



Legalisations (Authentications and Apostilles)

The State Chancellery is responsible for certifying the authenticity of original signatures as well as stamps and seals of Notaries Public and administrative offices of the Canton of Zug. Contents of texts, translations, copies, facsimile stamps and print-outs are not certified.

The State Chancellery does not certify

documents from the Federal Administration
documents from other cantons

documents from foreign authorities

Responsible Authorities

Federal Chancellery in Bern

State Chancellery of the canton in which the document was issued

country of origin or possibly the consulate of the country of origin

Country of destination

Depending on the country the document is intended for, different forms of certification are required.

1. [Legalisations for Switzerland](#)
2. [Legalisations for states that are members of the Hague Convention](#)
3. [Legalisations for states that are non-members of the Hague Convention](#)

Information for applications at the counter

- Applications are accepted at the counter without prior appointment.
- Information as to the country the document is intended for is always required.

Information for applications by post within Switzerland

- The application must include the name of the country for which the document is intended, the applicant's name, address, telephone number and email address.
- An sae (a stamped, addressed envelope) must accompany the application.
- The application must be signed by the applicant.
- The invoice is payable on receipt.

For applications from abroad there are special conditions. In such cases, applicants are kindly requested to contact the State Chancellery.

Applications should be sent to the following address:

Staatskanzlei des Kantons Zug
Beglaubigungen
Postfach
6301 Zug

Fees

Fr. 20.- for a certification (supplementary authentication), a private certification

Fr. 30.- for an Apostille

Fr. 15.- for a certified copy of up to 3 pages of an original, plus an additional charge of Fr. 2.- for each further page.

- Postage and transfer fees according to expenditure
- Payment in cash in Swiss Francs or with a debit card Maestro or Postcard

1. Legalisations for Switzerland

The State Chancellery certifies the signatures of the following persons:

- Notaries Public of the Canton of Zug
- Officials of the Canton of Zug entitled to authenticate documents
- Clerks of the Courts of the Canton of Zug
- Officials of the Registry Offices of the Canton of Zug
- Authorized signatory employees of the Administration of the Canton of Zug
- Authorized signatory employees of the City and Municipalities of the Canton of Zug
- Private persons

Information

- Private persons give their signatures directly at the counter on producing a valid personal identification document (passport, ID card or foreigner's identification document).
- Documents such as public deeds, excerpts, statutes, etc. must be signed and certified by the responsible authority in advance.
- The certified copy of an original document will be established directly at the counter.

2. Legalisations for Member States of the Hague Conventionen

Certification by means of an Apostille

For states that are party to the [Hague Convention](#), the certification is established by means of an apostille. Documents do not need to be certified by a consular agent and are recognized by the country for which they are intended (Article 2, Hague Convention of 5 October 1961 Abolishing the Requirement of Legalisation for Foreign Public Documents).

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- Clerks of the Courts of the Canton of Zug
- Officials of the Registry Offices of the Canton of Zug
- Authorized signatory employees of the Administration of the Canton of Zug
- Authorized signatory employees of the City and Municipalities of the Canton of Zug

Information

- Private persons must have their signatures certified in advance by a Notary Public of the Canton of Zug or an Official of the Canton of Zug entitled to authenticate documents.
- Documents such as public deeds, excerpts, statutes, etc. must be signed and certified in advance by the responsible authority.
- The copy of an original document must be signed in advance by a Notary Public of the Canton of Zug or an Official of the Canton of Zug entitled to authenticate documents.

3. Legalisations for Non-Member States of the Hague Convention

Normal certification and certified copies of an original document

For all States not represented in The Hague Convention, normal certification without an apostille is the usual procedure. However, the final supplementary authentication by a consular agent is required.

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- Officials of the Canton of Zug entitled to authenticate documents
- Clerks of the Courts of the Canton of Zug
- Officials of the Registry Offices of the Canton of Zug
- Authorized signatory employees of the Administration of the Canton of Zug
- Authorized signatory employees of the City and Municipalities of the Canton of Zug
- Private persons

Information

- Private persons give their signatures directly at the counter on producing a valid personal identification document (passport, ID card, or foreigner's identification document).
- Documents such as public deeds, excerpts, statutes, etc. must be certified and signed by the responsible authority in advance.
- The certified copy of an original document will be established directly at the counter.

Status: January 1st 2019