

## Certification and legalisation of documents

### Certification

#### **Copy of a document granted by an authority**

Copies of documents granted by authorities that are submitted as attachments to requests for action must be certified. The authority performing certification in Finland is the Digital and Population Data Services Agency. In Finland, the Energy Authority only accepts document copies that have been certified by the Digital and Population Data Services Agency.

#### **Original documents granted by a Finnish authority**

Original documents from an authority in Finland that are submitted as attachments to requests for action need not be certified.

### Legalisation

Original documents granted by a non-Nordic authority must be legalised. Only a document granted by an authority can be legalised.

Copies of documents granted by a non-Nordic authority that are submitted as attachments to requests for action must be certified and legalised. However, The Energy Authority accepts public documents issued by the authorities of another EU member state without an Apostille certificate. This applies to public documents of which are to establish one of the following facts: name, domicile or residence, nationality and the absence of a criminal record.

Legalisation is still required when documents regarding business or other organisational information are granted by authorities outside the Nordic countries.

The legalisation process varies from country to country. Please contact an authority in the country of origin to verify the proper process.

Documents may be legalised using either the Apostille procedure or the Grand Legalisation procedure.

#### 1) Apostille procedure

Documents granted by an authority in a country that is a signatory of the Apostille Convention signed in Hague on 5 October 1961 must be legalised using the Apostille procedure. For more information on the Apostille procedure and a list of the Convention countries, please visit

<https://www.hcch.net/en/instruments/specialised-sections/apostille>

#### 2) Grand Legalisation procedure

Documents granted by an authority in a country that is not a signatory of the Apostille Convention signed in Hague on 5 October 1961 must be legalised using the Grand Legalisation procedure. The first step of the legalisation process is the foreign ministry of the issuing country certifying that the document has been issued by the proper authority, after which a competent Finnish mission in that country legalises the document by attaching a certificate of the competence of that foreign ministry official to issue such certificates.

To ensure how documents should be legalised in your country, please contact the local foreign ministry.

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Please note that the authorities performing certification and legalisation will charge a fee for their services.

The Energy Authority wishes you to also note that the certification must take place less than three months prior to the moment when the request for action is submitted.

**For more information, please contact:**

The foreign ministry of your country – *Apostille and legalisation*

The Energy Authority – *Instructions and Forms*

<https://energiavirasto.fi/en/emissions-trading-registry> or [rekisteri@energiavirasto.fi](mailto:rekisteri@energiavirasto.fi)