

LEGALIZATION OF PUBLIC DOCUMENTS FOR THEIR USE ABROAD

When a public document issued or certified by a competent Czech authority shall be used abroad it is usually necessary to have this document (super)legalized for this purpose – it means that it has to be legalized by the embassy of the foreign state where the public document will be used that is competent for the Czech Republic (this „superlegalization“ is preceded by other legalizations made by the Czech Ministry of Foreign Affairs and possibly other competent Czech authorities.

The purpose of legalization or „apostillization“ is to certify that a public document was established by the competent judicial or administrative Czech authority. The legalization or „Apostille“ certificate refers to the authenticity of the seal and signature on the public document, not to the content of the public document. Only public documents may be legalized or „apostillized“.

Competent authorities for legalization/apostillization in the Czech Republic are:

1. for judicial and notary documents:
MINISTRY OF JUSTICE OF THE CZECH REPUBLIC – INTERNATIONAL PRIVATE DEPARTMENT FOR CIVIL MATTERS (Ministerstvo spravedlnosti České republiky – mezinárodní odbor civilní)
2. for all other Czech public documents:
MINISTRY OF FOREIGN AFFAIRS OF THE CZECH REPUBLIC – CONSULAR DEPARTMENT, LEGALISATION OFFICE

Legalization/“apostillization“ upon personal (oral) request

Requests for legalization are executed during office hours (max. 10 verification). Personal attendance of the applicant for legalization (e.g. the person whose name is on the legalized document) is not necessary. Upon entering the building of the Ministry of Justice you will be asked to submit proof of identity (passport, identity card). The last documents are accepted 15 minutes before the end of working hours!

It is necessary to bring own fee stamps which can be bought at any post office. Please be advised that no fee stamps are sold at the Ministry of Justice.

Address of the legalization office:

Na Děkance 3, 128 10 Praha 2

Tel: 00 420 221 997 914, 00420 221 938, 00420 221 997 473

Email: moc@msp.justice.cz

Office hours:

Monday and Wednesday: 8:00am – 12:00am, 1:30pm- 5:00pm

Tuesday and Thursday: 9:00am – 12:00am

Legalization/ „apostillization“ upon written request

Postal address:

Ministerstvo spravedlnosti České republiky (Ministry of Justice)

Mezinárodní odbor civilní

Vyšehradská 16

128 10 Praha 2

Czech Republic

Written request shall contain the following entries:

- a) state where the public document will be used
- b) postal address of the applicant (where the legalized documents are to be sent)
- c) phone contact + if relevant, e-mail address of the applicant
- d) required number of fee stamps
- e) attached will be the document for legalization / „apostillization“

It is recommended that applicants ascertain in advance which documents and certifications /authentications are required abroad. Unfortunately, international agreements are not always entirely observed in practice and sometimes legalization or Apostille is required even if there is exemption in an international agreement, or where such an exception is apparent from a directly applicable legal act of the European Union.

It also shall be ascertained in advance whether original or certified copy is required. When a certified copy is legalized (“apostillized”, the legalization certificate) Apostille refers only to the notary certification, not to the seal and signature on the original document.