

Information on document verification and legalization

This document should help you through the verification and legalization process at the Austrian Embassy in Abuja. Please find a summary on page one and more detailed information on the following pages.

Why do I need to legalize documents?

In general, **original** foreign documents have to be legalized in order to be recognized as official documents in another country. Before submitting the documents at the Austrian Embassy, please check with the competent Austrian authority for which documents a legalization is required.

What is the general process?

1. **Verification of documents:** document's genuinity will be checked (costs see page 2)
2. **Legalization of documents:** once the genuinity of the documents has been confirmed, they can be legalized through the Embassy (costs see page 3)
3. **Final step:** depending on the purpose of the legalization you can pick up the documents after their legalization or you can apply for residence permit on the same day you make the payment for the legalization fees

What is MY first step?

Advance appointment booking is required - bookings can be done directly on the website of the Austrian Ministry of Foreign Affairs <https://appointment.bmeia.gv.at/?office=abuja>. Applicants from Cameroon and Ghana may also apply through VFS-Global: <http://www.vfsglobal.com/austria/nigeria/Legalisation-in-Ghana-and-Cameroon.html>

What do I have to provide for an appointment at the Embassy?

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- the questionnaire duly **filled correctly and completely** (please fill in all blanks or mark as n/a) and **signed by the applicant** (not by the intermediary!)
 - all documents and the questionnaire **in original and** additionally in a **readable copy**
 - all **original documents legalized** by the Ministry of Foreign Affairs where they emanate from
 - a **copy of the data page of the passport** of the applicant
 - **correct amount of the verification fee** in cash in Naira
 - **for intermediaries:** the **authorization letter** of the applicant **in original** together with a copy of the data page of the applicant and an ID of the intermediary

Applications which do not fulfill all above mentioned prerequisites will be refused at the counter and a new appointment has to be booked by the applicant.

The verification process:

- Legal background: According to § 3 Abs. 4 KBeglG the Embassy is entitled to initiate a verification process when doubts regarding content or accuracy of a document arise. This verification will be conducted by a person of trust of the Embassy and at the expense of the applicant (charges see below). Documents may only be legalized after the completion of a positive verification process.
- Office hours for verification: Wednesday, 08:00 – 12:00 a.m.
- **Advance appointment booking is required** - bookings can be done directly on the website of the Austrian Ministry of Foreign Affairs: <https://appointment.bmeia.gv.at/?office=abuja>. The online reservation system shows automatically the earliest available slot. Due to capacity reasons special appointments are not available. In case you can not adhere your appointment, you are kindly asked to inform the Embassy as soon as possible for cancellation of your appointment. Other applicants may need your slot urgently.

Applicants from CAMEROON and GHANA may apply at the Embassy in Abuja or through VFS-Global Services; for general information, please refer to their website:

<http://www.vfsglobal.com/austria/nigeria/Legalisation-in-Ghana-and-Cameroon.html>

- Submission of documents and questionnaire: **original** documents for verification have to be submitted in person or via an intermediary (person on your behalf with authorization letter or power of attorney), including the duly completed and signed questionnaire (see attached document).
- Duration: The verification **takes at least 8 to 12 weeks**.

Depending on the origin of the documents, the following **verification fees** are charged and to be paid cash in Naira at the Embassy on the day of submission. The verification fees are **lump sums**. The Embassy strongly advises to **forward all requested documents at once** in order to prevent further expenses. **Police character certificates can be legalized without verification process.**

country of origin of the documents	first applicant*	spouse and additional minor family member*	eligibility letter
Nigeria	200,000.00	80,000.00	60,000.00
Benin, Cameroon, Ghana, Togo	300,000.00	150,000.00	not applicable
Gabon	400,000.00	200,000.00	not applicable
Any other country	fees will be communicated by the Embassy after consulting with the person assigned with the verification		

*For example:

- single Ghanaian student: the fee is NGN 300,000.00
- Nigerian mother with two minor children: the fee is NGN 360,000.00 (200,000.00 + 80,000.00 + 80,000.00)
- Anybody with a police character certificate **only**: no verification fees are charged, legalization fees are still to be paid (see page 3)

In case the applicant submits further documents after the verification process started, a second verification process has to be started and the original verification fee has to be paid a second time.

The legalization process:

- Legal background: The legal basis for the legalization of documents in Austria is the Law on Consular Legalization (Konsularbeglaubigungsgesetz, KBeglG) Federal Law Gazette I no. 95/2012 and the Consular Legalization Regulation (Konsularbeglaubigungsverordnung, KBeglV) II no. 467/2012.
- Office hours for legalization: Monday and Wednesday, 08:00 a.m. – 10:30 a.m.
- Advance appointment booking via e-mail is **only** required for legalization connected with an application for a residence permit. Applications for residence permit have to be forwarded **in person** (not by an intermediary).
- Legalization steps: In order to legalize foreign documents, these need to show the correct certifications of the respective ministries (e.g.: school documents need to be stamp by the Ministry of Education) as well as **a legalization notation of the Foreign Ministry of the country of origin of the document**. Please make sure that your documents bear those necessary endorsements prior to submission of your documents for verification. Only documents bearing the legalization notation of the Foreign Ministry can be legalized by the Austrian Embassy.
- Legalization fee: € 80.00 **per document** payable in cash in Naira at the current monthly exchange rate (according to Law on Consular Fees (TP 4 (1) KGG 1992 idgF). The payment may be done in person or by an intermediary.
- Duration: The legalization of documents takes approx. one working day

Furthermore, in case of an intended future application (visa, residence permit, etc.), the Embassy recommends to forward all necessary documents for that purpose **at once** (see www.oesterreich.gv.at and/or www.migration.gv.at) **in order to prevent further expenses**.

Further documents for an identity-check, such as school documents, baptism- and hospital-birth documents may be required. These documents are in general not subject to document legalization.

Incorrect information or documents will cause a delay in the process.

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Questionnaire enclosed

*) For the accuracy of this translation no liability can be accepted.