



Shanghai, March 2022

Consular district: Provinces of Anhui, Jiangsu, Zhejiang, city of Shanghai  
Opening hours: Monday to Friday, 9 am - 12 pm

## Leaflet for Legalization

Document Type	Information and Documentation needed for Legalization				
<b>Chinese civil status documents</b> (Birth Certificate, Declaration of Civil Status, Divorce Certificate, Certificate of Residence, Marriage Certificate, etc.)	<ul style="list-style-type: none"> <li>• Photocopy of passport of the applicant (person asking for the legalization)</li> <li>• Photocopy of residence permit in Switzerland (for foreigners with residency in Switzerland)</li> <li>• Official letter or email from the authorities in Switzerland requesting the legalisation</li> <li>• Written personal statement incl. the reason for the legalization, name and address of the authorities in Switzerland requesting the legalization and the contact information of the applicant</li> </ul> <p><u>Fees:</u> One or two documents CHF 80.00, three or more documents CHF 155.00. Fees are subject to changes due to foreign exchange rates without prior notice. <b>Fees payable in RMB only</b> with WeChat/Alipay or cash.</p>				
<b>Chinese school documents</b> (Diploma, transcript, etc.)	<ul style="list-style-type: none"> <li>• Photocopy of passport of the applicant (person asking for the legalization)</li> <li>• Official letter or email from the Swiss universities requesting the legalization</li> <li>• Written personal statement, explaining the reason for the legalization and the contact information of the applicant</li> </ul> <p><u>Fees:</u> CHF 40.00 per document. Fees are subject to changes due to foreign exchange rates without prior notice. <b>Fees payable in RMB only</b> with WeChat/Alipay or cash.</p>				
<p><b>Chinese documents must be translated and notarized by a Notary Public Office and duly legalised by the following relevant provincial Foreign Affairs Offices:</b></p> <table border="0"> <tr> <td> <b>Shanghai</b> Shanghai Foreign Affairs Office Legalization Division 228 Huashan Road Hotel Equatorial, Office Bldg Shanghai 200040 Tel.: 021 62470833             </td> <td> <b>Jiangsu</b> Jiangsu Provincial Foreign Affairs Office Service Center 145 Han Zhong Meng Rd. Nanjing 210024 Tel.: 025 83666440             </td> <td> <b>Zhejiang</b> Zhejiang Provincial Foreign Affairs Office Passport and Visa Division No. 1 Shihan Rd. Hangzhou 310007 Tel.: 0571 87054901-4             </td> <td> <b>Anhui</b> Anhui Provincial Foreign Affairs Office Exit &amp; Entry Administration Section, 509 Maanshan Rd. Hefei 230002 Tel.: 0551 6299 9839             </td> </tr> </table>		<b>Shanghai</b> Shanghai Foreign Affairs Office Legalization Division 228 Huashan Road Hotel Equatorial, Office Bldg Shanghai 200040 Tel.: 021 62470833	<b>Jiangsu</b> Jiangsu Provincial Foreign Affairs Office Service Center 145 Han Zhong Meng Rd. Nanjing 210024 Tel.: 025 83666440	<b>Zhejiang</b> Zhejiang Provincial Foreign Affairs Office Passport and Visa Division No. 1 Shihan Rd. Hangzhou 310007 Tel.: 0571 87054901-4	<b>Anhui</b> Anhui Provincial Foreign Affairs Office Exit & Entry Administration Section, 509 Maanshan Rd. Hefei 230002 Tel.: 0551 6299 9839
<b>Shanghai</b> Shanghai Foreign Affairs Office Legalization Division 228 Huashan Road Hotel Equatorial, Office Bldg Shanghai 200040 Tel.: 021 62470833	<b>Jiangsu</b> Jiangsu Provincial Foreign Affairs Office Service Center 145 Han Zhong Meng Rd. Nanjing 210024 Tel.: 025 83666440	<b>Zhejiang</b> Zhejiang Provincial Foreign Affairs Office Passport and Visa Division No. 1 Shihan Rd. Hangzhou 310007 Tel.: 0571 87054901-4	<b>Anhui</b> Anhui Provincial Foreign Affairs Office Exit & Entry Administration Section, 509 Maanshan Rd. Hefei 230002 Tel.: 0551 6299 9839		
<b>Private signatures on documents</b> (Power of Attorney, Business License and Real Estate Purchase Contract etc.)	<ul style="list-style-type: none"> <li>• Signatory must sign the document in presence of a consular officer and therefore needs to appear in person</li> <li>• Original passport of the applicant</li> <li>• Document on which the signature of the applicant is to be affixed</li> <li>• Name and address of the authorities in Switzerland or Liechtenstein requesting the legalization. The Consulate General may ask for a confirming letter of this authority.</li> </ul> <p><u>Fees:</u> CHF 40.00 per document. Fees are subject to changes due to foreign exchange rates without prior notice. <b>Fees payable in RMB only</b> with WeChat/Alipay or cash.</p>				
<p><b>IMPORTANT:</b> Only documents that are evidently related to Switzerland or Liechtenstein can be legalized by the Consulate General. Documents in connection with financial transactions cannot be legalized.</p> <p>The decision on whether a legalization is possible or not can only be taken once all the required documents have been submitted. This Consulate General reserves the right to ask for additional documents and information if required.</p> <p>Only official signatures and stamps or private signatures are to be legalized, but neither the documents itself nor its content.</p>					