



REGISTRATION OF FACTS

General requirements:

For the certificates from the civil registrar, check first the information on our section LEGALIZATION and then obtain your original documents following these steps:

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

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

Procedure:

If you are registered with the Embassy, **submit your original documents at the consular counter** (not the legalization counter) for us to proceed with the update of your data in the national register. The documents will be kept in your file. You may come to the Embassy during opening hours. It is not necessary to schedule an appointment. If you cannot come in person, you may send a representative with an authorization letter. The registration of facts is free of charge.

If you are still registered in Belgium, those fully legalized and translated documents must be brought in original to your municipality for proper registration, so they appear in the national register. The same applies if you are still registered with a Belgian Embassy in another country.