

Costs/Contact us

Postal address

Bezirksregierung Münster | Dezernat 21 |
D-48128 Münster

Visitor address

Bezirksregierung Münster | Joseph-König-Str. 3 |
48143 Münster

Business hours

Monday and Wednesday 10:00 am – 11:30 am
and 1:00 pm – 3:00 pm

Only by prior appointment!

Hotline

Monday, Wednesday and Thursday 8.30 am – 10.00 am

Hotline: 0251 411-3103

E-Mail: apostillen@brms.nrw.de

In the interest of rapid processing, we kindly ask you to refrain from sending us status enquiries or confirmations of receipt!

The fee for an Apostille is normally between 25 and 75 euros. If you lodge your document **over the counter**, you will be asked to **pay in cash**, whilst bank transfer is the accepted method of payment if you opt to post your document. When shipping abroad, a surcharge of 10 euros will be charged for the postage abroad.

The Münster district government notarises/apostilles all public documents issued in the Münster administrative district that are intended for use abroad. Visit http://www.bezreg-muenster.de/de/wir_ueber_uns/regierungsbezirk/index.html for a map of the area covered by the Government Office for the Münster Region.

How to find us

By train:

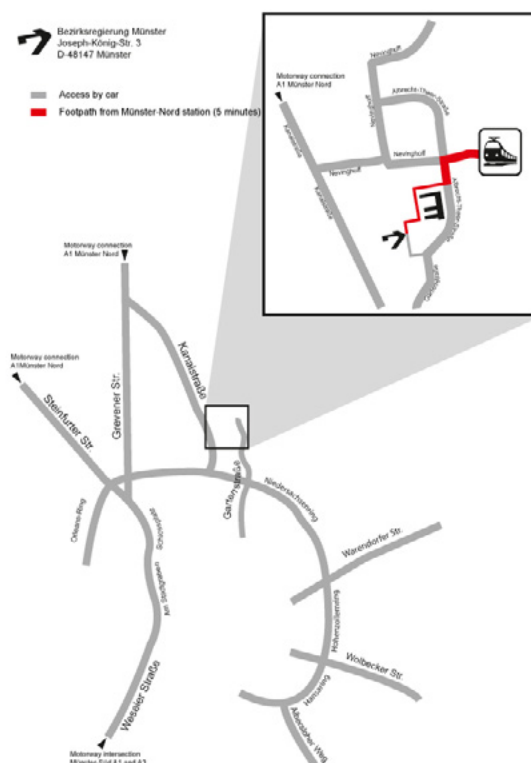
From Münster central station you can reach us in approx. 30 minutes by foot.
Alternatively, take the train to Münster Zentrum Nord.

By bus:

Line 17 to Bezirksregierung 2.

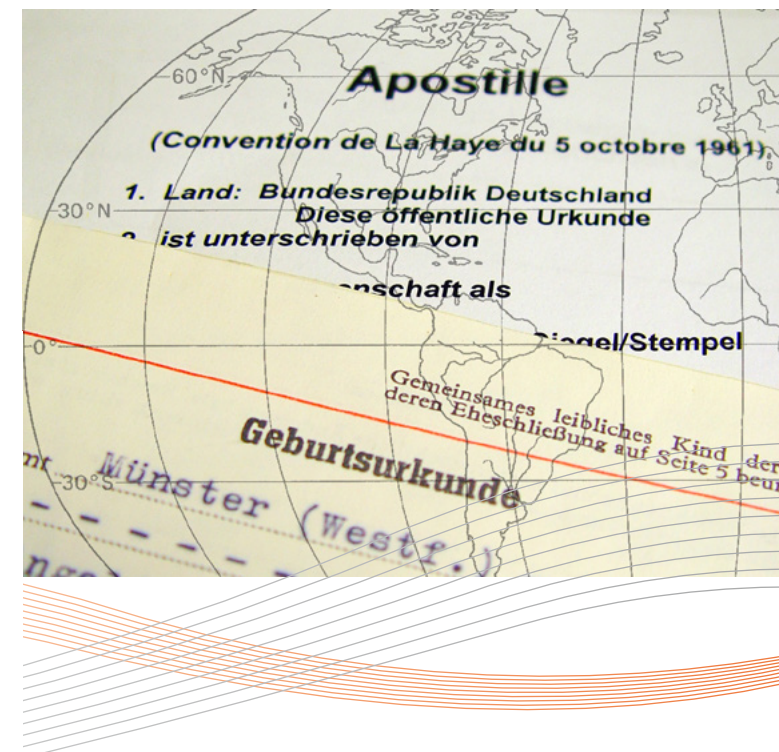
By car:

Parking is available on the street.



_for the Region

Apostilles and authentications for the legalisation of documents



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www.brms.nrw.de/go/apostillen

Apostilles and authentications for the legalisation of documents

Documents issued by a German government agency – Federal, State or Local – are sometimes recognised abroad only after they have been verified as genuine in an internationally recognised procedure.

In one such procedure, the document is authenticated by affixing a stamp on it. The authenticated document is then legalised at a diplomatic or consular post of the country where it is intended to be used. Some countries require that the document first be 'super-legalised' by the Federal Office of Foreign Affairs (BfAA).

Another procedure is the Apostille process under the Hague Convention. Apostille certificates are issued for use in countries that are party to the Hague Convention of 5th October 1961. In this procedure, the Apostille is placed on the document. The Convention's web site, www.hcch.net, contains a list of signature countries.

The Government Office for the Münster Region authenticates/apostilles public documents issued in its jurisdiction and intended for use abroad.

Info

Further Information

- | | |
|---|---|
| – Federal Foreign Office
www.auswaertiges-amt.de | – District/Regional Court
www.justiz.nrw.de |
| – Federal Office of Justice
www.bundesjustizamt.de | – University of Muenster
www.uni-muenster.de/Studierendensekretariat |
| – The Federal Office of Foreign Affairs (BfAA)
www.bfaa.diplo.de | – General Medical Council for Westphalia-Lippe
www.aekwl.de |
| – Hague Convention
www.hcch.net | |

Documents authenticated by the Government Office in Münster include

- **Proof of Residence, Single Status Certificates** (Please note that the document must be issued within last three months)
- **Documents regarding the Civil Status** (e.g. marriage certificates, birth certificates; Document preferably issued within last six month)
- **Medical certificates** (Important: documents must be pre-authenticated by the General Medical Council (Ärztekammer) for Westphalia-Lippe)
- **Academic documents** (Please note that graduate certificate, end-of-term certificates or enrolment slips must be pre-authenticated by an authorised officer of the student centre at Münster University "Studierendensekretariat")
- **School reports** (Only in written procedure. Important: copies need to be certified beforehand by the issuing institution)
- **Veterinary certificates**
- **Certificates issued by Inland Revenue/Tax Offices** (e.g. certificate of domicile)

The following types of documents are handled by other agencies or institutions:

- **Certificate of conduct** (Extract from the Federal Registry; handled by the Federal Office of Foreign Affairs (BfAA) in Brandenburg, authentications handled by the Federal Office of Justice)
- **Documents issued by Federal government agencies**, handled by the Federal Office of Foreign Affairs (BfAA)
- **Court-issued documents**, such as divorce orders handled by Local Courts (Amtsgericht) or Regional Courts (Landgericht)
- **Private documents**, such as Powers of Attorney, need to be notarised beforehand (proper authority: Regional Court)
- **Language translations** are carried out by court-accredited translators (proper authority: Regional Court)

The diplomatic/consular missions of the countries listed below require legalisation to be preceded by a final authentication, or 'super legalisation' by the Federal Office of Foreign Affairs (BfAA) in Brandenburg:

Afghanistan | Bangladesh | Republic of Iraq | Islamic Republic of Iran (with the exception of higher education certificates) | Hashemite Kingdom of Jordan | Kingdom of Cambodia | Lebanese Republic (education and training certificates only) | Republic of Mali | Mauritania | Republic of the Union of Myanmar (Burma) | Federal Democratic Republic of Nepal | State of Qatar | Republic of Rwanda | Senegal | Somali Republic | Republic of the Sudan | Syrian Arab Republic | Taiwan (documents issued by Federal Office of Justice) | Togolese Republic | United Arab Emirates (except for commercial documents)

Process

Please send us your documents along with a written request. No specific format is required for this. Always state the country where the document will be used, and remember to give your address. In most cases, the processing turnaround time for documents in written procedure is between 1 and 3 weeks. Current processing times can be found on our homepage. It is better to hand in your request early, given that the endorsement procedure may take a little longer. You can download the order form from our website, www.brms.nrw.de/go/apostillen.

What if a document needs to be super-legalised?

The application for an apostille or final legalisation at the Federal Office for Foreign Affairs can now only be made using an online data form. The individual steps of the new procedure can be found on the homepage of the Federal Office for Foreign Affairs.