



LE GOUVERNEMENT  
DU GRAND-DUCHÉ DE LUXEMBOURG  
Ministère des Affaires étrangères  
et européennes

Direction des affaires consulaires et  
des relations culturelles internationales

**Service légalisations**

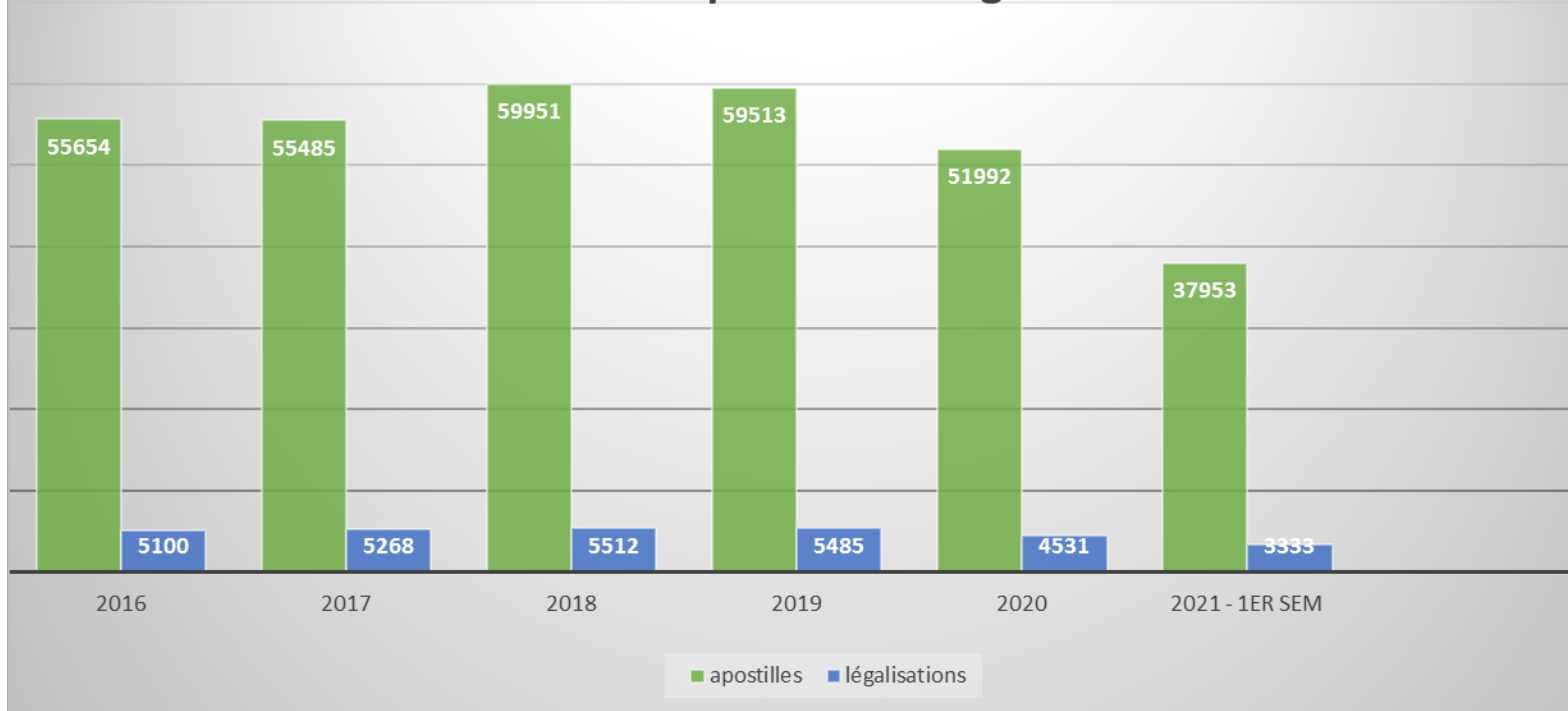
# Legalisation system Luxembourg



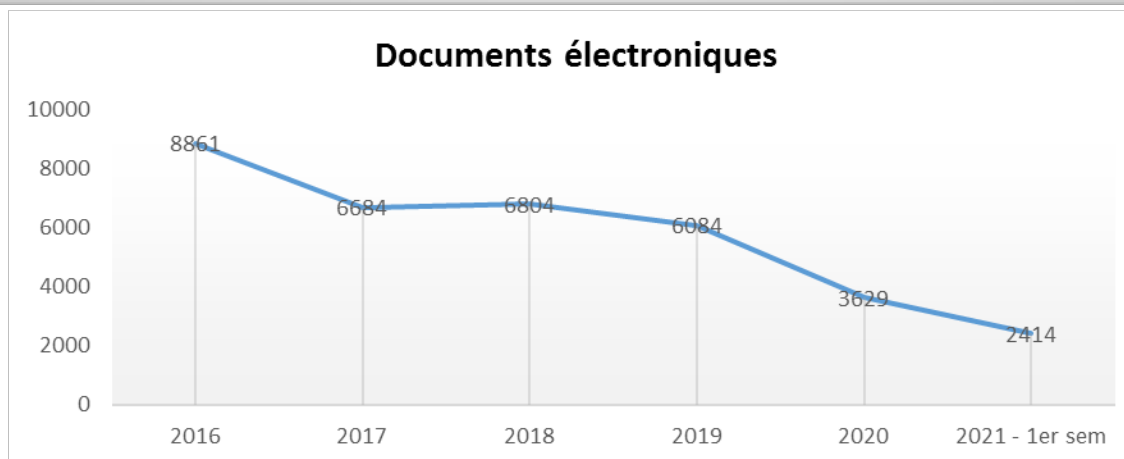
- In Luxembourg, a single administration is competent for the legalisation of public documents.
- The Passport, Visas and Legalisation Office within the Ministry of Foreign and European Affairs has the mission to manage the entire organisation of the service with a view to improving and meeting the needs of the users of the service



## Demandes Apostilles vs Légalisations



## Documents électroniques





- There are currently 2 possibilities for file transmission:
- either a person goes directly to the desk  
→ the request for an apostille will be made in the traditional form;
  - either he/she initiates the procedure via the online platform\*

\*[https://demarches.services-publics.lu/fpgsa-fo/jsp/activate\\_service?serviceType=MAEE\\_LEGALISATION\\_APOSTILLE\\_GSA&lang=FR](https://demarches.services-publics.lu/fpgsa-fo/jsp/activate_service?serviceType=MAEE_LEGALISATION_APOSTILLE_GSA&lang=FR)

# Current procedure – online platform



LE GOUVERNEMENT  
DU GRAND-DUCHÉ DE LUXEMBOURG

## Ministère des Affaires étrangères et européennes: Demande de légalisation de documents ou apostilles

### Étapes

- ✓ Informations
- **Contacts**
- ... Description des documents
- ... Remarques

### Contacts

Quel est le format des documents à légaliser : \* ☒ Format électronique avec signature électronique \*  
☐ Format papier avec signature manuscrite / tampon

Déclarant : \*  
☐ Personne physique \*  
☐ Entreprise

Faites-vous appel à un coursier pour le dépôt et le retrait des documents ? \*  
☒ Oui \*  
☐ Non

Nom de la société de coursiers  
 ?

< Retour

ETAPE SUIVANTE >

## Ministère des Affaires étrangères et européennes: Demande de légalisation de documents ou apostilles

### Étapes

- ✓ Informations
- ✓ Contacts
- **Description des documents**
- ... Remarques

### Description des documents

Une apostille ou légalisation ne certifie pas de l'originalité du document mais de celle de la signature apposée sur le document. Ainsi, le Bureau des Passeports, Visas et Légalisations (BPVL) ne peut apostiller ou légaliser que des signatures pour lesquelles un spécimen de signature a été déposé auprès du BPVL.

Le BPVL ne peut légaliser ou apostiller que des actes publics émis au Grand-Duché de Luxembourg par des administrations de l'Etat, administrations communales ou par des notaires et des traducteurs assermentés.

Ne peuvent p.ex. pas être légalisés ou apostillés des documents signés par des personnes privées, des actes ou certificats émis par des sociétés commerciales, des certificats ou diplômes émis par l'Université du Luxembourg ou des écoles privées, etc.... Pour ces documents il est cependant possible de légaliser ou apostiller la signature d'un notaire qui en aurait émis une copie conforme.

Lorsque le pays de destination du document en question est un Etat qui est partie à la Convention du 5 octobre 1961 supprimant l'exigence de la légalisation des actes publics étrangers (dite « convention apostille »), seule une apostille pourra être émise.

Lorsque le pays de destination du document en question n'est pas partie à la convention apostille, seule une légalisation pourra être émise. Celle-ci devra ensuite faire l'objet d'une contre-légalisation par la représentation diplomatique du pays de destination accréditée au Luxembourg.

Pour toutes questions relatives aux apostilles et légalisations, veuillez vous adresser au BPVL : [service.legalisation@mae.etat.lu](mailto:service.legalisation@mae.etat.lu)

Pays de destination	Signataire	Type de documents	Nombre total de signatures à légaliser	Prix en euros (20€/signature)	
<input type="text" value="Sélectionner un pays"/> *	<input type="text" value="Sélectionner un signa"/> *	<input type="text" value="Sélectionner un type"/> *	<input type="text" value="0"/> *	0 €	<input type="button" value="+"/>
Total:			0 signature(s)	0 €	



- Finance is the predominant activity in Luxembourg which explains the high number of companies established there
- Most apostille requests come from companies established in Luxembourg and concern various administrative acts used for their business
- The companies use courier services for filing documents, but initiate themselves the request procedure for the documents to be apostilled



- If the filed document is in electronic format, then the document must be submitted in electronic form as well
- Currently the verification of a signature is performed manually by comparing it to a sample. The samples are kept physically in the form of archives



- The current application also serves as a register containing data relating to all issued apostilles





- The apostille is currently issued in the format of a sticker which is affixed to the public document
- This method causes an increased workload and waste of time as the printing often causes stickers to stick in the printer, stickers are not injected correctly and may lead to jams



- The primary goal of the project was to develop an electronic apostille to avoid unnecessary printing of documents that arrive electronically and have an electronic signature
- Also to aim at a more efficient and easy system facilitating remote procedures and limiting trips as much as possible



- E-APP issuance
- Regroup signature samples in an electronic repository
- Replace the procedures for apostille applications with authenticated procedures whether initiated by individuals or by companies (MyGuichet.lu)
- Setting up an easily accessible e-Register for verification



- Shift from printing and affixing stickers to a printing secured A4 format apostille to be attached to the document
- Insertion of QR code on physical apostilles or e-APP

# Scope of the new project



LE GOUVERNEMENT  
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**APOSTILLE**  
(Convention de la Haye du 5 octobre 1961)

1. Pays: Grand-Duché de Luxembourg  
Le présent acte public

2. a été signé par [REDACTED]

3. agissant en qualité de Traducteur

4. est revêtu du sceau/timbre de Traducteurs

Attesté

5. à Luxembourg 6. le MERCREDI 03 FÉVRIER 2021

7. par Ministère des Affaires étrangères et européennes

8. sous no. **V-20210203-12152**

9. Sceau / timbre 10. Signature



Digitally signed by  
**Luxembourg Business Registers, g.l.e.**

Claimed Signing Time: 2021-01-12 15:40:59  
Commitment Type: Proof of Approval  
Serial Number: 00152021/32021203336  
Signature Policy: 1.3.771.1.4.1.1.7

@Sign

Certificat avec signature électronique  
Bescheinigung mit elektronischer Signatur  
Certificat mat elektronischer Ennerschrëft

Gouv**Check**



Vérifiez l'authenticité du document avec GouvCheck.  
Überprüfen Sie die Echtheit des Dokumentes mit GouvCheck.  
Iwwerprëft d'Echtheit vum Dokument mat GouvCheck.



- **MyGuichet.lu** is a secure interactive platform in Luxembourg. It allows users to electronically file various procedures with the relevant administrations in a secure manner using an electronic secure certificate (products so-called LuxTrust) or Luxembourg eID card where available
- To file their procedures, users can fill in an online form, sign it electronically, attach necessary supporting documents and submit their documents through MyGuichet.lu.
- Users can also view some of their personal data held by the Luxembourg administrations
- This data can be used to auto-fill the forms required for the various online procedures



- The application provides a personal space for the user
  - No more sending emails
  - The user is always able to consult the progress of his file, in particular if additional actions are required
  - All documents such as deposit sheets, payment receipts and legalised documents are made available on the user's personal space
  - Simpler and more secure method



MyGuichet.lu

LINK A DEVICE

Paula Cristina Gonçalves Ribeiro ▾ Help Log off



Paula Cristina Gonçalves Ribeiro

Private eSpace

FR DE EN

My procedures

My documents

Procedures catalogue

My data

My messages

Profile of Paula Cristina Gonçalves Ribeiro

## Personal data of Paula Cristina Gonçalves Ribeiro ?

Speed up the filling out of your administrative forms by verifying the data known by the administration and the National Registry of Natural Persons.

### Authentic sources

#### Personal Data ^

› National Registry of Natural Persons

#### Certificates ^

› CovidCheck Certificates

› Residence certificate

› Certificate of registration of a reference address

› Extended residence certificate

#### Taxation ^

› Subscription to ACD documents

#### Employment ^

› Salary and pension slips

#### Family ^

› Family benefits

› Parental leave

#### Transport ^

### Authentic sources

The data in this section is your personal data as known by the administration.  
This data can be used to pre-fill your procedures online.





- Initially, the issuance of an e-APP will only be done on electronic documents submitted electronically
- We then plan to extend the scope to scanned paper documents under certain conditions
  - The scanned public documents must come from a reliable source (administration / notary)



- We have opted for an e-Seal to limit the workload and avoid entering the same identifiers repeatedly
  - The agent obtains access rights allowing him to sign on behalf of the MFA



- So that a third party verify the veracity of an apostille, we opted for an existing national application
  - Gouvcheck makes it possible to verify the authenticity of an official document issued in Luxembourg free of charge and in real time thanks to a QR code integrated on the document
  - The only inconvenient is that one has to install the free application in order to be able to make such a verification



**GouvCheck** 4+

CTIE - Centre des technologies de l'information de l'Etat

Conçu pour iPad

N° 5 en Utilitaires

★★★★☆ 2,6 • 37 notes

Gratuit

## Captures d'écran [iPad](#) [iPhone](#)





- The processed legalisations are also kept in the national system
- Data retention is in accordance with European regulations on the protection of personal data in that limited amount of data remains available according to the necessity purpose for a limited period of time



- Modification of the current template of the apostille which receives the form of an ordinary sheet instead of a sticker
  - Addition of an additional page with an apostille to the underlying original document
  - Insertion of e-Seal on this new page adding a QR-code



- The project proposal was already validated at the start of the year but the deployment work was delayed due to the health crisis
  - The mock-ups of the project are currently under development and should be finalised in September 2021 (+++)
  - The release will depend on the evolution of the health crisis but we plan the testing phase for the end of 2021

