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Information on the certification of documents by the State Chancellery

In principle we certify:

- the authenticity of signatures, but not of the content of a text or a translation
- original signatures (not copies) of public offices and notaries from the canton of Bern

We certify the following signatures:

- members of the Government of the Canton of Bern
- notaries from the canton of Bern
- prefects (Regierungsstatthalter) in the canton of Bern
- civil registrars from the canton of Bern, documents issued since 2000
- public offices in the canton of Bern
- commercial register offices in the canton of Bern
- Bern chambers of commerce
- courts in the canton of Bern
- the City of Bern Residents' Register Office
- the KESB (Canton of Bern Child and Adult Protection Authority)



We indirectly certify:		which must first be certified by:
Documents from communal authorities in the Canton of Bern	→	the district prefecture (Regierungsstatthalteramt)
Signatures of private individuals and translators	→	a notary from the canton of Bern
Medical reports	→	the Office of the Chief Medical Officer of the Canton of Bern
Documents relating to animals	→	the Veterinary Service of the Canton of Bern
Vehicle registration documents/technical data	→	the Canton of Bern Road Traffic Office
School reports, baccalaureate (matura) and degree/diploma certificates Certificates from primary and secondary	→	the Canton of Bern Department of Education

level schools		
Certificates from upper secondary schools, baccalaureate (matura) certificates and certificates from cantonal vocational schools	→	the Canton of Bern Vocational Education Office
Degrees from the University of Bern, and universities of applied sciences in the canton of Bern	→	the Canton of Bern Office of Higher Education
Copies of passports	→	the Canton of Bern Passport and Identity Card Service or a notary from the canton of Bern
Pension fund documents	→	a notary from the Canton of Bern
Copies	→	a notary from the Canton of Bern

We do not certify:		Authority responsible:
Documents from other cantons		the state chancellery of the canton issuing the document
Documents from other countries		consulate of the country concerned, followed by legalisation by the Swiss Federal Chancellery
Federal public offices Federal certificates/degrees Swiss Red Cross swissmedic (previously IOCM) Extracts from the Central Register of Convictions	} }	Swiss Federal Chancellery Legalisations Gurtengasse 5 3003 Bern Tel. +41 58 462 37 69

Note:

- The Cantonal Chancellery only certifies documents that are required abroad, and not documents required in Switzerland. Please advise us in an accompanying message of the country the document is intended for, so that we can certify it correctly.
- If your documents need to be translated, please contact a private translation agency.

Hours of business

Monday – Friday, 09.00 – 12.00 / 13.00 – 16.00

Individual legalisations may be obtained directly over the counter at the State Chancellery.

For the smooth processing of your request, especially if several documents are involved, we would kindly request you to send us your document(s) by post, together with details of the country for which legalisation is required. In case we have any questions, you should advise us in the accompanying letter of your mobile number or another way of contacting you. We guarantee that the documents will be returned to you within a week.

The certified document can be obtained directly from the State Chancellery or by post; in both cases you must provide details of country for which it is intended.

Languages: German, French, Italian, Spanish, Portuguese, English
Fee: CHF 25.– per document (payment in cash or by credit card)