



## LEGALIZATION

### General requirements:

For the authentication of certificates from the civil registrar, please follow these steps:

- 1) Go to PSA/NSO get the original certificate (Birth, Marriage, Death...)
- 2) Go next to DFA for the Apostille Certification
- 3) Go to the recommended Translator of the Embassy (click on TRANSLATOR in *Quick Links*).
- 4) Go to the Embassy for the legalization of the translation

Don't forget to bring your bank receipt / deposit slip as proof of payment (click on TARIFF in *Quick Links*).

Please be reminded that the Embassy only accepts documents and their translations for legalization for 6 months after the date of their issuance.

### Procedure:

The Embassy is open for the legalization of documents Monday from 02:00pm-04:00pm and Tuesday to Thursday from 9:00am till 12:00pm. **Strictly by appointment**, please book via [e-appointment](#).

It is also released on the same day unless further investigation of the documents is necessary.

### Representative:

If you cannot come in person to the Embassy and wish to delegate a representative, the following is required:

- Authorization letter from the owner of the document stating the purpose of the request and the name of the representative.
- Photocopy of the data page (1st page) of the owner's passport and of his/her ID card in Belgium (if any – if not, then copy of the Schengen visa).

The legalizations requested by mail will not be processed.