

## Information

on the interim certification of documents issued by public education institutions in the Ministry of Interior

Interim certification of documents issued by public educational institutions operating in Hungary (primary and secondary school leaving certificates, vocational qualification certificates issued by secondary schools, pre-school and school certificates etc.) is required if such documents are to be used abroad. This function is performed by the designated officers of the Ministry of Interior (MoI) based on prior appointment.

Address: 1014 Budapest, Szentháromság tér 6.

Before making the appointment, please call the administrator of the issuer institution and ask them to stamp the document concerned and have it signed by the authorised signatory.

For appointment call 06-1-441- 1364, 06-1 441-1601, or 06-1-999-4544 on working days.

Regarding certification Act CXC of 2011 on the National Public Education System stipulates as follows:

“If a document issued in the public education system is to be used in a foreign country it shall be certified and authenticated, unless otherwise provided by international agreement. Such documents shall be certified by the secondary school final examination board of the administrator of the school or the government office, or, in the case of a public education institution terminated without succession, by the government office on the basis of information received from the competent archive, and authenticated by the minister in charge of education, the minister in charge of foreign policies and the foreign representation in Hungary of the state in which the document is intended to be used.”

The steps of the procedure are as follows:

### **Obtaining the stamp impression of the administrator of the institution, and the signature of its representative**

- 1.1. The administrator of the public education institution attaches its original stamp impression and official signature to the document (e.g. school attendance certificate, examination certificate, duplicate copies, issuance of certified copies even as a legal successor etc.).

The name of the administrator of a currently operating institution is to be found on the Educational Authority's website under the KIR (public education institution system) “office affairs” (*hivatali ügyek*) menu (<http://www.oktatas.hu>) under public education institutions' data, under "Institution search" (*Intézménykereső*).

- 1.2. If the document has been issued by a secondary school final examination board operated by the government office (which is the most frequent arrangement in the case of a repeated final examination), it is stamped and officially signed by the department in

charge of education of the competent Budapest/county government office, as the administrator of the institution.

1.3. In the case of an institution that has been terminated with succession, the administrator of the successor institution has competence.

1.4. In the case of an institution terminated without succession the request for the administrator's stamp impression and signature has to be submitted to the department in charge of education of the county office that has competence based on the location of the institution.

### **Interim certification by the Ministry of Interior**

The Ministry of Interior certifies – stamps and signs – the document stamped and signed by the administrator. The document may thereafter be submitted to the Ministry of Foreign Affairs and Trade. The interim certification is free of charge.

### **The procedure of the Ministry of Foreign Affairs and Trade**

For countries that have signed the Apostille Treaty the Ministry of Foreign Affairs and Trade (Legalisation Group of the Consular and Citizenship Department: 1027 Budapest, Nagy Imre tér 4.; Phone: 06-1-458-1706) attaches the Apostille certificate to the document.

For countries that have not signed the Apostille Treaty the Consular and Citizenship Department carries out the ministerial authentication of the documents. Diplomatic authentication of such documents by the accredited foreign representation in Hungary of the country of their intended use is also required in such cases after their authentication at the Ministry of Foreign Affairs and Trade.

The fee payable for procedure of the Ministry of Foreign Affairs and Trade is 5500 HUF/document. Requests for authentication may be submitted in person or by mail: authentication of documents may only be arranged in person after making an appointment and presenting the printed and signed request form. For arranging authentication by mail the printed and signed request form, complete with QR code, and the original documents to be authenticated, must be sent to the address of the Ministry of Foreign Affairs and Trade.

The official translation of the document should be prepared at the end of the procedure and attached (e.g. by sewing with a twine of the national colours) to the original document. Customers should enquire about this at the foreign representation of the country concerned; many of them also translate documents. Otherwise the Országos Fordító és Fordításhitelesítő Iroda (*Hungarian Office for Translation and Authentication Ltd.*) ([www.offi.hu](http://www.offi.hu)) should be contacted in all cases because authorities of certain countries might not accept translations prepared by private offices.

The above procedure makes it possible for the holder of a document to only have to cause the certificate or other public education related document to be authenticated once and

then use it any time in the future even in other countries because the authentication does not lapse.

Please note that for the interim authentication of vocational certificates (of vocational secondary schools or upper secondary vocational grammar schools) the National Office of Vocational Education and Training and Adult Learning (*Nemzeti Szakképzési és Felnőttképzési Hivatal*) (phone: 06-1-477-5942; mail: bizonyitvanyhitelesites@nive.hu) is the competent authority.