



## Factsheet

For the certification of documents by the Federal Chancellery

### Responsibilities of the Federal Chancellery's Legalisation Service

#### We certify the following:

- ▶ Authenticity of signatures, however, not of text content or translations;
- ▶ Original signatures

#### We certify signatures from:

Competent cantonal authority;

- Federal offices and institutions, e.g.:
  - IIP (Federal Institute of Intellectual Property, Bern);
  - SWISSMEDIC (Swiss Agency for Therapeutic Products, Bern)
  - Federal Office of Justice: Extract from the register of convictions
  - ETH Zurich (Certificates and documents without original signature:  
Certified copy necessary. See:  
[www.ethz.ch/students/en/studies/administrative/general/study-certifications.html](http://www.ethz.ch/students/en/studies/administrative/general/study-certifications.html) )
  - EPF Lausanne / Federal Academic Baccalaureate Commission
  - RUAG Thun
  - Carnegie Foundation, Bern
- Swiss Financial Market Supervisory Authority FINMA, Bern;
- Federal Supreme Court;
- SRC (Swiss Red Cross)
- SMA (Swiss Medical Association);
- Swiss embassies abroad;
- Foreign diplomatic and consular services in Switzerland (embassies, consulates, missions);

#### We do not directly certify:

- Private persons' signatures
- Company signatures
- Notaries
- Chambers of Commerce
- Communal authorities
- Register offices
- Cantonal authorities
- Cantonal courts
- School reports
- Doctor's notes
- Animals' vaccination certificates
- Touring Club of Switzerland
- Foreign documents

#### To be initially certified by:

- Notary/Competent Cantonal Authority;
- Notary or Chamber of Commerce/Competent Cantonal Authority;
- Competent Cantonal Authority
- Competent Cantonal Authority
- Competent Cantonal Authority
- Competent Cantonal Authority
- Competent Cantonal Authority
- Department of Education /Competent Cantonal Authority
- Department of Health /Competent Cantonal Authority
- Veterinary Service/Competent Cantonal Authority
- Canton Bern Road Traffic Office/Competent Cantonal Authority
- Consulate of the country of origin

#### Please note:

- Certification procedures vary between the cantonal authorities. We therefore recommend that you first call the competent cantonal authority for information.

## Opening times

Monday to Friday: 8.30 – 12.30

## Legalisation at the counter

More than 5 documents must be submitted. Please give us the destination country, your name and telephone number. We will call you as soon as the documents are legalized.

You can pay cash or by card.

## Legalisation by post

If you cannot go to the Federal Chancellery Legalisation Service in person, you can send your signed documents by post to be certified. In addition to sending the document with the original signature to be certified, you need to do the following:

Tell us the **country** for which the document is required.

**Certification payment:** Transfer the money beforehand to our account above (PC account 30-349292-2). Enclose a copy of the receipt with your letter.

Enclose a **stamped and self-addressed envelope**.

**Please indicate your telephone number for any questions from our side.**

## Practical Information

### Address:

Swiss Federal Chancellery  
Legalisation Office  
Gurtengasse 5  
CH-3003 Bern

**Tel:** +41 (0)58 462 37 69

**E-mail:** [legalisation@bk.admin.ch](mailto:legalisation@bk.admin.ch)

**PC account:** 30-349292-2 / IBAN CH35 0900 0000 3034 9292 2

**Cost per certification:** CHF 20.00

### PLEASE NOTE:

- **The Federal Chancellery cannot be held liable for any lost mailings. We therefore recommend that you send all documents by recorded delivery. This also applies for self-addressed and stamped return envelopes.**
- **The Federal Chancellery will return your documents to you. If the documents are to be sent to a third party, in particular an embassy, please enclose an envelope which is stamped and addressed accordingly.**