



## Certification of Signatures or Copies / Full Notarization

**All information in this leaflet reflects the Embassy's knowledge and assessment at the time this leaflet was written. The Embassy cannot guarantee for the completeness and accuracy of the information, especially in regard to changes that may have occurred in the meantime.**

### 1. Signature Certification

By certifying the signature, the consular officer confirms that the person indicated in the document did sign it in person. No advice about the contents of the document to be signed is provided. In many cases, the signature certification is required for a document to become effective.

Some examples for a confirmation of signature are:

- **declaration of approval ("Genehmigungserklärung")**: declaration by which a person approves a declaration or contract signed earlier on their behalf by somebody else
- "simple" power of attorney: power of attorney relating to everyday legal transactions or business, e.g. revocable power of attorney for a specific legal transaction
- entries into the commercial register
- **application for a police clearance certificate ("polizeiliches Führungszeugnis")**
- declaration of **rejection of inheritance ("Erbausschlagung")**

Signature certifications can be done without appointment during the consular opening hours (see below). Please bring:

- the document to be signed;
- in case of a declaration of approval: a copy of the contract that was signed earlier in Germany;
- a valid official photo ID (passport or identity card);
- if you are not acting on your own behalf, but on behalf of e.g. a company, a ward, etc., please bring a document (original or certified copy) stating your power of attorney for the company / person, etc.
- a proof of address for Ireland (e.g. a current household bill), and
- the fee in **cash**

The fee for the signature certification depends on the value of the legal transaction for which the document is needed and ranges between € 20 and € 250. The value of the legal transaction has to be proven or at least substantiated. The fee can only be paid in Euro by cash.

Signature certifications can also be done (for the same fee) by the German Honorary Consul in Galway.



Signature certifications done by an Irish notary public can be recognized under German law. Please check with the German authority, to which the document shall be presented, if they do accept this procedure. They may request an "apostille" in addition to the signature certification done by an Irish notary public. You can find more information on apostilles on our website:

[www.dublin.diplo.de/legal](http://www.dublin.diplo.de/legal)

## **2. Certification of Copies**

By certifying a photocopy, the consular officer confirms that the document was presented in the original and that copy and original are identical.

Certifications of copies can be done without appointment during the consular opening hours (see below). Please bring:

- the original of the document to be certified and one copy
- a valid official ID
- a proof of address for Ireland (e.g. a current household bill), and
- the fee **in cash**

The fee is calculated based on the number of pages certified. Up to 10 connected pages cost 10 € and every further page 1 €.

Certifications of copies can also be done by the German Honorary Consul in Galway.

Certifications of copies done by an Irish notary public can be recognized under German law. Please check with the German authority, to which the document shall be presented, if they do accept this procedure. They may request an "apostille" in addition to the signature certification done by an Irish notary public. You can find more information on apostilles on our website:

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## **3. Full notarization**

The full notarization is a stricter formal requirement for certain official documents or contracts. While notarizing a deed, the consular officer confirms the identity of the person and also provides advice about the legal meaning and consequences of the declaration to be notarized.

The text to be fully notarized will be drafted by the Embassy on the basis of the information provided by you in advance, possibly (but not necessarily) on the basis of a draft by a German notary or lawyer. The notarization cannot be done ad hoc, but only after arranging an appointment at least several days prior to the notarization.



Examples for legal transactions which require a full notarization are:

- application for a **certificate of inheritance**
- deed regarding **acknowledgement of paternity** and/or guardianship
- **sworn affidavit**

Please contact the Embassy in advance to arrange an appointment for the full notarization and enquire about the required documents and the fee. ([info@dublin.diplo.de](mailto:info@dublin.diplo.de))

The fee for the notarization depends on the value of the legal transaction for which the document is needed. The value of the legal transaction has to be proven or at least substantiated. The fee can only be paid in Euro by cash.

The full notarization cannot be executed by a German Honorary Consul. The full notarization in accordance with German law cannot be lawfully executed by an Irish "notary public".