



### The Official Authentication

Any public body with an official seal has the power to authenticate documents, for example administrative authorities, notaries, or churches regulated by public law. Authentications by the following persons or institutions will not be accepted, even though they may have a seal: lawyers, auditors, accountants or registered societies.

As shown in the illustration above, an official authentication must include at least the following:

- 1) a statement certifying that the copy is identical with the original (**authentication endorsement**)
- 2) the **signature of the person authenticating it**, and
- 3) an imprint of the **official seal**. Most official seals show an emblem. A simple text stamp is insufficient. During past application procedures, many applications have had to be rejected because the imprint of the official seal was missing. **Make sure your authentication bears such a seal, especially if it is issued by a bank or a savings bank**, since this mistake has in the past occurred in connection with these institutions in particular.

If the copy consists of several sheets, it must be proved that each page is a part of the same document. If these sheets are laid on top of each other in such a way as to make it possible to

staple and stamp them so that a part of the seal is printed on every page (see illustration above, top left corner), one endorsement and one signature are enough.

It is, of course, also possible to authenticate each single page separately. In this case, make sure your name is on every page of the original. If this is not the case, your name must be included in the endorsement, together with an indication of the type of document.

If both sides of a single sheet are copies and the content of both sides is relevant, the endorsement must refer to the front and the back (for example, “This is to certify that the copy on the front / back is identical with the original”). If this is not the case, both front and back of the sheet must be authenticated separately.

Should the original document bear a stamp printed into the paper (a so-called embossed stamp), this stamp will normally not be visible on the copy. In this case, the endorsement on the copy must include a statement certifying that the original bore such a stamp.

**Please check carefully whether the authentication of any document you submit complies with the demands listed above.**

Please do not submit non-authenticated copies of authenticated copies.