



Infosheet

for Notarization; Attestation/Certification of Documents and Signatures; Certificates

(October 2020)

All information in this information sheet is based on findings and assessments of the German Embassy Islamabad and the Consulate General at the time of writing. However, no guarantee can be given for the completeness and accuracy, in particular with regard to changes that have occurred in the meantime.

First of all, we kindly ask you to notice the administrative / consular district

German Embassy Islamabad:

Punjab, Khyber-Pakhtunkhwa, FATA (Federally Administered Tribal Areas), Gilgit-Baltistan, AJK (Azad Jammu and Kashmir)

Generalkonsulat Karachi:

Provinces Sindh und Balochistan

Notarization

In some cases a notarization is required.

German Embassy Islamabad and the German Consulate in Karachi are qualified to do notarizations in some cases. In most cases notarizations are required in family affairs (Acknowledgement of Paternity, Approval of an acknowledgement of Paternity, Custody Declaration) and declaration on oath.

If you need a notarization, we kindly ask you to get in contact with our consular sections to prepare necessary documents:

German Embassy Islamabad: konsularreferat@isla.auswaertiges-amt.de

German Consulate Karachi: info@kara.diplo.de

Attestation/Certification of Documents

Please notice

Fees are to be paid in cash in Pakistani Rupees (PKR) depending on the exchange rate.

A. Certifying a copy

We can certify copies as true copies of originals/certified copies (by German authority) upon presentation of the original/certified document. A copy of a non-authenticated document cannot be certified.

A minimum fee of 10 EUR (approx. 2000 PKR depending on the exchange rate) is charged per document to be attested. The exact fee depends upon the number of pages to be attested.

The above mentioned fee is charged for documents that comprise up to ten pages. Any additional page will be charged 1 EUR (approx. 200 PKR depending on the exchange rate).

B. Certifying a signature/manual sign

The person whose signature/manual sign is to be certified on a document has to appear in person and present his passport or other appropriate photo ID. The consular officer will then witness his signature and certify it on the original document.

A minimum fee of 20 EUR (approx. 4000 PKR depending on the exchange rate) is charged per certification. Fees can increase up to 250 EUR (approx. 50.000 PKR depending on the exchange rate) depending on the value of the legal transaction.

Please notice:

It is not possible to certify a signature or manual sign for bank account openings, or credit card applications. In these cases we kindly ask you to contact the bank, which requires you to proof your identity.

An exemption is possible for students, who want to open a Blocked-Account.

Certificates

German Embassy Islamabad and the German Consulate in Karachi are qualified to issue certificates reporting facts and with verifiable content.

A minimum fee of 25 EUR (approx. 5000 PKR depending on the exchange rate) is charged per certificate. Fees can increase up to 300 EUR (approx. 60.000 PKR depending on the exchange rate) depending on the value of the legal transaction which needs to be certified.

- Life Certificates

Life Certificates sent from Germany can be attested by consular officers at all German missions in India. Please come in person for the certification, along with your passport or other appropriate photo ID.

The attestation of life certificates is free of charge.

Please note that the Embassy or Consulate General cannot send the certificates to Germany.

- Pension Certificates

Applications and information regarding your German pension can be found on the website of the German Pension Fund.

You are required to have your identity and signature on the application certified by a consular officer. Please come in person for the certification, along with your passport or other appropriate photo ID. The certification is free of charge.

Please note that the Embassy or Consulate General cannot send the certificates to Germany.

- Unblock Letters

In order to prepare your consular certificate for the purpose of resolving a blocked account, we need following information and documents.

- a) If you have already applied for a visa and your application has been rejected, please present us your letter of rejection.
- b) If you have applied for a visa and have withdrawn the application, we kindly ask you to present the return declaration and the confirmation from the embassy that the application has been successfully withdrawn.
- c) If you have not yet received an appointment to apply for a visa and have already cancelled the appointment, please present us the cancellation e-mail you received and your passport number.

- d) For the appointment please have your passport, blocked account number, client-ID and address of your bank ready.

Appointments

A. German Embassy Islamabad

At the Embassy Islamabad, you need to make your appointments online. Please book your appointment via:

https://service2.diplo.de/rktermin/extern/choose_realmList.do?locationCode=isla&request_locale=en

B. German Consulate Karachi

To make an appointment at German Consulate Karachi please contact via:

- E-Mail: info@kara.diplo.de
- Phone: (0092 21) - 3587 3782 oder (0092 21) - 3582 1596.