



Botschaft
der Bundesrepublik Deutschland
Addis Abeba

Verifications of Ethiopian certificates through legal and administrative cooperation

(valid as of March 2017)

All information contained in this information sheet is based on findings and knowledge of the Embassy at the time this information sheet was compiled. The Embassy does not assume any liability for the content of this information being complete, correct, and/or up-to-date, particularly as changes may have occurred.

Prerequisites for the legalisation of official certificates in Ethiopia are not given. Hence, this Embassy has discontinued legalisations with the consent of the Federal Foreign Office since **31 March 2014**. All interior and justice authorities of the Federal States of the Federal Republic of Germany have been notified accordingly.

However, by means of legal and administrative cooperation, the Embassy can assist German authorities and courts by having certificates checked for the veracity of the facts certified and thus give German authorities support in their decision making. Whether a verification is required or not, is determined by the German authority or court where the certificate is to be used as evidence. Private individuals cannot request a verification of certificates.

The German domestic authority which requires a certificate to be verified, sends a request to the Embassy. For this, the authority has to

- send the foreign certificate in the original,
- ask pertinent questions or request a comprehensive verification and
- undertake that all cost arising for the Embassy from this verification will be assumed.

The Embassy mandates a person of trust to carry out the verification of the documents.

The final evaluation and report is drawn up by consular officers of this Embassy. The certificate and report of this Embassy is sent immediately to the authority requesting verification.

To facilitate later use of the certificate and to avoid further unnecessary verification, a relevant note is attached to it.

To be able to process the request for verification, the Embassy requires the following documents and additional information apart from the certificate to be verified:

- certified photocopy of the identity document of the certificate's holder (all pages which contain entries);
- (last) address of the certificate's holder in Ethiopia;
- full names of the parents of the certificate's holder

- In the case of minors:
 - certified photocopy of the identity documents of both parents (all pages containing entries);
 - marriage certificate of parents;
 - proof of custody with translation into German (if applicable)
 - death certificate of parents (if applicable)
 - adoption contract and court ruling with translation into German (if applicable)
- Date and reason for first registration of the civil status event
- Name and family relationship of the applicant who requests the certificate (if not identical with the holder of the certificate).

For verification of certificates issued in Addis Ababa, usually a fee of approximately **150 USD** for 2 certificates is to be paid. For certificates which require further legal assessment or which were issued outside of Addis Ababa, the cost rises depending on distance to up to **500 USD** per document.

If in particular cases higher fees are foreseeable, the Embassy will inform the authority requesting the verification.

The fees for document verification will be put down to the account of the German authority. The authority can on their part request that expenses incurred are borne by the holder of the certificate and can request that a security deposit be made. Applicants residing in Ethiopia can alternatively pay the fees in advance directly to the Embassy.

This Embassy's experience shows that processing requests for verification take around 4 weeks from the date that complete documents are submitted for documents issued in Addis Abeba. The verification of documents issued outside of Addis Abeba usually takes a longer time. The latter also depends on the security situation in Ethiopia. To be added are postal and courier delivery times of about two weeks each way.

Where necessary, the Embassy will confirm that a request for legal and administrative assistance has been made and will inform the authority requesting assistance should verification require longer than the envisaged time. The Embassy will do its utmost to process applications as quickly as possible. Due to the high volume of requests made to this Embassy the Embassy would be grateful to the authorities for abstaining from enquiring about the status of the verification process. Please also understand that this Embassy is only able to correspond exclusively with the authority requesting verification.

Postal address for requests of legal and administrative cooperation:

Auswärtiges Amt
für Botschaft Addis Abeba
Kurstr. 36
10117 Berlin
Phone: +251-11-1 23 51 39
www.addis-abeba.diplo.de

For technical reasons, transmission via fax is not possible.

Note: German domestic authorities and courts are permitted to use the official courier of the Federal Foreign Office to post their requests. **Private individuals are not able to avail themselves of this mode of transmission.**