



Beijing, April 2019

Consular district: PR China: Heilongjiang, Jilin, Liaoning, Tianjin, Beijing, Inner Mongolia, Hebei, Henan, Shanxi, Shaanxi, Hubei, Ningxia, Gansu, Sichuan, Guizhou, Yunnan, Tibet (Xizang), Qinghai, Xinjiang DPR Korea and Mongolia

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## Leaflet for Legalisations

Document Type	Information and Documentation needed for Legalisation
<b>Chinese civil status documents</b> such as 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 legalisation)</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 legalisation, name and address of the authorities in Switzerland requesting the legalisation and the contact information of the applicant</li> </ul> <p><u>Fees:</u> One or two documents RMB 555.00, three or more documents RMB 1'075.00. Fees are subject to changes due to foreign exchange rates without prior notice. Fees payable in cash only.</p>
<b>Chinese school documents</b> such as diploma, transcript, etc.	<ul style="list-style-type: none"> <li>• Photocopy of passport of the applicant (person asking for the legalisation)</li> <li>• Official letter or email from the Swiss universities requesting the legalisation</li> <li>• Written personal statement, explaining the reason for the legalisation and the contact information of the applicant</li> </ul> <p><u>Fees:</u> RMB 280.00 per document. Fees are subject to changes due to foreign exchange rates without prior notice. Fees payable in cash only.</p>
<p><b>Chinese documents must be translated and notarized by a Notary Public Office and duly legalised by the Consular Department of the Ministry of Foreign Affairs in Beijing:</b></p> <p>Visa Office (<b>Legalisation</b>), China Travel Service Head Office No. 8, Dongjiaominxiang, Dongcheng District, Beijing Zip: 100005 Tel: (010) 6512 48 96 Hotline: 400-811-6666. Opening hours: 08:30 – 17:00, Monday to Friday</p> <p>签证办公室 (认证), 中国旅行总社 北京市东城区东交民巷8号 邮编: 100005 电话: (010) 6512 48 96, 400-811-6666. 开放时间: 周一至周五, 八点半至十七点</p>	
<b>Private signatures on documents</b> such as 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 requesting the legalisation. The Embassy may ask for a confirming letter of this authority.</li> </ul> <p><u>Fees:</u> RMB 280.00 per document. Fees are subject to changes due to foreign exchange rates without prior notice. Fees payable in cash only.</p>
<p><b>IMPORTANT:</b> Only documents that are evidently related to Switzerland can be legalized by the Embassy. Documents in connection with financial transactions cannot be legalized.</p> <p>The decision on whether a legalisation is possible or not can only be taken once all the required documents have been submitted. This Embassy reserves the right to ask for additional documents and information if required.</p> <p>Only official signatures and stamps or private signatures are legalized, but not the documents itself nor its content.</p>	