

## 使馆公证, 认证申请表

### Application For Notarization and Authentication

姓名 Name	中文(Chinese Name):	性别 sex		国籍 Nationality	
	外文 (English Name):				
出生日期 Date of birth	____年____月____日 Year month date	出生地 Place of birth		职业 Occupation	
身份证件、种类及号码 ID card name and No.			电话 telephone		
联系地址 Address					
公证认证文件 内容或名称 Items of application		1. 2. 3. 4. 5. 6.			
公证, 认证文件在中国 使用目的 Purpose of document to be used in China					
附件 Attachment					
<p>我保证以上所填内容真实, 如有不实之处, 本人愿承担一切法律责任。 I, the undersigned, certify hereby that all the statements in reply to the foregoing questions are true and correct. I will take the legal consequences in any opposite cases.</p> <p style="text-align: center;">申请人 签名: _____ 20____年____月____日 Signature of the applicant: _____ Year month date</p>					
发证机关 专用栏 Reserved for authority	接案人: Received by:	公(认证)号: Nota./authent No.:	签署人: Issued by:		

## 申办公证认证须知

一、办理公、认证需提供有效护照原件和复印件及丹居留证或签证页原件和复印件

二、填写本申请表一份。

三、办理公证手续的申请人应为中国公民（办理健在公证除外），并需本人来馆申请。

四、需要公证的授权委托书、声明书等文书应以黑色水笔认真书写，不得有任何涂改痕迹，书写完毕后必须在领馆领事官员面前签名，并书写当天日期。

五、办理与房产有关的授权委托书公证，需提供证明拥有该房产的房产证书（原件及复印件）；如该房产已办理了抵押贷款，还应提供有关银行同意出售该房产的证明（原件）。

办理涉及房产或财产继承、转让、赠与等事宜的授权委托书或声明书公证，需同时提供当事人家庭成员亲属关系证明文件（原件及复印件），涉及继承的，还需提供亡者的死亡证明（原件及复印件）。

六、办理中国护照复印件与原件相符的公证手续，同样需当事人本人亲自办理，并提供有效护照原件及复印件（资料页及澳有效签证页复印件各两份）。

七、办理认证需递交已由丹麦外交部认证处认证后的文件**原件及复印件**（Tel.: +45 33 92 01 18 / +45 33 92 01 25 (between 13.00 and 16.00) Fax number: +45 33 92 01 38 E-mail [legalisering@um.dk](mailto:legalisering@um.dk)）

八、所有复印件均需使用 A4 纸。

九、在递交申请时获得的“取证单”是领取证件的唯一凭证，应妥善保管。丢失“取证单”将导致无法取证。

十、收费：办理民事类公证或认证手续，如，有关婚姻状况、出生、死亡、身份、民事授权、民事诉状等，收费为 150 克朗/件；

办理商务、财产类公证或认证手续，如营业执照、法人资格、资信情况、遗产继承、财产赠予、房屋买卖等，收费为 300 克朗/件。

十一、公证办证时间：4—5 个工作日      认证办证时间：4—10 个工作日

### General Requirements on Legalization

1. One properly filled-in and duly signed **Application Form for Authentication**.

2. The original document authenticated by the legalization Office Danish Ministry of Foreign Affairs(Tel.: +45 33 92 01 18/ +45 33 92 01 25 (between 13.00 and 16.00) Fax number: +45 33 92 01 38 E-mail [legalisering@um.dk](mailto:legalisering@um.dk)).

3. Proof of identity with photo (such as valid passport) and its duplicate if the applicant appears at the embassy in person. If a designated representative lodges the application, he shall hold a Power of Attorney signed by the applicant and the proof of identity with photo of the representative as well; if the application is for an institution, the designated representative shall hold a letter of accreditation from the institution and the proof of identity with photo of the representative.

4. All photocopies of documents should be made on A4-size paper.

5. The “PICK UP FORM” you get when you lodge the application is the only proof for collection; when lost, you may not be able to collect the document.

6. There is a fee of 150Kkr. payable per document of non-commercial purposes such as certificate of birth, death or marital status, proof of identity, civil action, etc.

There is a fee of 300Kkr. payable per document of commercial purposes including registration of company, credit rating, inheritance, real estate cases etc.

7. Processing time for legalization : 4-10 working days