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 )
  - 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: To be initially certified by:
• Private persons’ signatures Notary/Competent Cantonal Authority;
• Company signatures Notary or Chamber of Commerce/Competent Cantonal Authority;
• Notaries Competent Cantonal Authority
• Chambers of Commerce Competent Cantonal Authority
• Communal authorities Competent Cantonal Authority
• Register offices Competent Cantonal Authority
• Cantonal authorities Competent Cantonal Authority
• Cantonal courts Competent Cantonal Authority
• School reports Department of Education /Competent Cantonal Authority
• Doctor’s notes Department of Health /Competent Cantonal Authority
• Animals’ vaccination certificates Veterinary Service/Competent Cantonal Authority
• Touring Club of Switzerland Canton Bern Road Traffic Office/Competent Cantonal Authority
• Foreign documents 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

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.