

RAESPO



engineers in recruiting



Having **documents**
recognised

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When you need to arrange something with the Dutch government, you may need documents to do so. Which documents you need can be asked at the municipality where you are going to live (if you already know). You can have documents recognised or legalised in the country where they were issued.

Within the European Union, civil status records are public documents and do not need to be legalised. However, you may need to attach a multilingual model form to your document.

If the documents are a language other than Dutch, English, French or German, these must also be translated. The translation may also need to be legalised again. The following documents require legalisation and/or translation:

- Marriage certificate or certificate of registered partnership
- Unmarried declaration (declaration that you are not married)
- Birth certificate
- Divorce certificate or certificate of termination of registered partnership
- Death certificate (e.g. of parent or partner)
- Diplomas
- Local proof of nationality
- Court ruling



It is possible to get a multilingual extract of the document and add it to your document. The document then no longer needs to be translated or legalised.

Together with 100 other countries (including Spain), the Netherlands is a member of the Apostille Convention. The treaty states that all member countries will accept each other's documents if they have an apostille on them. An apostille is a kind of special sticker or stamp that proves that the document is genuine.

If your document has an apostille, legalising the document is no longer necessary. However, the document will need to be translated if it is not in Dutch, English, French or German. You can apply for an apostille from the local authorities of the country in question.





The following document must always be legalised if you want to use it in the Netherlands:

- Diploma or certificate

Here you can find where you can have a document legalised:

<https://www.hcch.net/en/states/authorities/details3/?aid=346>

It is good to know that:

1. Multilingual extracts of civil status acts do not need to be translated or legalised
2. It is possible to request a multilingual model document form when the document is in Spanish. When this is not possible, have it translated
3. The document must be original and complete. If other documents or annexes are referred to, they must be present.

During the time your driving licence is being exchanged, you are not allowed to drive on public roads. You may receive a fine for this, as you will have to be able to show your driving licence when check

Checklist		Completed
Task	Check what documents you need from the municipality or what documents you possess	
	Check whether documents need to be translated and whether there is a multilingual model form for it	
	Check whether the document needs to be legalised by means of an apostille or if it is already present	



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