



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

Opening hours: Mo. - Fr. 09:00 - 12:00
Phone: +86 10 8532 8888
Fax: +86 10 6532 4353
Mail: beijing.kanzlei@eda.admin.ch

Leaflet for Legalisations

Document Type	Information and Documentation needed for Legalization		
<p>Chinese civil status documents such as Birth Certificate, Declaration of Civil Status, Divorce Certificate, Certificate of Residence, Marriage Certificate, etc.</p>	<ul style="list-style-type: none"> Photocopy of passport of the applicant (person asking for the legalisation) 申请人的护照复印件(要求办理认证的人) Photocopy of residence permit in Switzerland (for foreigners with residency in Switzerland) 瑞士居留许可复印件(针对在瑞士有居住权的外国公民) Official letter or email from the authorities in Switzerland requesting the legalisation 瑞士使用方机构要求做认证的官方信函或邮件 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 (in a Swiss national language or English) 个人说明信, 包含认证原因, 瑞士使用方机构名称和地址, 申请人的联系方式(瑞士官方语言或英文) <p>Fees: One or two documents RMB 610.00, three or more documents RMB 1'180.00. Fees are subject to changes due to foreign exchange rates without prior notice. Fees payable WeChat/Alipay or cash.</p>		
<p>Chinese school documents such as diploma, transcript, etc.</p>	<ul style="list-style-type: none"> Photocopy of passport of the applicant (person asking for the legalisation) 申请人的护照复印件(要求办理认证的人) Official letter or email from the Swiss universities requesting the legalisation 瑞士大学要求做认证的官方信函或邮件 Written personal statement, explaining the reason for the legalisation and the contact information of the applicant (in a Swiss national language or English) 个人说明信, 解释认证原因, 写上申请人的联系方式(瑞士官方语言或英文) <p>Fees: RMB 305.00 per document. Fees are subject to changes due to foreign exchange rates without prior notice. Fees payable with WeChat/Alipay or cash.</p>		
<p>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:</p>			
<table border="0"> <tr> <td> <p>Visa Office (Legalisation), China Tourism Group Travel Service Corporation Limited No. 8, Dongjiaominxiang, Dongcheng District, Beijing Zip: 100005 Tel: (010) 6512 48 96 / 6559 37 48 Opening hours: 08:30 – 16:00, Monday to Friday</p> </td> <td> <p>签证办公室 (认证) 中国旅游集团旅行服务有限公司 北京市东城区东交民巷 8 号 邮编: 100005 电话: (010) 6512 48 96 / 6559 37 48 开放时间: 周一至周五, 八点半至十六点</p> </td> </tr> </table>		<p>Visa Office (Legalisation), China Tourism Group Travel Service Corporation Limited No. 8, Dongjiaominxiang, Dongcheng District, Beijing Zip: 100005 Tel: (010) 6512 48 96 / 6559 37 48 Opening hours: 08:30 – 16:00, Monday to Friday</p>	<p>签证办公室 (认证) 中国旅游集团旅行服务有限公司 北京市东城区东交民巷 8 号 邮编: 100005 电话: (010) 6512 48 96 / 6559 37 48 开放时间: 周一至周五, 八点半至十六点</p>
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<p>Private signatures on documents such as Power of Attorney, Business License and Real Estate Purchase Contract etc.</p>	<ul style="list-style-type: none"> Signatory must sign the document in presence of a consular officer and therefore needs to appear in person Original passport of the applicant Document on which the signature of the applicant is to be affixed Name and address of the authorities in Switzerland requesting the legalisation. The Embassy may ask for a confirming letter of this authority. <p>Fees:RMB 305.00 per document. Fees are subject to changes due to foreign exchange rates without prior notice. Fees payable with WeChat/Alipay or cash.</p>		
<p>IMPORTANT: Only documents that are evidently related to Switzerland can be legalised by the Embassy. Documents in connection with financial transactions cannot be legalised.</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>			