

Application for the Legalisation of documents issued by a foreign institution

This is an online service which allows Albanian and foreign citizens that live abroad to apply through the e-Albania portal for the Legalisation of Foreign Documents online and to receive the requested service by post.

Description :	The application for the “Legalisation of documents issued by foreign institutions” is available entirely online, allowing Albanian and foreign citizens that live abroad to apply and then to receive the requested service by post. After the completion of the verification process by representatives of the Albanian Embassy or Consulate, the application gets accepted and the citizen that has applied gets further instructions to; continue with the process for making the relevant payment at the allocated bank, to send all original documents and the original payment receipt (not photocopy) by post. The applicant is informed via email for the completion of all procedures and when the document has been posted at the address given.
Required documents:	An Identification document (a passport, an identity card or a birth certificate)- The document which needs to be legalised
Procedural steps to be undertaken:	Select the “Application for the legalisation of documents issued by foreign institutions”;- Click on the “Use” button;- Select between making a new application or follow-up on an existing application;- If you would like to follow-up on an existing application please provide your application code given then click on the “search” button;- For a new application, complete all the required information requested in the online form and upload all the documents relevant to the application for verification procedures. After all these steps have been completed, you will receive a unique code of your application (this code allows for the tracking of your application throughout the whole process) and an email confirming that your application has been sent successfully;- Follow given instructions for payment and sending original payment receipt (not photocopy).- You will be informed via email upon the completion of your application and when it has been posted.
Timescale allowed for this service:	The document is issued personally when the applicant visits the Embassy/Consulate or by post at the address given.
Document validity:	Indefinitely
Costs:	The cost for this service is 15 euros for Albanian citizens or the equivalent of the local currency. For foreign citizens reciprocity is implemented.

Other info: