



Official Certifications

In order to apply for the Academic Welcome Program or a study programme, you need to provide certified copies of your high school (and university) diplomas. A certification serves to prove that this is a true copy of the original and that nothing has been changed. As a rule, **any official institution or authority in Germany that is endowed with an official seal** (for example the municipal administration, a parish office, county administration, courts and notaries) **may issue such certifications**. Official certifications must always contain the **original official seal and an original signature** by the issuer. The official seal may be round or oval and shows a crest. It is not sufficient for a certification to show only a stamp. Each page of the document in question must display (part of) the official seal.

Public authorities in Germany may certify foreign-language documents, however they are not obliged to do so.

Certification from the municipal authorities (“Bürgeramt“) in Frankfurt

The city of Frankfurt charges a moderate fee for certifications:

Per document if copies are made by the Bürgeramt: 2€.

Per document if copies are provided by you: 5€ for up to 10 pages, every additional page will be charged at 0.50 €.

Required documents:

Documents (original) which are to be certified or where a signature is to be certified. Please note that only entire documents – not excerpts – can be copied and certified.

Addresses for the Bürgerämter of the Stadt Frankfurt

Außenstelle Fechenheim
Bürgeramt, Statistik und Wahlen
Pfortenstraße 1
60386 Frankfurt am Main

Außenstelle Harheim
Bürgeramt, Statistik und Wahlen
Philipp-Schnell-Straße 52
60437 Frankfurt am Main

Außenstelle Kalbach
Bürgeramt, Statistik und Wahlen
Kalbacher Hauptstraße 36
60437 Frankfurt am Main

Außenstelle Nieder-Erlenbach
Bürgeramt, Statistik und Wahlen
Alt-Erlenbach 42
60437 Frankfurt am Main

Bürgeramt (zentrales)
Bürgeramt, Statistik und Wahlen
Zeil 3
60313 Frankfurt am Main



Bürgeramt Bergen-Enkheim
Bürgeramt, Statistik und Wahlen
Marktstraße 30
60388 Frankfurt am Main

Bürgeramt Dornbusch
Bürgeramt, Statistik und Wahlen
Eschersheimer Landstraße 248
60320 Frankfurt am Main

Bürgeramt Höchst
Bürgeramt, Statistik und Wahlen
Dalbergstraße 14
65929 Frankfurt am Main

Bürgeramt Nieder-Eschbach
Bürgeramt, Statistik und Wahlen
Deuil-La-Barre-Straße 26
60437 Frankfurt am Main

Bürgeramt Nordwest
Bürgeramt, Statistik und Wahlen
Nidaforum 5
60439 Frankfurt am Main

Bürgeramt Sachsenhausen
Bürgeramt, Statistik und Wahlen
Große Rittergasse 103
60594 Frankfurt am Main

To contact all Bürgerämter in Frankfurt:

Telephone: 069 115

Email: buergeramt.zentrale@stadt-frankfurt.de

For further information go to: [www.frankfurt.de/sixcms/detail.php?id=2914&ffmparf_id_inhalt\]=58143](http://www.frankfurt.de/sixcms/detail.php?id=2914&ffmparf_id_inhalt]=58143)

Please note that we cannot guarantee that the information given above is complete and correct.