

Choose the service

## Services

The Ministry of Foreign Affairs of Denmark offers a range of services which can be purchased online. Some of these services can be delivered electronically, where as others require personal attendance or delivery by mail. Below you can see which services can be purchased online.

### Apostille & Legalisation

If a document issued by a Danish Authority is to be used abroad, it is often necessary to have the document legalised, or endorsed by means of an Apostille stamp, by the Ministry of Foreign Affairs of Denmark. If you have a digitally signed public document in the pdf format, or an original public document issued and signed by a Danish Authority, you can request legalization of the document by using our online legalization service. Please follow the instructions in our webshop or consult our online video guides.

**PURCHASE APOSTILLE & LEGALISATION**

### Documents pertaining to the export of goods and services (no fee)

Certain public documents, pertaining to the export of goods and services, are not covered by the Apostille Convention and therefore cannot be stamped with an Apostille. Instead, onto such documents, a stamp with the following wording: "This is the true signature of", can be applied.

**PURCHASE DOCUMENTS PERTAINING TO THE EXPORT OF GOODS AND SERVICES**

Ministry of Foreign Affairs of Denmark

Terms and [START CHAT](#)

Choose the amount of documents you need legalised

**Apostille & Legalisation**

If a document issued by a Danish Authority is to be used abroad, it is often necessary to have the document legalised, or endorsed by means of an Apostille stamp, by the Ministry of Foreign Affairs of Denmark. If you have a digitally signed public document in the pdf format, or an original public document issued and signed by a Danish Authority, you can request legalization of the document by using our online legalization service. Please follow the instructions in our webshop or consult our online video guides.

By legalising a public document we confirm the authenticity of the signature on the document. The signature on the document is checked against our signature database. It is therefore important that documents, which have not been signed digitally, bear an original signature. Please note that if a document is to be used in a country that is not a member of the Hague Apostille Convention, the signature (Apostille Stamp) of the Ministry of Foreign Affairs of Denmark must be further legalised by the Embassy of the country in question.

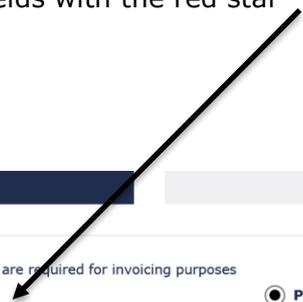
Select quantity and press "Purchase" to proceed.

Unit price: 200.00 DKK  
Total price: 200.00 DKK

**1**

**PURCHASE**

Fill in all the fields with the red star



Your contact details are required for invoicing purposes

**Customer Type \***  Private person  Company

**First name \*** Test

**Last name \*** Test

**Company name**

**Street name \*** Test

**Street number \*** 2

**Floor**

**Room**

**Postal code \*** 1448 START CHAT

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**Room**

**Postal code \*** 1448

**City \*** København K

**Country \*** Denmark

**Distriktsnavn**

**P.O. box**

**E-mail \*** Email@test.dk

**Tel. \*** 3392

Use a different delivery address NEXT



Check this box if the document is to be sent to another address

## Choose how you want the document returned



- Please make sure that all information is correct. You may still change quantity and/or contact information if you have made a mistake.
- You must choose how you would like to have the documents returned (we use PostNord, but you can choose any courier you like).
- You must read and accept our terms & conditions before being forwarded to our payment partner, DIBS, where you will be required to submit your payment information.

- I wish for my documents to be returned by mail (Post Nord)
- I wish to arrange for collection of my document(s) by an alternative courier (which is not PostNord)
- I wish to collect my documents at your premises
- I will enclose an addressed prepaid envelope

### Additional services

- Postage - Quickbrev in Denmark (28.50 DKK)**  
Return of documents by PostNord (Quickbrev in Denmark only) ⓘ
- Postage - Registered post and Quickbrev in Denmark (145.00 DKK)**  
Return of documents as registered post and Quickbrev (in Denmark only) ⓘ
- Postage - Registered post for Denmark (Quickbrev) (99.00 DKK)**  
Return of documents as registered post by PostNord ⓘ

Remember to choose postage if you want your document returned with PostNord

Check that the number of documents is correct and the postage is included (if you have selected postage)

Finally, accept the terms and conditions and choose your form of payment

Purchase overview			
Service	Quantity	Price	Amount
Assembly & Localization	1	200.00 DKK	200.00 DKK
Postage - Quickbrev in Denmark	1	28.50 DKK	28.50 DKK
<b>Amount</b>			228.50 DKK
<b>VAT (0%)</b>			0.00 DKK
<b>Total</b>			228.50 DKK



I hereby confirm that the above information is correct and that I have read and agree to the terms and conditions.



Payment method

- Choose -

BACK

NEXT

START CHAT

## Enter your card information

Purchase information The shop's order number:  
313660-55AF6AE3-55AF6AE3

228.50 DKK

### Validate payment 🔒

Chosen payment method:

MasterCard

 ✓

✓  / ✓  ✓

Remember my card   
Secured according to PCI DSS certificate

[Validate payment](#)

## Confirm payment with NemID

   **mastercard**  
ID Check

### Bekræftelse med NemID

Netbutik: Udenrigsministeriet  
Beløb: DKK 228,50  
Dato: 20210106 09:26:01  
Kortnummer: 517036XXXXXX7070

NEM ID ? | X

Nets Denmark

Bruger-id

Adgangskode [Glem kode?](#)

[Næste](#)

[← Afbryd](#)   [SMS+kode](#)

Go to the next page

nets

## Udenrigsministeriet (udbud)

Purchase Information

The shop's order number:  
313660-55AF6AE3-55AF6AE3

228.50 DKK

Payment accepted  

Click "Next" to show receipt

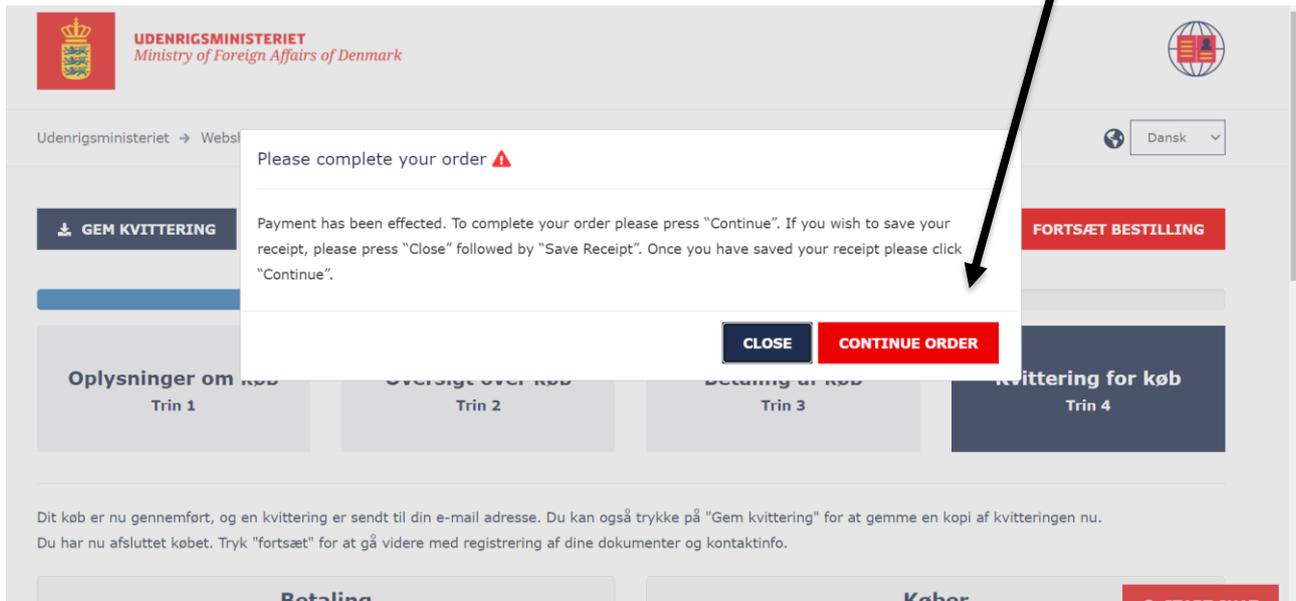
Next

nets SECURE PAYMENTS

## PLEASE NOTE

1) If you have a physical document, then you can choose to close at this point. You will then receive a receipt on the email you entered

2) If you have a digitally signed document, you must continue the order



The screenshot shows the website of the Ministry of Foreign Affairs of Denmark. A dialog box is displayed in the center with the following text:

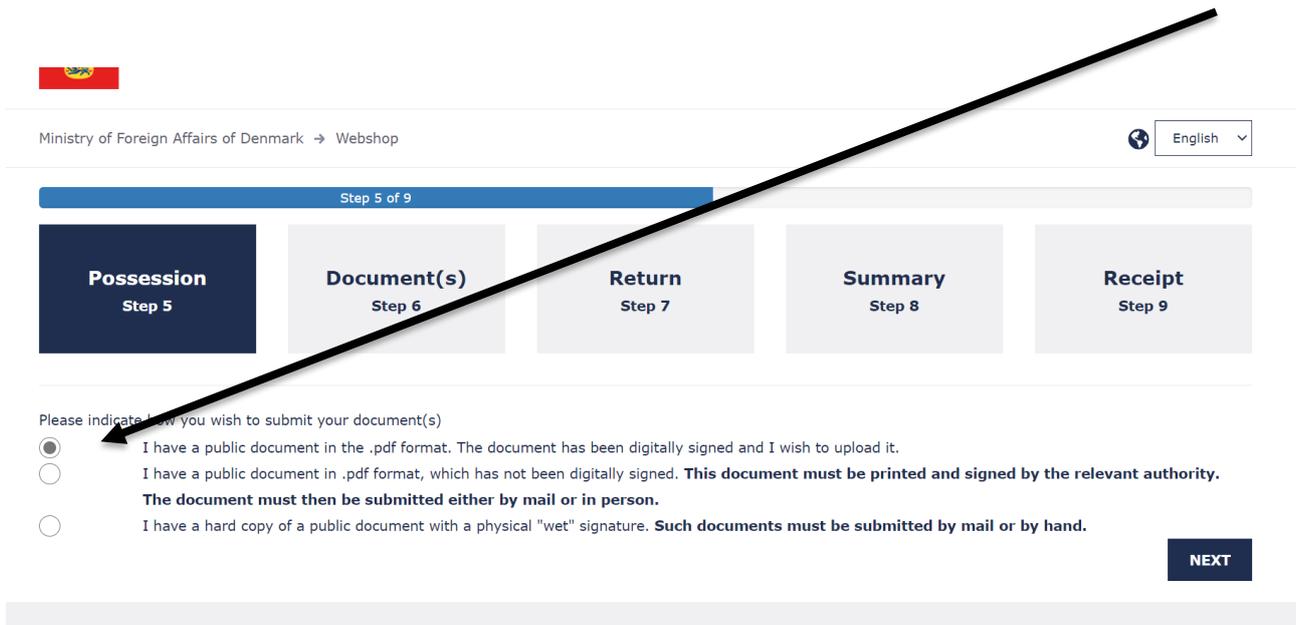
Please complete your order ⚠

Payment has been effected. To complete your order please press "Continue". If you wish to save your receipt, please press "Close" followed by "Save Receipt". Once you have saved your receipt please click "Continue".

At the bottom of the dialog box are two buttons: "CLOSE" and "CONTINUE ORDER". A black arrow points from the text in the second instruction to the "CONTINUE ORDER" button.

The background of the website shows a progress bar with four steps: "Trin 1", "Trin 2", "Trin 3", and "Trin 4". The "Trin 4" step is highlighted in dark blue. Below the progress bar, there is a "GEM KVITTERING" button and a "FORTSÆT BESTILLING" button.

If you have a digitally signed document select "I have a public document in the .pdf format"



The screenshot shows the website of the Ministry of Foreign Affairs of Denmark. The page is titled "Step 5 of 9" and shows a progress bar with five steps: "Possession Step 5", "Document(s) Step 6", "Return Step 7", "Summary Step 8", and "Receipt Step 9". The "Possession Step 5" step is highlighted in dark blue.

Below the progress bar, there is a section titled "Please indicate how you wish to submit your document(s)". There are three radio button options:

- I have a public document in the .pdf format. The document has been digitally signed and I wish to upload it.
- I have a public document in .pdf format, which has not been digitally signed. **This document must be printed and signed by the relevant authority. The document must then be submitted either by mail or in person.**
- I have a hard copy of a public document with a physical "wet" signature. **Such documents must be submitted by mail or by hand.**

A black arrow points from the text above to the first radio button option. At the bottom right of the page, there is a "NEXT" button.

## Browse and select the document from your drive

Ministry of Foreign Affairs of Denmark → Webshop English ▾

Step 6 of 9

**Possession** Step 5   **Document(s)** Step 6   **Return** Step 7   **Summary** Step 8   **Receipt** Step 9

You must attach 1 digitally signed documents.

**ATTACH DOCUMENT**   **BACK**   **NEXT**

- Size of a single document must not exceed 10 MB.
- Only files of types PDF are accepted

## Select type of document

You must attach 1 digitally signed documents.

Personattest-1 313406.pdf

**ATTACH DOCUMENT**   **BACK**   **NEXT**

Declare document type of the attached documents.

Personattest-1 313406.pdf  

- Size of a single document must not exceed 10 MB.
- Only files of types PDF are accepted

Approve and submit your order

**Buyer**

<b>Test Test</b> Test 2 1448 København K Danmark	Email@test.dk 33920000
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**Overview**

<b>Return</b>	Printed and returned by mail
<b>Description</b>	Documents will be printed by the Ministry of Foreign Affairs of Denmark and sent to you by mail
<b>Files</b>	Personattest-1 313406.pdf: Person-, fødsels-, dåbs- og navneattest

[BACK](#) [SUBMIT](#)

You will then receive a receipt at the email address you have entered.  
If you have any questions about your order, please provide your legalisation number.

Step 0 Step 0 Step 7 Step 8 Step 9

**Buyer**

<b>Test Test</b> Test 2 1448 København K	Email@test.dk 33920000
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**Receipt**

<b>Legalisation no.</b>	101232
<b>Return</b>	Printed and returned by mail
<b>Description</b>	Documents will be printed by the Ministry of Foreign Affairs of Denmark and sent to you by mail
<b>Files</b>	Personattest-1 313406.pdf: Person-, fødsels-, dåbs- og navneattest

[DOWNLOAD RECEIPT](#) [DOWNLOAD DELIVERY NOTE](#)