



# Belgian e-apostille

## eLegalisation

# 1

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.



# 2

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](http://www.belgium.be) 



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

[!\[\]\(d4cecaf70c2cca69bcebf8ad0db10be8\_img.jpg\)](#) [!\[\]\(858e6e0ce8e96e17343de84fdf20c2e8\_img.jpg\)](#) [!\[\]\(3f90a74aead8c28865776d508e3ff938\_img.jpg\)](#)





# 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](http://www.belgium.be) **.be**

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 **DOSSIERS** **SIGNATORIES** **USERS** **JR**

### ← New request

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DOCUMENT

Document type \*  Signatory \* 

Select/drop file(s)  NO FILES SELECTED

Destination country \*  LEGALIZATION TYPE **LEGALIZATION** More info? Visit [diplomatie.belgium.be](http://diplomatie.belgium.be)

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LEGALIZATION CONTEXT

Recipient's email \* Language \* 

First name of concerned Last name of concerned

Additional information 

× Cancel **✓ SUBMIT**

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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

1 / 1

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

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Federal Public Service

Accepted Ready for payment

Digital signature

Rejected

een electronically signed.



# 3

Citizen access



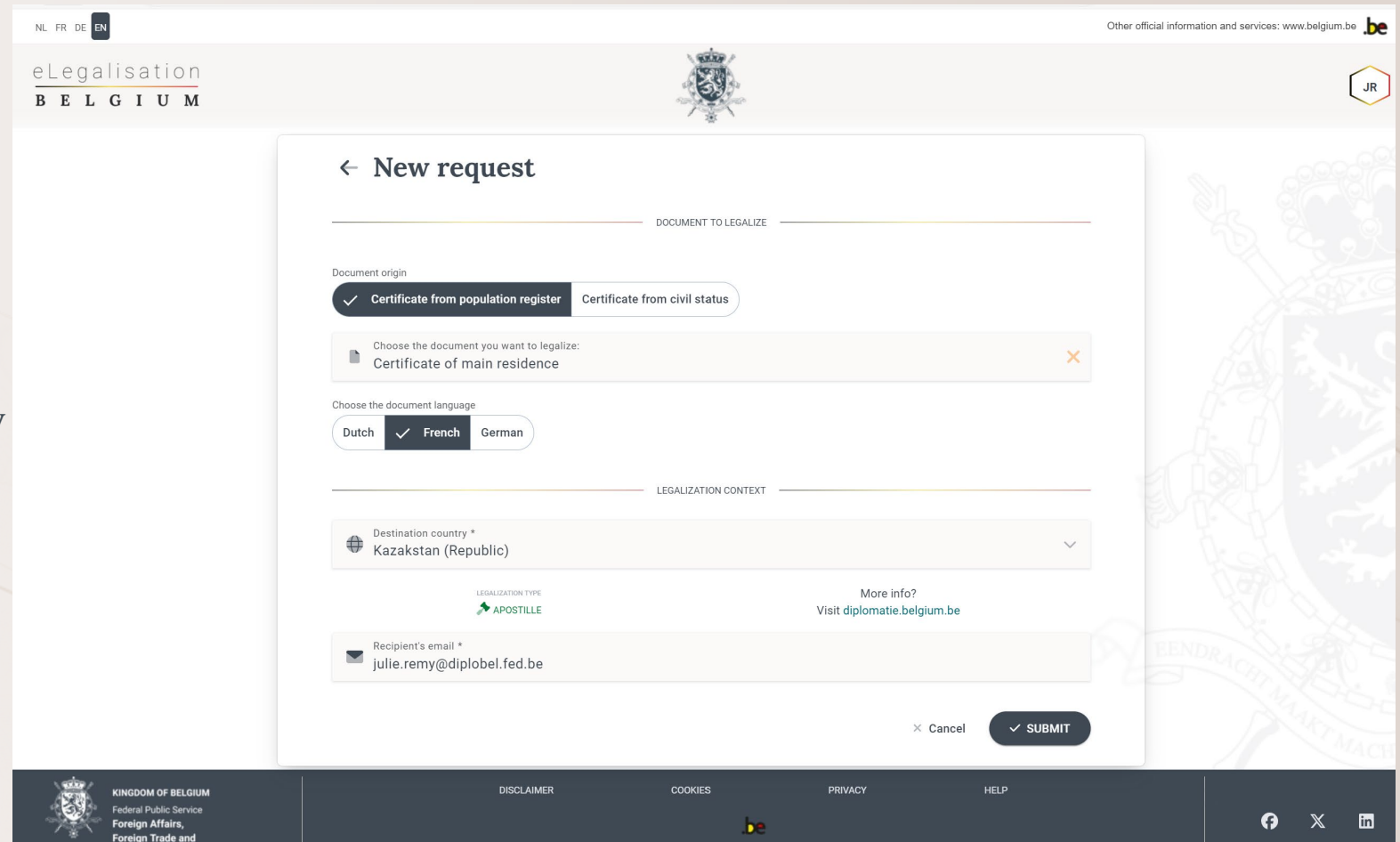
# Citizen access

- 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 'eLegalisation BELGIUM' website interface. At the top, there are language selection buttons (NL, FR, DE, EN) and a link to 'Other official information and services: www.belgium.be'. The main header includes the 'eLegalisation BELGIUM' logo and the Belgian coat of arms. A 'JR' logo is also visible in the top right corner.

The central part of the page features a 'New request' form with the following sections:

- DOCUMENT TO LEGALIZE**: A section for selecting the document to be legalized.
- Document origin**: Two buttons, '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**: Three buttons, 'Dutch', 'French' (selected), and 'German'.
- LEGALIZATION CONTEXT**: A section for selecting the destination country.
- Destination country \***: A dropdown menu showing 'Kazakstan (Republic)'.
- LEGALIZATION TYPE**: A section for selecting the type of legalization, with 'APOSTILLE' selected.
- More info?**: A link to 'Visit diplomatie.belgium.be'.
- Recipient's email \***: A text field containing 'julie.remy@diplomatie.fed.be'.

At the bottom of the form, there are 'Cancel' and 'SUBMIT' buttons. The footer of the website includes the 'KINGDOM OF BELGIUM' logo, the text 'Federal Public Service Foreign Affairs, Foreign Trade and', and links to 'DISCLAIMER', 'COOKIES', 'PRIVACY', and 'HELP'. Social media icons for Facebook, Twitter, and LinkedIn are also present, along with the '.be' domain logo.



# Managing of incoming request

Same as the other request

Citizen can consult the different requests via his account

NL FR DE EN

Other official information and services: [www.belgium.be](http://www.belgium.be) 





eLegalisation  
BELGIUM

Dossiers

ALL PENDING CLOSED

READY FOR PAYMENT

24  
18/10/2024

 E-ATTEST FPS INTERIOR  
XM38 - Certificate of main residence (F).pdf

 PAY

READY FOR PAYMENT

24  
10/04/2024

 E-ATTEST FPS INTERIOR  
XM45 - Certificat d'un électeur belge (F).pdf

 PAY

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DISCLAIMER

COOKIES

PRIVACY

HELP







# 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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