Schweizerische Eidgenossenschaft
Confédération suisse
Confederazione Svizzera
Confederaziun svizra

Bundeskanzlei BK

Sektion Personal und RessourcenLegalisation Service

Factsheet on the legalisation of signatures by the Federal Chancellery

Legalisations can only be obtained by post. Please refer to the instructions in Section 2 on how to proceed.

1. What the Federal Chancellery's Legalisation Service does

We certify:
► the authenticity of **signatures**, but not of text content or translations
► **original signatures** only (no copies or scanned signatures)

We certify the authenticity of signatures of the following authorities:
- Cantonal authorities
- Federal offices and institutions, such as:
  - Swiss Federal Institute of Intellectual Property (IPI), Bern; World Intellectual Property Office (WIPO); Swiss Agency for Therapeutic Products (Swissmedic), Bern
  - Federal Office of Justice – criminal records excerpts
  - ETH Zurich www.akd.ethz.ch; EPFL Lausanne www.epfl.ch/education/studies; Swiss Baccalaureate Commission www.sbfi.admin.ch
    -> PLEASE NOTE: For documents without an original signature, first contact academic services at the relevant institution and request a certified copy.
  - RUAG, Thun
- Swiss Financial Market Supervisory Authority (FINMA), Bern
- Federal Supreme Court; Office of the Attorney General of Switzerland – legalisations are only carried out at the direct request of the Confederation
- Swiss Red Cross (SRC)
- Swiss Medical Association (FMH) – for documents without an original signature, please request a certified copy from www.siwf.ch
- Swiss embassies abroad
- Foreign representations in Switzerland (embassies, consulates, missions)

We certify the authenticity of the following signatures only after the competent authority (shown on the right) has first certified their authenticity:

• Private individuals	Notary and the competent cantonal authority
• Companies	Notary or chamber of commerce and the competent cantonal authority
• Notaries	The competent cantonal authority
• Chambers of commerce	The competent cantonal authority
• Communal authorities	The competent cantonal authority
• Civil register offices	The competent cantonal authority
• Cantonal authorities	The competent cantonal authority
• Cantonal courts	The competent cantonal authority
• School certificates	Department of Education and the responsible cantonal authority
• Medical certificates	Department of Health and the responsible cantonal authority
• Animal vaccination records	Veterinary service and the competent cantonal authority
• Touring Club of Switzerland	Canton Bern Road Traffic Office and the competent cantonal authority
• Foreign documents	Consulate of the country of origin

Legalisation procedures may differ from canton to canton. We therefore recommend that you first call the relevant cantonal authority and enquire about the exact procedure.

2. Obtaining a legalised signature

<mark>**Legalisations can only be obtained by post. Please read the following information carefully on how to proceed and follow the instructions below.**</mark>

2.1 Documents

In addition to the **document with the original signature to be certified**, we require the following information and items:

► **Country** for which the document is required

► **Receipt of the advance payment of CHF 20.-- per certification (i.e. per original signature).** The advance payment must be made only in Swiss francs (no foreign currencies).

Empfangsschein

Konto / Zahlbar an
CH35 0900 0000 3034 9292 2
Schweizerische Bundeskanzlei
Gurtengasse 5
3000 Bern

Zahlbar durch (Name/Adresse)

Währung   Betrag
CHF

Annahmestelle

Zahlteil

Währung   Betrag
CHF

Konto / Zahlbar an
CH35 0900 0000 3034 9292 2
Schweizerische Bundeskanzlei
Gurtengasse 5
3000 Bern

Zusätzliche Informationen
BK Legalisation

Zahlbar durch (Name/Adresse)

► A **stamped self-addressed envelope**

► A **telephone number** where we can contact you if we have any questions.

2.2 Sending the documents

Send the above documents, items and information to the following address:

Swiss Federal Chancellery
Legalisations
Gurtengasse 5
CH-3003 Bern

The Federal Chancellery usually returns the legalised documents within three to five working days.

The documents are usually returned to the sender. If the documents are to be delivered to third parties, in particular embassies, this must be explicitly stated and a stamped envelope addressed to the relevant third party must be enclosed.

Please do not hesitate to contact us should you require further information. You can contact us on weekdays by telephone from **8:30am to 12:00pm** on +41 (0)58 462 37 69 or by email at legalisation@bk.admin.ch

<mark>**PLEASE NOTE: The Federal Chancellery declines all liability for lost postal items. We therefore recommend that documents be sent by registered mail and that the return envelope be stamped accordingly.**</mark>

FCh Legalisation Service, March 2023