forename and/or surname (*lēmums par uzvārda maiņu un/vai vārda maiņu*) issued by the Civil Registry Department of the Ministry of Justice; certificate issued by the Civil Registry Department of the Ministry of Justice; extract from the population register issued by the Office of Citizenship and Migration Affairs; extract from the population register issued by a Latvian diplomatic or consular mission abroad.

**Marriage, including capacity to marry:** marriage certificate (*laulības apliecība*) or extract from the register of marriages (*izziņa no laulības reģistra*) issued by the Civil Registry Department of the Ministry of Justice; marriage certificate or extract from the register of marriages issued by the civil registry office of a local authority; marriage certificate issued by a minister of one of the religious denominations listed in the Civil Law (*Civillikums*); extract from the population register issued by the Office of Citizenship and Migration Affairs; marriage certificate (original or duplicate) or extract from the population register issued by a Latvian diplomatic or consular mission abroad.

Latvia does not deliver a document certifying a person's capacity to marry. In place of such a certificate a person may request information on their marital status.

**Divorce or marriage annulment:** notarial document (*notariāls akts*) certifying divorce (*laulības šķiršanas apliecība*); court decision (*tiesas nolēmums*); extract from the population register issued by the Office of Citizenship and Migration Affairs; certificate issued by a Latvian diplomatic or consular mission abroad; extract from the register of marriages issued by the Civil Registry Department of the Ministry of Justice showing the divorce; extract from the register of marriages issued by the civil registry office of a local authority showing the divorce.

**Parenthood: court judgment;** extract from the population register issued by the Office of Citizenship and Migration Affairs; extract from the population register issued by a Latvian diplomatic or consular mission abroad.

**Adoption: court decision;** extract from the population register issued by the Office of Citizenship and Migration Affairs.

**Domicile and/or residence:** extract from the population register issued by the Office of Citizenship and Migration Affairs; extract from the population register issued by a Latvian diplomatic or consular mission abroad; extract from the population register issued by a local authority.

**Nationality:** extract from the population register issued by the Office of Citizenship and Migration Affairs; extract from the population register issued by a Latvian diplomatic or consular mission abroad.

**Absence of criminal record:** Extract from the register of criminal convictions (*izziņa no sodu reģistra*) issued by the Information Centre (*Informācijas centrs*) of the Ministry of the Interior; certificate issued by a Latvian diplomatic or consular mission abroad.



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

**Birth:** birth certificate or extract from the register of births issued by the Civil Registry Department of the Ministry of Justice; birth certificate or extract from the register of births issued by the civil registry office of a local authority; extract from the population register issued by the Office of Citizenship and Migration Affairs; birth certificate (original or duplicate) or extract from the population register issued by a Latvian diplomatic or consular mission abroad.

**That a person is alive:** certificate issued by a notary; certificate issued by a Latvian diplomatic or consular mission abroad.

**Death:** **death certificate** or extract from the register of deaths issued by the Civil Registry Department of the Ministry of Justice; death certificate or extract from the register of deaths issued by the civil registry office of a local authority; extract from the population register issued by the Office of Citizenship and Migration Affairs; death certificate (original or duplicate) or extract from the population register issued by a Latvian diplomatic or consular mission abroad.

**Marriage:** marriage certificate or extract from the register of marriages issued by the Civil Registry Department of the Ministry of Justice; marriage certificate or extract from the register of marriages issued by the civil registry office of a local authority; marriage certificate issued by a minister of one of the religious denominations listed in the Civil Law; extract from the population register issued by the Office of Citizenship and Migration Affairs; marriage certificate (original or duplicate) or extract from the population register issued by a Latvian diplomatic or consular mission abroad.

**Marital status:** extract from the population register issued by the Office of Citizenship and Migration Affairs; extract from the population register issued by a Latvian diplomatic or consular mission abroad.

**Domicile and/or residence:** extract from the population register issued by the Office of Citizenship and Migration Affairs; extract from the population register issued by a Latvian diplomatic or consular mission abroad; extract from the population register issued by a local authority.

**Absence of criminal record:** Extract from the register of criminal convictions issued by the Information Centre of the Ministry of the Interior; certificate issued by a Latvian diplomatic or consular mission abroad.

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

There are no such lists, because in Latvia a translation can be certified by any natural person who assumes liability in accordance with the procedure laid down by law for any injury caused by errors in the translation of the document.

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

Copies of documents may be certified by a notary; except where the legislation requires that a copy must be certified by a notary, its accuracy may also be certified by the organisation concerned ([☞ Law on the legal force of documents \(Dokumentu juridiskā spēka likuma\)](#), Section 6).

The accuracy of a copy of a document can also be certified by the natural person who is the author of the document. A natural person can also certify the accuracy of a copy of a document that they have received from another natural person or from an organisation, except where the legislation requires the consent of the author.

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

The translator certifies the accuracy of the translation on the last page of the translation, after the text, in Latvian. The translator enters the words TULKUJUMS PAREIZS ('translation accurate') in capitals, the translator's forename, surname and personal identity number, the translator's signature, the name of the place of certification, and the date of certification (see [☞ Cabinet Regulation No 291 on procedures for the certification of document translations in the official language \(Ministru kabineta noteikums Nr.291 Kārtība, kādā apliecināmi dokumentu tulkojumi valsts valodā\)](#)).

Similar requirements apply to certified copies (see next point).

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

The word KOPIJA ('copy') must be entered in capitals in the top right corner of the first page. The certificate consists of the words KOPIJA PAREIZA ('copy accurate'), written in capitals; the full official title of the officer certifying the accuracy of the copy (including the full name of the organisation and if necessary other information that allows the person to be identified unequivocally), the officer's own signature, and the officer's name in legible form; and the date of certification.

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### Public documents - Lithuania

#### 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)

The State language of the Republic of Lithuania is Lithuanian.

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

Article 24(1)(b):

a) birth certificate (issued between 1 January 1992 and 1 January 2017)

extract confirming a record of birth (issued since 1 January 2017)

b) notarised statement that a natural person is alive and in a particular location;

certification that a person is alive and in a particular location (issued by the State Social Insurance Fund Board)

c) death certificate (issued between 1 January 1992 and 1 January 2017)

extract confirming a record of death (issued since 1 January 2017)

d) certificate of change of first name, surname or nationality (issued between 4 December 2005 and 1 January 2017)

extract confirming a record amending or supplementing a civil status record (issued since 1 January 2017)

e) Marriage:

marriage certificate (issued between 1 January 1992 and 1 January 2017)

extract confirming a record of marriage (issued since 1 January 2017)

Capacity to marry:

Certificate of non-impediment to marriage

#### Consular certificate of family status

##### Certificate of family status

f) divorce certificate (issued between 1 January 1992 and 1 January 2017)

extract confirming a record of divorce (issued since 1 January 2017)

court judgment relating to a divorce or annulment

no document is issued to confirm a separation

g) –

h) –

i) birth certificate (issued between 1 January 1992 and 1 January 2017)  
extract confirming a record of birth (issued since 1 January 2017)  
notarised joint application by a child's father and mother acknowledging paternity  
court judgment establishing maternity/paternity;  
court judgment on a paternity/maternity challenge;

j) birth certificate (issued between 1 January 1992 and 1 January 2017)  
extract confirming a record of birth (issued since 1 January 2017)  
court judgment on adoption

k) certificate of declared place of residence  
Certificate of personal details from the Population Register

l) passport / personal identity card  
birth certificate (issued between 1 January 1992 and 1 January 2017)  
extract confirming a record of birth (issued since 1 January 2017)  
Orders or judgments regarding acquisition, loss or recovery of nationality

m) certificate containing information about a natural person from the register of suspects, accused persons and convicted persons

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

Article 24(1)(c)

a) extract confirming a record of birth (issued since 1 January 2017)

b) -

c) extract confirming a record of death (issued since 1 January 2017)

d) -

e) extract confirming a record of marriage (issued since 1 January 2017)

Certificate of non-impediment to marriage

k) certificate of declared place of residence

Certificate of personal details from the Population Register

m) certificate containing information about a natural person from the register of suspects, accused persons and convicted persons

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

There is no list of certified translators.

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

- notaries

- state and municipal bodies (for copies of the documents issued by them).

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

There are no certified translations or specific requirements for translations or certified copies thereof. In practice, documents are usually translated by translation agencies or translators, so it is indicated on the document that it was translated by a translation agency or translator. In individual cases, the translation may be certified by the translator's signature or its accuracy certified by a notary.

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

Where a document is certified by a state or municipal body:

the copy of the document issued by it will bear a certification mark at the end, consisting of the words 'true copy'/'true extract', along with the date and the job title, signature, first name or initial and surname of the head or other authorised person of the body certifying the authenticity of the copy or extract.

If the authenticity of a paper copy of an electronic document is certified by IT tools, the certification mark of the legal person authorised to certify it consists of the words 'true copy', the name of the legal person authorised to certify it and the date. The certification mark may also be affixed by stamp.

The notarial certificate template must be completed with: the date of the notarial act, the name of the office of the notary performing the notarial act, the notary's forename and surname, the notarial register number of the notarial act, the notary's fee for the notarial act (where the fee is waived by the notary, the words 'fee waived' should be written), the fee for verification in state registers, the state registers' charge, the fee for any other services performed at the request of the client and the notary's signature.

Record confirming authenticity of a copy/extract:

' \_\_\_\_\_ 20\_\_\_\_

I, \_\_\_\_\_, hereby certify that this is a true copy of the document provided.

Notarial register No: \_\_\_\_\_

Notary's fee: \_\_\_\_\_

Fee(s) for other services performed at the request of the client: \_\_\_\_\_

Notary's signature'

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#### **Public documents - Luxembourg**

#### **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)**

Public documents to be presented to the Luxembourg authorities pursuant to Article 6(1)(a) may be submitted in French or German.

English is also accepted for:

- Birth certificates;

- Marriage certificates;

- Paternity acknowledgement certificates;

- Death certificates;

- Change of surname certificates;

- Change of first name certificates;

- Public documents amending a person's stated gender and first name(s).

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

- Birth certificates;
- Acknowledgement certificates establishing parentage;
- Marriage certificates;
- Certificates of capacity to marry;
- Death certificates;
- Stillbirth certificates;
- Grand-ducal decrees changing a person's surname;
- Grand-ducal decrees changing a person's first name(s);
- Partnership declaration certificates;
- Partnership dissolution certificates;
- Property agreement certificates setting out the property consequences of a partnership;
- Proof of life certificates;
- Certificates of residence;
- Extended certificates of residence;
- Certificate of registration at a given address;
- Ministerial decrees amending a person's stated gender and first name(s);
- Court decisions on change of gender;
- Ministerial decrees on nationality;
- Certificates of nationality;
- Acknowledgments of paternity before a notary;
- Extract from the criminal record (record no 3, 4 or 5), if the person has no criminal record;
- Certificate of registration on the electoral roll;
- Multilingual extracts from civil status records under ICCS Convention No 16;
- Court decisions declaring a birth;
- Court decisions on simple adoption;
- Court decisions on full adoption;
- Court decisions revoking an adoption;
- Court decisions establishing parentage (application to establish maternal or paternal relationship);
- Court decisions contesting parentage (contesting maternal or paternal relationship);
- Court decisions on divorce;
- Court decisions annulling a marriage;
- Court decisions on legal separation;
- Court decisions declaring a person absent;
- Court decisions revoking an adoption.

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

- Birth certificates (extracts from the register only);
- Proof of life certificates;
- Death certificates (extracts from the register only);
- Marriage certificates (extracts from the register only);
- Registered partnership declaration certificates;
- Registered partnership dissolution certificates;
- Certificates of residence;
- Extract from the criminal record (record no 3, 4 or 5), if the person has no criminal record.

This is an exhaustive list, meaning that a multilingual form may not be attached to any public document not listed above.

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

The lists of persons qualified under national law to provide certified translations can be found on the website of the Ministry of Justice of the Grand-Duchy of Luxembourg at the following address:

 [http://mj.public.lu/professions/expert\\_judicaire/traducteurs\\_et\\_interpretes/index.html](http://mj.public.lu/professions/expert_judicaire/traducteurs_et_interpretes/index.html)

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

Municipalities are authorised to make certified copies. A fee (*taxe de chancellerie*) must be paid to the municipal authorities at the time the copy is made. To receive a certified copy, the person requesting the copy must take the document to the Population Office or the Secretariat of the municipality in which they live.

A municipal official will make the certified copy on the spot using the original provided by the person requesting the copy.

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

Certified translations feature the signature of the sworn translator.

Certified copies feature the municipality's stamp, the signature of the municipal official who made the copy, and a revenue stamp.

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

Certified copies feature the municipality's stamp, the signature of the municipal official who made the copy, and a revenue stamp.

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### **Public documents - Hungary**

**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)**  
Hungarian.

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

(a) birth:

birth certificate

- (b) life:  
certificate that the person is alive
- (c) death:  
death certificate, court order declaring the presumption of death, court order registering a death
- (d) name: name change certificate
- (e) marriage, including capacity to marry and marital status:  
marriage certificate, marital status certificate
- (f) divorce, legal separation or marriage annulment  
court judgment on divorce, court judgment on marriage annulment, court judgment on the validity of a marriage, court judgment establishing the existence or non-existence of marriage
- (g) registered partnership, including capacity to enter into a registered partnership and registered partnership status:  
registered partnership certificate, marital status certificate
- (h) dissolution of a registered partnership, legal separation or annulment of a registered partnership:  
order establishing the dissolution of a registered partnership by a notary
- (i) parenthood:  
birth certificate, court judgment establishing paternity, court order or judgment rebutting the presumption of paternity, court judgment establishing maternity
- (j) adoption:  
guardianship authority adoption order, court judgment dissolving adoption
- (k) domicile and/or residence:  
official residence card
- (l) nationality:  
certificate of nationality
- (m) absence of a criminal record: extract from the judicial record

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

- (1) birth certificate, death certificate, marriage certificate and registered partnership certificate issued after 1 July 2014, provided that the contents of the certificate were not changed prior to the issuing of the standard form
- (2) certificate that the person is alive
- (3) marital status certificate
- (4) official residence card

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

In Hungary, a certified translation is any such translation produced by the organisation authorised to produce certified translations.

In general circumstances, only the Hungarian Office for Translation and Attestation (*Országos Fordító és Fordításhitelesítő Iroda Zrt.*, or *OFFI Zrt.*) may produce certified translations by law in Hungary.

Notaries licensed to draw up documents in a foreign language may produce certified translations in that language of public documents and the annexes thereto in matters falling within a notary's competence or certify the accuracy of the translations of such documents. It is possible to search for notaries with a language licence on the following website: <https://start.mokk.hu/kozjegyzokereso.html>.

A career consular official of Hungary authorised by the minister for foreign affairs to perform certain notarial tasks may draw up a consular certificate to certify a translation, including a translation produced by that same official. The current list of consular officials authorised to issue certificates can be found here: <http://www.kormany.hu/hu/kulgaszdasagi-es-kulugyminiszterium/kulkepviseletek>.

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

In principal, each body is authorised to make certified copies under its rules of procedure and within its area of responsibility.

Notaries may issue a certificate stating that a copy is identical to a document presented to them.

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

**Certified translations produced by OFFI Zrt.:**

**A. Elements used since 2 July 2018:**

1. OFFI prepares its certified translations on 210 x 297 mm security paper, surrounded by a guilloche-pattern border and containing elements that can only be seen when magnified to several times original size.
  2. The text is contained within the claret-coloured border, above which is printed the coat of arms of Hungary, and the company's name and logo. The unique code identifying the document is included in the first line within the claret border and on the line above the attestation clause.
  3. The certified translation printed on a separate sheet is attached **using a stapler** to the translated authentic document or a certified copy thereof and the staple is sealed with a square, 30 × 25 mm **security label bearing the OFFI logo, a holographic strip and a unique serial number**. This label forms an essential part of the certification.
  4. For a translation from a foreign language into Hungarian, the following attestation clause is included in Hungarian on the translation:  
'The Hungarian Office for Translation and Attestation certifies that this certified translation corresponds exactly to the text of the attached document. The Hungarian Office for Translation and Attestation assumes no responsibility for the authenticity and content of the document forming the basis for the translation.'
- This is followed by the place and date of issue, the authentic signature in blue ink, a name stamp and the text 'on behalf of the chief executive officer'.  
For a translation into a foreign language, the above attestation clause is included on the translation in the appropriate language.

**B. Elements used before 2 July 2018:**

The elements and attestation clauses are the same as those described under point A, with the following differences:

1. A printed barcode and unique identifier are visible on the back of the security paper in the top right-hand corner.
2. The certified translation printed on a separate sheet is tied to the translated authentic document or a certified copy thereof with red, white and green string, the ends of which are fixed to the document by the certified OFFI label, to which the official OFFI stamp is affixed in such a way that it would be impossible to separate the documents without damaging the label.
3. For a translation from a foreign language into Hungarian, the attestation clause in Hungarian on the translation is followed by the place and date of issue, the authentic signature in blue ink and the text 'on behalf of the chief executive officer'.

**3. The features of electronic certified translations from OFFI**

The appearance of the translation and the text of the attestation stamp are the same as those of the paper version.

The e-certified translation is contained in a folder (in .es3 or .dosszie format) produced by OFFI, which also contains the original file submitted for translation. In addition to the electronically signed e-certified translation with the OFFI electronic stamp (in .pdf format), the original file submitted for translation contained in the folder also retains its authenticity.

The original file and the file containing the translation are placed in the folder in such a way that separating the files destroys the certification, so the files that belong together are securely 'attached' to each other.

E-certification guarantees that the translation was produced by OFFI Zrt., that the content of the files has not changed since certification and that the text of the finished translation has the same content as the text submitted for translation.

**Certified translations produced by a notary:**

Certified translations produced by notaries are identified using the notarial case number. The translation must be written onto the original document or attached to it. Notaries certify a translation of an original document by adding an attestation clause to the end of the translation.

**Certified translations produced by career consular officials:**

The translation must be written onto the original document or attached to it and an attestation cause added to the translation. Finally, a clause certifying that the translation corresponds exactly to the original document must be added to the end of the translation.

If the career consular official attaches the translation to the original document, this must be done using red, white and green string fixed in place with a white, circular, self-adhesive label, which is stamped on two sides with the numbered stamp of the diplomatic representation.

The text of the attestation clause reads as follows:

I hereby certify that the translation presented to me/drawn up by me corresponds exactly to the attached document in the ..... language.....
The customer has paid the consular fee of .....
Case number: .....
Done on: .....
stamp
signature

The clause may also take another form, provided that it cannot be separated from the original document or the translation and contains the following mandatory elements:

- (a) an indication of the foreign language from which the document is translated,
- (b) the underlining of the appropriate option in 'the translation presented to me/drawn up by me', according to whether the consular official is certifying the accuracy of a translation presented to him/her or has prepared the translation himself/herself,
- (c) the amount of the consular fee paid,
- (d) the case number,
- (e) the date,
- (f) the numbered stamp of the diplomatic representation,
- (g) the signature of the career consular official,
- (h) the indication of his/her capacity as a career consular official.

In the date, the year and the day must also be written in letters in parentheses.

The clause most commonly takes the form of a stamp placed on the document or on a separate sheet that cannot be separated from the original document or the translation.

Where necessary, the consular attestation may also be drawn up in a foreign language within the parameters described above, if this is accepted by the authorities of the receiving country.

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

**Certified copies produced by a notary:**

A notary may certify a copy of a document if the document from which the copy has been made is clearly legible. The notary compares the copy with the original document and certifies that the copy corresponds to the original by placing an attestation clause on the copy.

The attestation clause must indicate:

- (a) that the copy was made from the original document, or from an official duplicate or copy thereof,
- (b) whether there was a duty stamp on the document presented,
- (c) whether the copy represents only part of the original,
- (d) whether any changes, damage or other circumstances giving cause for concern are visible on the original document.

These rules must be applied *mutatis mutandis* for the certification of an electronic copy or extract produced under the notary's supervision from a document or from an electronic database, and for the certification of a paper copy or extract produced from an electronic document. The notary signs the electronic copy or extract with a qualified electronic signature. There is no need to add an attestation clause to a certified electronic duplicate or certified electronic copy if it is produced from an undamaged paper document or electronic notarial document and contains the full document, the notary's qualified electronic signature and a time stamp.

**Certified copies produced by a court:**

A copy produced by the court from a document presented to the court or a copy produced elsewhere and presented to the court for certification must contain the following:

- (a) the phrase 'true copy:',
- (b) the signature of the person who prepared the copy,
- (c) the stamp of the court,
- (d) the time and date on which the copy was made.

If the case file is available as an electronic document, the above rules must be applied when making a paper copy based on a printout of the electronic document. If a paper copy is requested of a court decision created as an electronic document, the copy must display the time stamp and electronic signature on the electronic document, as well as indicating the person whose electronic signature appears on the electronic document.



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#### Public documents - Malta

##### 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)

The languages accepted by Malta are Maltese and English.

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

The indicative list of the public documents falling within the scope of this Regulation is as follows: birth certificate, free status certificate, marriage certificate, civil union certificate, death certificate and conduct certificate.

##### 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 a standard multilingual form may be attached as a translation aid are the birth certificate, free status certificate, marriage certificate, civil union certificate, death certificate and conduct certificate. The documents certifying capacity to marry and capacity to enter into a civil union are one and the same, known as the free status certificate.

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

As Malta does not recognise translators as professionals with a warrant, it does not have a list of persons qualified to carry out certified translations. In the absence of a legal framework for translators, the Ministry of Foreign and European Affairs (MFEU) has a system for the registration of the signatures of persons who carry out translations. This database of signatures is not for public use but is only for use by the MFEU to confirm and compare the signatures of persons who carry out translations. More information can be found at: <https://foreignaffairs.gov.mt/en/Pages/Authentication-of-Documents.aspx> The Ministry of Justice, Equality and Governance also has a list of interpreters and translators, published at [https://justice.gov.mt/en/COJ/Pages/Interpreters\\_and\\_Translators.aspx](https://justice.gov.mt/en/COJ/Pages/Interpreters_and_Translators.aspx), which can be used as a reference.

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

It is standard practice for lawyers/notaries to make copies of public documents as certified copies of original public documents. It is at the discretion of the body requesting the documents to decide whether or not to accept copies. Certified copies of other public documents can also be issued by the Courts of Justice.

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

Certified copies of other documents normally include a statement attesting that the document is a certified copy, and the stamp and signature of the person empowered to issue a certified copy. Certified translations bear the date, signature and stamp of the translator.

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

Certified copies of other documents normally include a statement attesting that the document is a certified copy, and the stamp and signature of the person empowered to issue a certified copy.

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#### Public documents - Netherlands

##### 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)

Only documents in Dutch will be accepted.

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

All of the public documents mentioned in Article 2(1) of the Regulation, with the exception of documents relating to the capacity to enter into a registered partnership and registered partnership status (second part of point (g)), and documents about the absence of a criminal record (point (m)), because the Netherlands does not use such documents. Examples of public documents covered by the Regulation are acts relating to:

- a) birth;
- b) a person being alive;
- c) death;
- d) name;
- e) marriage, including capacity to marry and marital status;
- f) divorce, legal separation or marriage annulment;
- g) registered partnership;
- h) dissolution of a registered partnership, legal separation or annulment of a registered partnership;
- i) parenthood;
- j) adoption;
- k) domicile and/or residence;
- l) nationality.

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

Documents about birth, a person being alive, death, marriage, capacity to marry, marital status, registered partnership and domicile and/or residence.

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

A full list of sworn interpreters and translators can be found in the [Register of sworn interpreters and translators](#).

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

- Municipalities for the public documents they are authorised to issue;
- Consular posts for the public documents they are authorised to issue.

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

Certified copies will state that the information they contain is taken from the original or from a database. The copy will bear the signature of the official who is competent to issue the document and will state the document's place and date of issue. The copy will also usually bear an official stamp.

Certified true copies will state that the document corresponds to the original. The copy will bear the signature of the official who is competent to issue the document and will state the document's place and date of issue.

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

Certified true copies will state that the document corresponds to the original. The copy will bear the signature of the official who is competent to issue the document and will state the document's place and date of issue.

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## Public documents - Austria

### 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)

German

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

Judgments, decisions, declarations and orders of the courts and of the public prosecution services

Also under Article 2(1), the following public documents:

- (a) birth certificate (*Geburtsurkunde*), extract from register — birth (*Teilauszug Geburt*)
- (c) death certificate (*Sterbeurkunde*), extract from register — death (*Teilauszug Tod*)
- (d) decision granting a change of name (*Namensänderungsbescheid*)
- (e) marriage certificate (*Heiratsurkunde*), certificate of capacity to marry (*Ehefähigkeitszeugnis*), extract from register showing the existence of a marriage (*Teilauszug über das Bestehen einer Ehe*) or of a registered partnership (*Teilauszug über das Bestehen einer eingetragenen Partnerschaft*)
- (f) divorce decree (*Scheidungsbeschluss*), decree of annulment of marriage (*Aufhebungsbeschluss der Ehe*), court declaration that a marriage is void (*gerichtliche Nichtigerklärung*)
- (g) partnership certificate (*Partnerschaftsurkunde*), confirmation of capacity to enter into registered partnership (*Bestätigung der Fähigkeit eine Eingetragene Partnerschaft begründen zu können*), extract from register showing the existence of a marriage (*Teilauszug über das Bestehen einer Ehe*) or of a registered partnership (*Teilauszug über das Bestehen einer eingetragenen Partnerschaft*)
- (h) decree of annulment of a registered partnership (*Aufhebungsbeschluss der Eingetragenen Partnerschaft*), court declaration that a registered partnership is void (*gerichtliche Nichtigerklärung*)
- (k) confirmation of registration of residence (*Meldebestätigung*)
- (l) certificate of citizenship (*Staatsbürgerschaftsnachweis*)
- (m) extract from the criminal records (*Strafregisterbescheinigung*)

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

In public administration in Austria, forms serving as translation aids may be attached to the following public documents (under Article 7(1)):

- (a) birth certificate (*Geburtsurkunde*), extract from register – birth (*Teilauszug Geburt*)
- (c) death certificate (*Sterbeurkunde*), extract from register – death (*Teilauszug Tod*)
- (e) marriage certificate (*Heiratsurkunde*), certificate of legal capacity to marry (*Ehefähigkeitszeugnis*), extract from register showing the existence of a marriage (*Teilauszug über das Bestehen einer Ehe*) or of a registered partnership (*Teilauszug über das Bestehen einer eingetragenen Partnerschaft*)
- (g) partnership certificate (*Partnerschaftsurkunde*), confirmation of capacity to enter into registered partnership (*Bestätigung der Fähigkeit eine Eingetragene Partnerschaft begründen zu können*), extract from register showing the existence of a marriage (*Teilauszug über das Bestehen einer Ehe*) or of a registered partnership (*Teilauszug über das Bestehen einer eingetragenen Partnerschaft*)
- (k) confirmation of registration of residence (*Meldebestätigung*)
- (m) extract from the criminal records (*Strafregisterbescheinigung*)

In the judicial sphere, none of the multilingual forms are relevant.

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

In Austria, certified translations may be undertaken by persons registered in the list of publicly sworn and court-certified interpreters. This (constantly updated) list of court interpreters can be found at:

<http://sdgliste.justiz.gv.at/>

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

A certified transcript (or certified copy) is a document that is confirmed to be a true copy of the original by a person invested with the authority to issue authentic documents (e.g. a notary (*Notarin/Notar*)), the district court (*Bezirksgericht*) or the issuing authority (not in all cases and not every authority).

In the judicial sphere, certified copies may be issued by

- (a) courts (can be found at the website of the Federal Ministry of Justice, <https://www.justiz.gv.at/home/gerichte/gerichtssuche-781.de.html>) and
- (b) notaries (can be found at the website of the Austrian Chamber of Notaries at <https://www.notar.at/de/>).

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

#### — Certified translations

Under Section 190(1) of the Act on Judicial Proceedings in Non-Contentious Matters (*Außerstreitgesetz*), the exact correspondence of a translation with the original must be certified by a publicly sworn and court-certified interpreter who must append their signature and seal (Section 14 and Section 8(5) of the Experts and Interpreters Act (*Sachverständigen- und Dolmetschergesetz*).

Further information on the form of certified translations can be found on the website of the Austrian Association of Certified Court Interpreters at <http://www.gerichtsdolmetscher.at/index.php/de/beglaubigte-uebersetzungen>.

— Issue of certified copies by the courts

The correspondence of:

1. paper public documents with electronic or other transcripts (copies) thereof, or
  2. electronic public documents with paper print-outs thereof,
- where these are submitted to a court, must be certified by the court; they must be clearly legible by the court with the technical equipment at its disposal. The certification must be entered, depending on the application, on a paper copy, drafted in court or closely examined in court, of the paper document, or on a paper print-out made in court of the electronic document (a certified paper copy), or – depending on the availability of appropriate technology and staff – on an electronic copy of the paper document (a certified electronic copy).

The certification must in all cases specify:

1. the place and date of certification;
2. whether the public document presented is a paper one or an electronic one, and whether it is an original, an authenticated copy, a transcript, another copy or a print-out;
3. whether the copy, transcript or print-out reproduces the whole public document or only a part thereof.

The certification must also specify the following information if it is not already clear from the copy, transcript or print-out:

1. whether the public document bears signatures, security features or stamps, and if so which ones;
2. where applicable, that it is torn or that its physical form is in some other way markedly dubious;
3. where applicable, that parts of it have been visibly altered, deleted, inserted or entered in the margins.

— Issue of certified copies by notaries

A notary is qualified to certify that a paper or electronic transcript of a paper print-out is a true copy of a public document if they can read the document clearly.

For a notary to certify that an electronically, photographically or similarly generated copy of a public document, a plan, an image or the like is a true copy, it is enough that the copy should have been made under the notary's supervision.

If such a copy does not reproduce a page in full, the omissions must be indicated on the copy. The same applies to paper print-outs of electronic public documents.

The notary must carefully compare the transcript or copy with the original public document and enter a statement that it is a true copy on the paper transcript (copy) or paper print-out, or attach a statement that it is a true copy to the electronic transcript.

The certification must also include the following information:

1. whether the public document presented is a paper one or an electronic one, and whether it is an original, an authenticated copy, a transcript, another copy or a print-out;
2. whether the public document bears signatures, security features or stamps, and if so which ones;
3. whether the copy, transcript or print-out reproduces the whole public document or only a part thereof, and if so which part;
4. where applicable, that the document presented is torn or that its physical form is markedly dubious;
5. where applicable, that parts of it have been altered, deleted, inserted or entered in the margins.

The information referred to in points 2 and 5 is not required if the copy has been photographically or similarly produced and the circumstances referred to are visible from the copy.

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

See under point (f).

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**Public documents - Poland**

**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)**

Polish

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

- 1) short-form birth certificate;
- 2) long-form birth certificate;
- 3) court ruling establishing the content of a Registry Office record;
- 4) notarised life certificate;
- 5) short-form death certificate;
- 6) long-form death certificate;
- 7) court ruling on the presumption of death;
- 8) court ruling repealing the decision on the presumption of death;
- 9) court ruling on the declaration of death;
- 10) court ruling repealing the decision on the declaration of death;
- 11) decision of the head of the Registry Office on the change of name and surname;
- 12) short-form marriage certificate;
- 13) long-form marriage certificate;
- 14) certificate of civil status;
- 15) certificate of no impediment to marriage under Polish law;
- 16) court ruling permitting a woman under the age of eighteen to enter into marriage;
- 17) court ruling permitting a mentally ill person or a person with a learning disability or linear relatives by affinity to enter into marriage;
- 18) court ruling establishing the existence of a marriage;
- 19) court ruling establishing the non-existence of a marriage;
- 20) court ruling on divorce;
- 21) court ruling on legal separation;
- 22) court ruling on termination of legal separation;
- 23) court ruling on the annulment of a marriage;
- 24) court ruling on adoption;
- 25) court ruling on termination of adoption;
- 26) court ruling on the establishment of paternity;
- 27) court ruling on the establishment of maternity;
- 28) court ruling on the rebuttal of paternity;
- 29) court ruling on the rebuttal of maternity;
- 30) court ruling on an ineffective acknowledgement of a child;

- 31) court ruling on the annulment of acknowledgement of a child;
- 32) certificate of registration for permanent residence;
- 33) certificate of registration for temporary residence;
- 34) certificate of stay at a specific place;
- 35) decision on recognition as a Polish citizen;
- 36) decision on reinstatement of Polish citizenship;
- 37) decision confirming Polish citizenship;
- 38) decision on recognition as a repatriate;
- 39) certificate of no criminal record in the National Criminal Register issued at the request of the interested party;
- 40) certificate issued by the municipal authorities to Polish citizens residing in other Member States who express a wish to vote or to stand as a candidate in elections to the European Parliament or municipal elections in the Member State of residence in accordance with the relevant provisions of Council Directive 93/109/EC of 6 December 1993 laying down detailed arrangements for the exercise of the right to vote and stand as a candidate in elections to the European Parliament for citizens of the Union residing in a Member State of which they are not nationals (OJ L 329, 30.12.1993, p. 34-38) and Council Directive 94/80/EC of 19 December 1994 laying down detailed arrangements for the exercise of the right to vote and to stand as a candidate in municipal elections by citizens of the Union residing in a Member State of which they are not nationals (OJ L 368, 31.12.1994, p. 38).

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

- 1) short-form birth certificate;
- 2) short-form marriage certificate;
- 3) short-form death certificate;
- 4) certificate of civil status;
- 5) certificate of no impediment to marriage under Polish law;
- 6) certificate of registration for permanent residence;
- 7) certificate of registration for temporary residence;
- 8) certificate of stay at a specific place;
- 9) notarised life certificate;
- 10) certificate of no criminal record in the National Criminal Register issued at the request of the interested party.

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

In Poland, the persons qualified to draw up certified translations are sworn translators entered in the list of sworn translators of the Ministry of Justice. The list is available in the Public Information Bulletin (Biuletyn Informacji Publicznej): <https://bip.ms.gov.pl/pl/rejstry-i-ewidencje/tlumacze-przysiegli/lista-tlumaczy-przysieglych/search.html>.

This follows from the provisions of the Act of 25 November 2004 on the profession of sworn translator (Journal of Laws (Dziennik Ustaw) 2017, item 1505).

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

In Poland, notaries are the authorities empowered to certify the conformity of official copies, extracts and unofficial copies with the documents presented to them. This follows from the Notaries Act of 14 February 1991 (Journal of Laws 2017, item 2291; 2018, items 398, 723 and 1496).

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

a) features of certified translations: The document which contains the translation bears an imprint of the sworn translator's seal with the translator's name and surname in the rim, and an indication of the language from and into which the translator is authorised to translate, as well as the translator's number in the list of sworn translators. All certified translations also bear the number under which they are recorded in the sworn translator's register (repertorium). In addition, a sworn translator also specifies whether a given certified translation has been done from an original document, a translation or a copy and whether such translation or copy has been certified and by whom.

b) features of certified true copies — notarial certification of conformity of a copy with a document presented to the notary takes the form of a clause affixed to the document in the form of a stamp or printed inscription, or provided on a separate sheet. If the certification clause is attached as a separate sheet, such sheet must be permanently attached to the document: it must be attached to the back of the document rather than precede it, and the place where the sheets are joined must bear an imprint of the notary's official seal. The clause may also be placed on the same sheet as the copy of the document being certified, provided that it is clear that the content of the clause is separate from the content of the document. If the document to be certified has special features (e.g. notes, corrections, damage), the notary makes an appropriate note in the certification clause. Each certification clause should specify the date on which and the place in which the certification was performed, the indication of the notary's office, it should bear the notary's seal and signature, and it should also specify the time of the notarial deed if requested.

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

Features of certified true copies — notarial certification of conformity of a copy with a document presented to the notary takes the form of a clause affixed to the document in the form of a stamp or printed inscription, or provided on a separate sheet. If the certification clause is attached as a separate sheet, such sheet must be permanently attached to the document: it must be attached to the back of the document rather than precede it, and the place where the sheets are joined must bear an imprint of the notary's official seal. The clause may also be placed on the same sheet as the copy of the document being certified, provided that it is clear that the content of the clause is separate from the content of the document. If the document to be certified has special features (e.g. notes, corrections, damage), the notary makes an appropriate note in the certification clause. Each certification clause should specify the date on which and the place in which the certification was performed and should indicate the notary's office; it should bear the notary's seal and signature, and it should also specify the time of the notarial deed if requested.

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**Public documents - Portugal**

**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)**

Portuguese

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

Birth:

Extract from the register of births;

Life:

Certificates of life drawn up by notaries (Article 161 of the Code of Notaries) or by parish councils;

Death:

Extract from the register of deaths;

Name:

Extract from the register of births;

Marriage:

Extract from the register of births, with the relevant annotation;

Capacity to marry:

Certificate of capacity to marry;

Civil status:

Extract from the register of births;

Divorce:

Extract from the register of births, with the relevant annotation;

Extract from the register of marriages, with the relevant annotation;

Certificate of divorce by mutual consent issued by the civil registry office;

Divorce certificate issued by the Court;

Legal separation:

Extract from the register of births, with the relevant annotation;

Extract from the register of marriages, with the relevant annotation;

Certificate of legal separation by mutual consent issued by the civil registry office;

Certificate issued by the Court;

Marriage annulment:

Extract from the register of births, with the relevant annotation;

Extract from the register of marriages, with the relevant annotation;

Parentage:

Extract from the register of births;

Adoption:

Extract from the register of births;

Domicile and/or residence:

Certificate of domicile issued by the parish council;

Nationality:

Certificate of nationality;

Absence of a criminal record:

Certificate proving the absence of a criminal record.

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

Extract from the register of births;

Extract from the register of deaths;

Extract from the register of marriages;

Certificate of capacity to marry;

Certificate proving the absence of a criminal record.

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

Not applicable.

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

Registry services;

Notaries;

Parish councils;

Post office staff (CTT);

Duly recognised Chambers of Commerce and Industry;

Lawyers;

Legal agents.

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

- Certified translations:

Documents written in a foreign language must be accompanied by a translation; the document may be translated by a Portuguese notary, by the Portuguese consulate in the country in which the document was drawn up, by that country's consulate in Portugal or by a suitable translator who must make a sworn or solemn statement before a notary to confirm that the translation is faithful to the original.

Translations may also be carried out by the Chambers of Commerce and Industry that are recognised in accordance with Decree-Law No 244/92 of 29 October 1992 and by lawyers and legal agents.

The translation must indicate the language in which the original document is written and include a declaration that the text is a faithful translation which reflects the original text.

If the translation is carried out by a sworn translator who inserts the certificate in their own translation or attaches the certificate as a separate sheet, they must indicate the way in which the translation was carried out as well as the information referred to above. The translation must also mention any seals or other legal marks, stamps and payment information included in the original, and must also clearly indicate any irregularities or shortcomings identified in the text that call into question the act or document.

- Certified copies:

The following information must be included or inserted in the photocopied document: declaration of conformity with the original, the place and date of the act, the name and signature of the person certifying the copy, as well as the official stamp or some other mark identifying the certifying body, such as the official stamp of the issuing body.



**NOTE:** Certifications and translations of documents carried out by chambers of commerce and industry recognised in accordance with Decree-Law No 244/92 of 29 October 1992, and by lawyers and legal agents, must be registered in an IT system in order to be valid; therefore, in addition to the elements referred to above, they must also contain the identification number generated by the IT system. – Ministerial Implementing Order (*Portaria*) No 657-B/2006 of 29 June 2006.

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

Certified copies must include the name and job title of the person certifying the copy and the date on which it was certified; the issuing body must stamp the document on top of this information.

The certificate proving the lack of a criminal record contains an alphanumeric authentication and access code allowing the authenticity of the original to be checked.

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#### **Public documents - 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.

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#### Public documents - Slovenia

##### 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)

The official language of Slovenia is **Slovenian**. Within the municipalities in which the Italian or the Hungarian minorities live and only there, the official language is **also Italian or Hungarian** (Article 11 of the Slovenian Constitution).

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

An indicative list of public documents that fall within the scope of this Regulation includes:

- birth certificate
- proof of life certificate
- death certificate
- marriage certificate or certificate of registered partnership
- certificate of temporary residence or domicile
- certificate of absence of a criminal record

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

The list of public documents to which multilingual standard forms may be attached as a suitable translation aid is as follows:

- birth (Annex I)
- proof of life (Annex II)
- death (Annex III)
- marriage (Annex IV)
- capacity to marry (Annex V)
- registered partnership (Annex VII)
- registered partnership status (Annex IX)
- domicile and/or residence (Annex X)
- absence of criminal record (Annex XI)."

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

The lists of persons qualified to produce certified translations under national law, if such lists exists:

court interpreters are the persons qualified to produce certified translations of public documents under Slovenian law. Link to the up-to-date list of court interpreters published on the website of the Ministry of Justice:

<https://spvt.mp.gov.si/tolmaci.html>

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

Indicative list of types of body authorised to issue certified copies under national law:

The bodies authorised under Slovenian law to issue certified copies are notaries, the register of which is kept by the Slovenian Chamber of Notaries [Notarska zbornica Slovenije] and published on its website: <https://www.notar-z.si/poisci-notarja> as well as other bodies (administrative units [*upravne enote*]), which may certify a transcript [*prepis*] or copy in the course of administrative operations. The contact details for administrative units are found at this link: <http://www.upravneenote.gov.si/>.

An official who is certifying a transcript or copy who does not understand the language in which it is written may order a court interpreter to compare the transcript or copy with the original document. The court interpreters directory is available on the Ministry of Justice website: <https://spvt.mp.gov.si/tolmaci.html>

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

Information on how to identify certified translations and certified copies:

Certified translations and certified copies can be recognised visually, since each translation or copy has the stamp of a court interpreter or notary attached to it, which clearly indicates that it is a translation or a copy of a document.

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

See point (f).

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#### Public documents - Slovakia

**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)**  
Slovak, and for the purposes of Article 6(1)(a) Czech is also acceptable.

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

Birth certificate, marriage certificate, death certificate, certificate of change of forename and surname, decision on change of forename and surname, paternity declaration, judgment concerning name, divorce judgment, marriage annulment judgment, judgment authorising a minor to marry, paternity /maternity judgment, adoption judgment, judgment declaring a person legally dead, certificate of residence for Slovak citizens, certificate of residence for foreign nationals, Slovak citizenship certificate (issued only on paper), criminal record certificate.

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

Birth certificate, marriage certificate, death certificate, judgment declaring a person legally dead, judgment authorising a minor to marry, divorce judgment, marriage annulment judgment, certificate of residence for Slovak citizens, criminal record certificate.

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

The list of translators is available on the website of the [Slovak Ministry of Justice](#).

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

Notaries and candidate notaries

- notaries - on the website of the [Chamber of Notaries of the Slovak Republic \(Notárska komora Slovenskej republiky\)](#) (searches can be carried out in Slovak as well as in English, German, French and Hungarian);

- there is no separate list for candidate notaries; they work under a notary.

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

(A) Certified translations:

i. Certified translations made by a translator registered in the list of translators contain a translator's statement (*prekladateľská doložka*). Under Section 23(4) of Act No 382/2004, a translator's statement must contain the translator's identifying information, the field in which the translator is authorised to translate, the serial number of the translation under which the job is registered in the logbook and a declaration by the translator that they are aware of the consequences of producing an untruthful translation. Certified translations can be identified using a 12-digit job number on the website of the [Slovak Ministry of Justice](#).

ii. Certified translations are made or certified by a diplomatic mission or consular post in accordance with Section 14e(1)(d) of Act No 151/2010 where they are translations into Slovak of a document issued by a foreign country for the purposes of consular functions. Employees of a diplomatic mission or consular post may refuse to make or certify such a translation if they do not have a sufficient command of the language in which the document was drawn up.

(B) Certified copies:

i. Certified copies drawn up by a notary or trainee notary must contain a certification statement (*osvedčovací doložka*), which, under Section 57(2) of Act No 323/1992, must state:

(a) whether the copy corresponds word for word with the document from which it was made, whether that document is an original or certified copy, and how many sheets it is composed of,

(b) the number of sheets the copy contains,

(c) whether it is a complete or partial copy,

(d) whether there are any changes, additions, insertions or crossings-out in the document presented which could undermine its reliability,

(e) whether any corrections have been made on the copy to inconsistencies with the document presented,

(f) the place and date of issue,

(g) the signature of the notary presenting the statement or employee authorised by that notary and the notary's official stamp.

ii. Certified copies made by the Slovak Republic's diplomatic missions must contain a certification statement (in Slovak), which, in accordance with Section 14e(2) of Act No 151/2010, must bear the round official stamp of the diplomatic mission or consular post with the State emblem, which is 36 mm in diameter, and the signature of an authorised employee of the diplomatic mission or consular post. If the document being certified has two or more sheets, they must be joined together with string and the loose ends covered over with a sticker and stamped with the official stamp of the diplomatic mission or consular post.

The particulars of the certification statement under Section 14e(1)(a) of Act No 151/2010 for certifying that a copy of a document matches the original document presented:

(a) sequence number under which the certificate is recorded in a special register,

(b) a statement confirming that the copy of the document corresponds to the document presented,

(c) the number of sheets and pages which the copy of the document contains and whether it is a complete or partial copy of the document,

(d) the place and date of issue of the certificate,

(e) the correct fee amount as stipulated in the relevant legislation,

(f) the forename, surname, function and signature of the employee who issued the certificate.

Certification statement template:

Number ..... Fee .....

This is to confirm that this complete  
(partial) photocopy/copy comprising ....  
pages corresponds to the presented  
original comprising .....  
pages.

Irregularities, corrections .....

Done at ..... on .....

L.S. ....

iii. Certified copies made by district authorities and municipalities must contain a certification statement containing the following particulars in accordance with Section 7(2) of Act No 599/2001:

- (a) a statement confirming that the copy of the document corresponds to the document presented,
- (b) the number of sheets and pages which the copy of the document contains,
- (c) the sequence number under which the certificate is recorded in the certification log,
- (d) the date and place of certification and, where necessary, the time when the document was presented.

Please note that under Section 5 of Act No 599/2001, district authorities and municipalities do not make certified copies for use abroad.

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

Apart from the notary's or notary candidate's certification statement, certified copies (and photocopies) do not have specific features.

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### **Public documents - Finland**

#### **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)**

Finnish and Swedish.

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

Public documents falling within the scope of the Regulation include extracts from the Population Information System, civil status documents issued by parishes, extracts from the criminal register indicating the absence of a criminal record, and in some circumstances also court verdicts.

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

Finland has introduced all the multilingual standard forms except Annex VIII (capacity to enter into a registered partnership). With the exception of Annex XI (absence of a criminal record), they all include country-specific entry headings.

Extracts from the Population Information System may be attached to the standard form with details on births, persons living, deceased, marriage, registered partnerships, and domicile and residence. A certificate of the right under Finnish law to enter marriage before a foreign authority may also be attached to the standard form. An extract from the criminal register indicating the absence of a criminal record may also be attached.

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

Finland has a system of authorised translators, which is administered by a board of examiners working in cooperation with the Finnish National Agency for Education. The board of examiners keeps a database of authorised translators: <https://akr.opintopolku.fi/akr/etusivu>

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

Certified copies are made by notaries public. Officials at the Digital and Population Data Services Agency are notaries public. In Åland, notaries public work under the State Department of Åland.

The Digital and Population Data Services Agency can be contacted as follows:

English-language website: <https://dvv.fi/en/customer-service-for-private-customers>

Finnish-language website: <https://dvv.fi/henkiloasiakkaiden-asiakaspalvelu>

The State Department of Åland can be contacted as follows: <https://www.ambetsverket.ax/>

In addition, Finnish representations abroad carry out certain notary public functions, and also issue certified copies.

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

A certified copy will have the signature of the authorised translator. The translator may be checked using the register of authorised translators referred to above.

Certified copies made by a notary public working at the Digital and Population Data Services Agency can be identified by the round stamp with the lion emblem in the middle. They also have the signature and name of the notary public.

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

See above.

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### **Public documents - Sweden**

#### **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)**

Swedish

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

Indicative list of national documents

##### **Birth**

Extract from register, birth

##### **That a person is alive**

Personal identity document with information about residence (Extract from the civil registration records)

##### **Death**

Extract from register, death

The Swedish Tax Agency (*Skatteverket*) also issues a certificate for cremation or burial, which is required before cremation or burial can take place. There is also an international laissez-passer for transporting a body into or out of the Nordic countries. The Tax Agency also issues a death certificate and relatives report, which is primarily used to provide information about the deceased and any next of kin.

##### **Name**

Personal identity document with information about name (Extract from the civil registration records)

##### **Marriage**

Extract from register, marriage

Notification of marriage

##### **Capacity to marry**

Certificate of no-impediment

Marriage certificate

**Marriage (marital status)**

Personal identity document showing marital status (Extract from the civil registration records)

**Registered partnership**

Personal identity document showing partnership status (Extract from the civil registration records)

**Partnership (partnership status)**

Personal identity document with information about partnership status (Extract from the civil registration records)

**Parenthood**

Personal identity document with information about parenthood (Extract from the civil registration records)

**Adoption**

N/A

**Domicile**

Personal identity document with information about residence (Extract from the civil registration records)

**Nationality**

Personal identity document with information about nationality (Extract from the civil registration records)

**Absence of a criminal record**

Extract from the Police Authority's criminal records, issued pursuant to Section 9(2) of the Act on criminal records (1998:620) and intended for presentation to a foreign authority in connection with an application for a residence, work, or settlement permit or otherwise, where the applicant's rights in the foreign country depend on such an extract.

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

Indicative list of national documents:

**Birth**

Extract from register, birth

**That a person is alive**

Personal identity document with information about residence (Extract from the civil registration records)

**Death**

Extract from register, death

The Swedish Tax Agency (*Skatteverket*) also issues a certificate for cremation or burial, which is required before cremation or burial can take place. There is also an international laissez-passer for transporting a body into or out of the Nordic countries. The Tax Agency also issues a death certificate and relatives report, which is primarily used to provide information about the deceased and any next of kin.

**Name**

Personal identity document with information about name (Extract from the civil registration records)

**Marriage**

Extract from register, marriage

Notification of marriage

**Capacity to marry**

Certificate of no-impediment

Marriage certificate

**Marriage (marital status)**

Personal identity document showing marital status (Extract from the civil registration records)

**Registered partnership**

Personal identity document showing partnership status (Extract from the civil registration records)

**Partnership (partnership status)**

Personal identity document with information about partnership status (Extract from the civil registration records)

**Parenthood**

Personal identity document with information about parenthood (Extract from the civil registration records)

**Adoption**

N/A

**Domicile**

Personal identity document with information about residence (Extract from the civil registration records)

**Nationality**

Personal identity document with information about nationality (Extract from the civil registration records)

**Absence of a criminal record**

Extract from the Police Authority's criminal records, issued pursuant to Section 9(2) of the Act on criminal records (1998:620) and intended for presentation to a foreign authority in connection with an application for a residence, work, or settlement permit or otherwise, where the applicant's rights in the foreign country depend on such an extract.

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

Sworn translator - <https://www.kammarkollegiet.se/oversattare>

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

No indicative list is provided because there are no special rules about the power of authorities to make certified copies. Notaries are empowered to make certified copies, but authorities are not notaries.

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

Certified translations must bear a stamp. Notaries are empowered to make certified copies. Documents certified by a notary will normally bear the name of the certifying notary and the place and date at/on which they were certified. They may also be stamped. Information about the place can be used to ascertain whether a person has been duly appointed as a notary. This information may be obtained from the county administrative board responsible for the county in which the notary in question conducts his business (has his registered office).

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

Documents certified by a notary will normally bear the name of the certifying notary and the place and date at/on which they were certified. They may also be stamped.



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#### Public documents - England and Wales

##### 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)

English

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

Birth Certificate (England and Wales)  
Adoption Certificate (England and Wales)  
Still-birth certificate (England and Wales)  
Forces birth certificate  
Forces still-birth certificate  
Overseas birth certificate  
Marine birth certificates  
Aircraft birth certificates  
Certificate from gender recognition register  
Certificate of Life (England and Wales)  
Death certificate (England and Wales)  
Presumed death certificate (England and Wales)  
Forces death certificate  
Overseas death certificate  
Installation death certificate (oil rig)  
Hovercraft death certificate  
Aircraft death certificate  
Marriage - includes same-sex marriages (England and Wales)  
Conversion from CP to same-sex marriage (England and Wales)  
Overseas marriage certificate  
Forces marriage certificate  
Forces conversion from Civil Partnership  
Certificate of no impediment to marriage (England and Wales)  
Decrees Absolute  
Orders of Annulment  
Judicial Separation Orders  
Civil Partnership certificate (England and Wales)  
Certificate of no impediment to Civil Partnership (England and Wales)  
Forces Civil Partnership  
Civil Partnership Dissolution Orders  
Civil Partnership Separation Orders  
Civil Partnership Annulment Orders  
Declarations of parentage  
Police Certificate (no trace)

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

Same as those authorities issuing original certificates. e.g. General Registry Office England and Wales

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#### Public documents - Northern Ireland

##### 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)

English

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

Birth Certificate (Northern Ireland) - post-1973  
Birth Certificate (Northern Ireland) - pre-1973  
Certificate of Life (Northern Ireland)  
Death Certificate (Northern Ireland) - post-1973  
Death Certificate (Northern Ireland) - pre-1973  
Marriage certificate pre-2003, Roman Catholic (Northern Ireland)  
Marriage certificate pre-2003, non-Roman Catholic (Northern Ireland)  
Marriage Certificate (Northern Ireland) - post-2003  
Certificate of no impediment to marry (Northern Ireland)  
Divorce Certificate (Northern Ireland)  
Civil Partnership Certificate (Northern Ireland)  
Capacity to enter into a civil partnership (Northern Ireland)  
Dissolution Certificate (Northern Ireland) TBC  
Court judgements on parentage (Northern Ireland)

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



N/A

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

Same as agencies empowered to create original certificates e.g. General register office Northern Ireland

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

A004 - hologram, 6mm square in corner, "GRO" written on sides- Birth Certificate (Northern Ireland) - post-1973

A005 - hologram, 6mm square in corner, "GRO" written on sides- Birth Certificate (Northern Ireland) - pre-1973

C003 - hologram, 6mm square in corner, "GRO" written on sides- Death Certificate (Northern Ireland) - post-1973

C004 - hologram, 6mm square in corner, "GRO" written on sides- Death Certificate (Northern Ireland) - pre-1973

E004 - hologram, 6mm square in corner, "GRO" written on sides- Marriage certificate pre-2003, Roman Catholic (Northern Ireland)

E005 - hologram, 6mm square in corner, "GRO" written on sides- Marriage certificate pre-2003, non-Roman Catholic (Northern Ireland)

E006 - hologram, 6mm square in corner, "GRO" written on sides- Marriage Certificate (Northern Ireland) - post-2003

E007 - hologram, 6mm square in corner, "GRO" written on sides- certificate of no impediment to marry (Northern Ireland)

G004 - hologram, 6mm square in corner, "GRO" written on sides- Civil Partnership Certificate (Northern Ireland)

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**Public documents - Scotland**

**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)**

English

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

Birth Certificate

Still-birth certificate

Adoption Certificate

Certificate of Life

Death certificate

Marriage Certificate

Capacity to Marry (Certificate of No Impediment)

Decree of Divorce

Declarator of nullity (marriage)

Judicial Separation order (marriage)

Certificate of Civil Partnership

Decree of dissolution of civil partnership

Declarator of nullity (civil partnership)

Court declarators of parentage / non-parentage

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

Birth certificate

Death certificate

Marriage certificate

Capacity to marry (Certificate of No Impediment)

Certificate of civil partnership

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

These are the same as those authorities issuing original documents - e.g. National Records of Scotland.

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**Public documents - Gibraltar**

**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)**

English

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

Birth Certificate (Gibraltar) - post-1995

Birth Certificate (Gibraltar) - pre-1995

Birth Certificate (Gibraltar) - pre-1986

Still-Birth certificate (Gibraltar)

Certificate of Life (Gibraltar)

Death Certificate (Gibraltar) - pre-1951

Death Certificate (Gibraltar) - post-1951

Marriage Certificate (Gibraltar)

Decree Absolute (Divorce)

Decree Absolute (Nullity)

Civil Partnership Certificate (Gibraltar)

Certificates of Dissolution of Partnership (Dissolution), Gibraltar

Certificates of Dissolution of Partnership (Nullity), Gibraltar

Court judgements on parentage (Gibraltar)

Adoption Certificate Gibraltar (Gibraltar)

Police Certificate (Gibraltar)

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

Birth Certificate (Gibraltar) - post-1995  
Birth Certificate (Gibraltar) - pre-1995  
Birth Certificate (Gibraltar) - pre-1986  
Still-Birth certificate (Gibraltar)  
Death Certificate (Gibraltar) - pre-1951  
Death Certificate (Gibraltar) - post-1951  
Marriage Certificate (Gibraltar)  
Civil Partnership Certificate (Gibraltar)  
Adoption Certificate Gibraltar (Gibraltar)  
Police Certificate (Gibraltar)

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

Same as those authorities issuing original certificates

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

Birth Certificate (Gibraltar) - post-1995- A006 - embossed red seal and unique serial number  
Birth Certificate (Gibraltar) - pre-1995- A007 - embossed red seal and unique serial number  
Birth Certificate (Gibraltar) - pre-1986- A008 - embossed red seal and unique serial number  
Still-Birth certificate (Gibraltar)- A009 - embossed red seal and unique serial number  
Death Certificate (Gibraltar) - pre-1951- C005 - embossed red seal and unique serial number  
Death Certificate (Gibraltar) - post-1951- C006 - embossed red seal and unique serial number  
Marriage Certificate (Gibraltar)- E008 - embossed red seal and unique serial number  
Civil Partnership Certificate (Gibraltar)- G005 - embossed red seal and unique serial number  
Certificates of Dissolution of Partnership (Dissolution), Gibraltar- H001 - Supreme Court Seal and wet signature of registrar or deputy registrar  
Adoption Certificate Gibraltar (Gibraltar)- I001 - embossed red seal and unique serial number  
Police Certificate (Gibraltar)- M002 - watermark bearing Royal Gibraltar Police Crest

Last update: 09/04/2019

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