Legalization of Rwandan documents

If a Rwandan document must be submitted to an authority in Germany, this authority decides whether it will recognize it as authentic without further ado or whether legalization is required.

If a legalization of a Rwandan public document is required, the Embassy of the Federal Republic of Germany in Kigali may legalize the document and thereby confirm the authenticity of the signature, the capacity in which the signatory of the document acted and the authenticity of the seal affixed to the document. The Embassy does refuse to legalize forged documents as well as documents which clearly contain false information i. e. documents certifying facts which are not really true.

For the legalization of a Rwandan public document the following procedure applies:

- The document has to be submitted in original. Copies, even if they have been certified, are not sufficient. In case of a Rwandan birth certificate, you have to submit the original “acte” – the “attestation” is not sufficient. If the birth certificate has been issued before 28 August 2016 but was not issued within 14 days after birth, a “jugement supplétif” by the competent court must be mentioned on the left side of the “acte”.

The following Rwandan Ministries must certify the original document first:

- The Ministry of Justice (P.O.Box: 160 Kigali, Rwanda, physical address: KN 5 Rd, Kimihurura, Kigali, Ruanda, Tel : +250 788 300 952, Toll Free: 3936. 3736, e-mail: mjust@minijust.gov.rw) must have already certified the document to be authentic. This prior certification is being performed on the original public document itself.

- The Ministry of Foreign Affairs and Cooperation of the Republic of Rwanda (P.O. Box 179 Kigali, Rwanda; physical address: KG 1 Roundabout, Kigali, Rwanda, Tel.: +250 599128 / +250 599132; e-mail: info@minaffet.gov.rw) must have already certified the document to be authentic. This prior certification is being performed on the original public document itself.

As far as the Embassy is informed these certification have to be applied by yourself. If you are presently not in Rwanda you may authorize a relative or friend or any other person.

- Your application for legalization at the German Embassy should explain why you require legalization and which German authority has requested such.

- If you are unable to appear in person at the German Embassy you may authorize a relative or friend in writing to act on your behalf. In such case, a copy of the document...
holder's passport or other ID as well as information concerning the German authority requesting the legalized document must be enclosed.

The fee is currently between EUR 25.00 (approx. 25,000 RWF) and EUR 45.00 (approx. 45,000 RWF) per document, payable in RWF at the rate of exchange in place at the date of application.

If the document cannot be legalized, e. g. if it is a forgery, a processing fee of 75 % is charged.

Opening hours of the Embassy are Monday – Thursday 9 -11 a.m.