



Belgian e-apostille

eLegalisation

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What is eLegalisation ?



What is eLegalisation ?

eLegalisation is the Belgian system to issue electronic apostille and electronic legalisation (in Belgium but also in our consular posts).

We use this system since 2018 and we issue only electronic apostille.



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How does it work ?



How does it work ?

Two options to request an apostille :

- Online
 - ✓ Electronic document
 - ✓ a scanned version of a paper document
- At the counters in Brussels (only for a paper document)

2023 : 76 099 apostilles (92% requested online)



3 Websites

- eLegalization Public : for partners (municipalities, notaries , ministry, other belgian authorities) and for citizens since april 2024
- eLegalization Front / Back office : only used by Foreign Affairs
- Legalweb : e-Register



eLegalisation Public

NL FR DE **EN**

Other official information and services: www.belgium.be **.be**

eLegalisation
B E L G I U M



FOREIGN AFFAIRS BELGIUM

Welcome to eLegalisation

Legalization certifies the origin of a document. It is an official confirmation of the veracity of the signature, stamp or seal of the official who signed the document.

A country may also be bound by a legalisation treaty that contains agreements on how countries accept official documents from each other. A large number of countries are thus bound by the Hague Apostille Convention of 5 October 1961. In this case, only one legalisation is necessary by means of a stamp bearing the mention **Apostille**.

→) CONNECT AS CITIZEN

→) CONNECT AS ORGANIZATION



SAFE

The documents circulate within an official flow. Unauthorized changes are excluded.



FAST

The process is done electronically. Only a paper legalisation is sent in registered form.



COMFORT

You must not move or stand in line.



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elegalisation 3.0.2








How to insert a request for an apostille ?

(for public partner)

Only 5 fields to fill in + original file

NL FR DE EN Other official information and services: www.belgium.be 

eLegalisation
BELGIUM

  DOSSIERS  SIGNATORIES  USERS 

← New request


DOCUMENT


<input type="text" value="Document type *"/>	<input type="text" value="Signatory *"/>
<input type="text" value="Select/drop file(s)"/>	NO FILES SELECTED
<input type="text" value="Destination country *"/>	<small>LEGALIZATION TYPE</small> LEGALIZATION <small>More info?</small> Visit diplomatie.belgium.be

LEGALIZATION CONTEXT



<input type="text" value="Recipient's email *"/>	<input type="text" value="Language *"/>
<input type="text" value="First name of concerned"/>	<input type="text" value="Last name of concerned"/>
<input type="text" value="Additional information"/>	

[Cancel](#)



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Managing of incoming request

Incoming request is managed by eLegalisation (back office) :

- Verify the validity of a document (electronic signature of handwritten signature)
- Send a payment request (by email)
- Direct access to the apostille in the e-register (LegalWeb) once the payment (via wordline) is made




How to verify an electronic document: example

XM38 - Certificate of main residence (F).pdf

✔ Digitally signed on 18/10/2024 by FOD Binnenlandse Zaken - SPF Intérieur - FOD Innes

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ibz

 Service public fédéral Intérieur
Registre national - Belgique

Certificat de résidence principale

La nommée **Remy Spiltoir, Julie**

Née à [REDACTED]

Numéro du Registre national [REDACTED]

Adresse [REDACTED]
Belgique

est inscrite aux registres de la population de [REDACTED]

Création du certificat le 18.10.2024

Digital signature

Federal Public Service

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Accepted Ready for payment

Rejected

een electronically signed.



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Citizen access



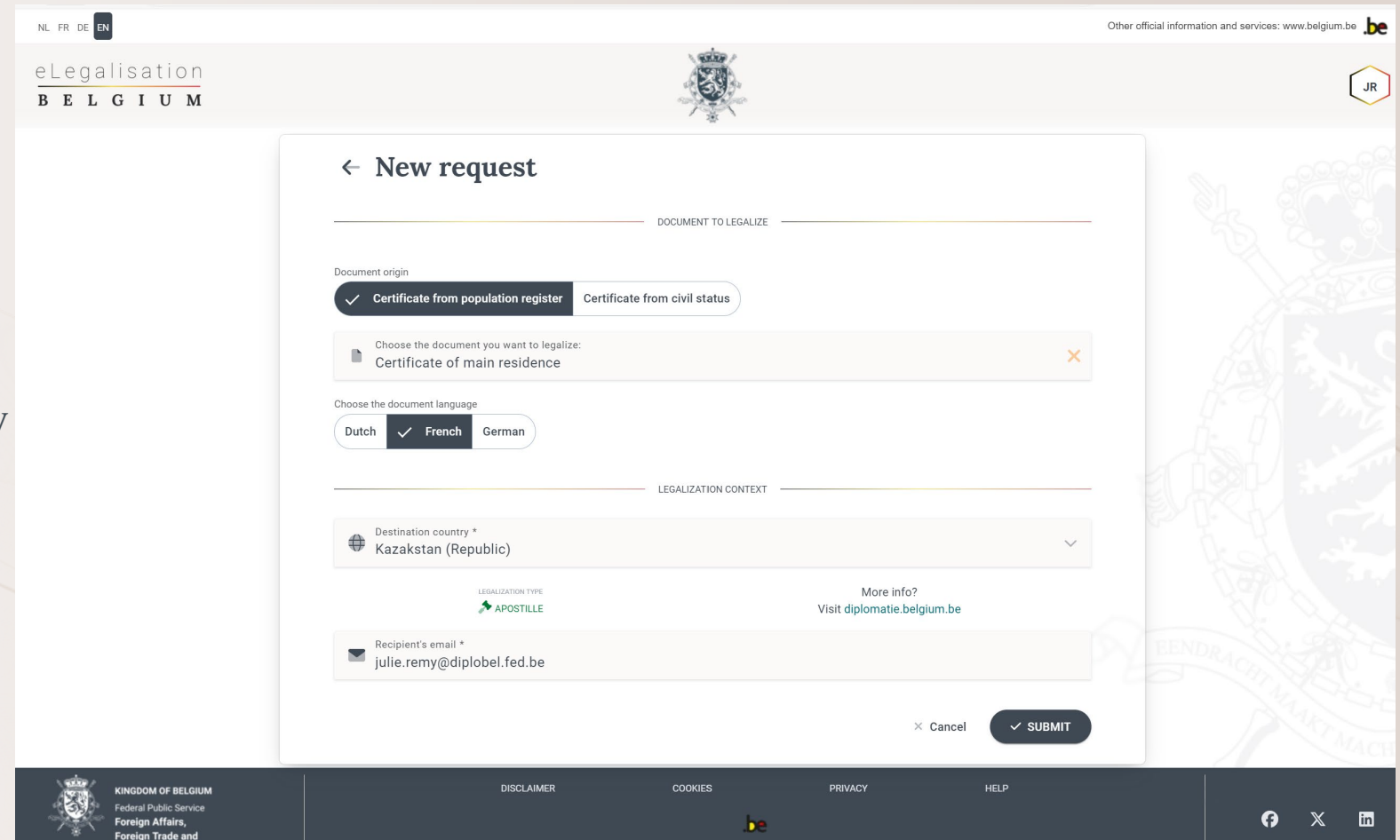
Citizen access

- Only for certificates from **population register** or **civil status**
- Citizens don't have a direct access to the civil status and population register databases. The citizen access website of eLegalisation is linked to FPS Interior's database
- Access granted with Belgian electronic identity card



How insert a request for an apostille from the citizen acces ?

- ✓ Choose a document
- ✓ Select a language
- ✓ Select a destination country
- ✓ Provide an email



The screenshot displays the 'New request' form on the eLegalisation Belgium website. The form is titled 'New request' and is divided into several sections:

- DOCUMENT TO LEGALIZE**: A section for document origin with two options: 'Certificate from population register' (selected) and 'Certificate from civil status'.
- Choose the document you want to legalize:**: A dropdown menu showing 'Certificate of main residence'.
- Choose the document language**: A section with three options: 'Dutch', 'French' (selected), and 'German'.
- LEGALIZATION CONTEXT**: A section for 'Destination country *' with a dropdown menu showing 'Kazakstan (Republic)'.
- LEGALIZATION TYPE**: A section with a green arrow icon and the text 'APOSTILLE'.
- More info?**: A link to 'Visit diplomatie.belgium.be'.
- Recipient's email ***: A text input field containing 'julie.remy@diplobel.fed.be'.

At the bottom of the form, there are two buttons: 'Cancel' and 'SUBMIT'.

The website header includes the language selection 'NL FR DE EN', the logo 'eLegalisation BELGIUM', and the text 'Other official information and services: www.belgium.be .be'. The footer includes the 'KINGDOM OF BELGIUM' logo, 'Federal Public Service Foreign Affairs, Foreign Trade and', 'DISCLAIMER', 'COOKIES', 'PRIVACY', 'HELP', and social media icons for Facebook, X, and LinkedIn, along with the '.be' logo.



Managing of incoming request

Same as the other request

Citizen can consult the different requests via his account

The screenshot displays the 'Dossiers' (Requests) section of the eLegalisation Belgium website. At the top, there are language options (NL, FR, DE, EN) and a link to 'Other official information and services: www.belgium.be'. The page features the eLegalisation logo and the Belgian coat of arms. A '+ NEW REQUEST' button is visible in the top right. Below the 'Dossiers' heading, there are filters for 'ALL', 'PENDING', and 'CLOSED', with 'PENDING' selected. Two request cards are shown, both marked 'READY FOR PAYMENT'. The first card, dated 18/10/2024, is for 'E-ATTEST FPS INTERIOR XM38 - Certificate of main residence (F).pdf'. The second card, dated 10/04/2024, is for 'E-ATTEST FPS INTERIOR XM45 - Certificat d'un électeur belge (F).pdf'. Each card has a 'PAY' button. At the bottom right of the cards, it says '1 - 2 of 2' with navigation arrows. The footer contains the 'KINGDOM OF BELGIUM' logo and text: 'Federal Public Service, Foreign Affairs, Foreign Trade and Development Cooperation', along with links for 'DISCLAIMER', 'COOKIES', 'PRIVACY', and 'HELP', and social media icons for Facebook, X, and LinkedIn.



Benefits

- Confort / ease of use for the citizen
- Reduction of requests at the counters of municipalities
- Fast (processing an online request = a few seconds)
- Secure/ safe
- Full electronic process
- 1957 requests from the citizen acces website since 3 april 2024



Challenges

- Good cooperation with other authorities (FPS Interior)
- creation of a new law allowing the link between our system and the database of the Ministry of the interior



Remarks

- Citizens have directly adopted this system, using the citizen access website is very easy and natural for them.
- Electronic documents and electronic procedures are much better accepted by citizens than by authorities.



We must continue to propose the use of e-apostille and train and inform the authorities around the world.

The publication of the HCCH are very useful for acceptance of e-apostille.



Conclusion



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