LEGALISATION – INFORMATION SHEET

Which documents are legalized by the Austrian Embassy Dakar?

Documents to be legalized must meet the following four criteria:

1. Private or public document, issued in the following countries: Burkina Faso, Côte d'Ivoire, Gambia, Guinea, Guinea-Bissau, Mali, Senegal, Sierra Leone;
2. The document is to be used in Austria
3. Only the original document can be legalized
4. The document must be duly notarized and legalized by the Foreign Ministry of the country in which the document was issued.

How to apply?

1. Appointment request by mail to dakar-ob@bmeia.gv.at
2. Personal application at the Austrian Embassy Dakar:
   The following documents must be presented by the document holder:
   - Passport or identity card (original + copy)
   - The original document to be legalized. The document must be duly legalized by the Foreign Ministry of the country in which the document was issued.
   - Consular fees of CFA 53.000,- per document, to be paid in precise cash amount and in local currency

   In exceptional cases, an application for legalization can be submitted by an authorized third person. This person must present the following documents:
   - Passport or identity card of the authorized person (original + copy)
   - Passport or identity card of document holder (copy)
   - Completed and signed letter of authorization issued by the document holder
     - According to the template on the website
   - The original document to be legalized. The document must be duly legalized by the Foreign Ministry of the country in which the document was issued.
   - Consular fees of CFA 53.000,- per document, to be paid in precise cash amount and in local currency

! Applications which do not meet the above conditions will be rejected at the counter. !

The applicant must make a new appointment.

Additional information:

- Processing usually takes 1 – 3 working days.
- If there are justified doubts with regard to authenticity and accuracy of the contents of a document, the legalization may be refused. In this case, a verification process may be initiated with the consent of the document holder. The costs of the verification process must be borne by the document holder.
- The Embassy does not deliver documents to Austria or to any other country.
- Translations are neither made nor can be legalized by the Embassy.