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Legalization of signature

Verified 30 octobre 2019 - Directorate for Legal and Administrative Information (Prime Minister)

The legalization of a signature allows you to have your own signature authenticated on an act that has been written and signed without the presence of a notary. This is subject to certain conditions.

You live in France

What is it about?

The legalization of a signature serves to authenticate your own signature when it is affixed to an instrument that has been drafted and signed without the presence of a notary.

The procedure is used to verify that you are the person concerned by the document.

 **Please note** : an authority may not require the legalization of a signature on a coin that is delivered or presented to it.

Approach

You must contact the town hall of your home. The following documents must be submitted:

- Part with signature to legalize
- Identification document with your signature

If you do not present ID, you must be accompanied by 2 witnesses. They must be provided with their identity document and proof of residence.

You must be present to authenticate your signature.

You must sign at the ticket office in front of the agent.

You can also do this before the notary of your choice.

Who shall I contact

Specify your city or postcode. The choice of a municipality in the suggestion list will automatically trigger an update of the content

- [City \(https://annuaire.service-public.fr/\)](https://annuaire.service-public.fr/)
- [Notary !\[\]\(d2e7ab8be3672de80a97fbb6ee01d2c9_img.jpg\) \(http://www.notaires.fr/fr/annuaires-notaire\)](http://www.notaires.fr/fr/annuaires-notaire)

Cost

The procedure is free in town hall.

You have to pay to speak to a notary. Prices are freely fixed except for the departments of Alsace-Moselle.

You live abroad

What is it about?

The legalization of a signature serves to authenticate your own signature when it is affixed to an instrument that has been drafted and signed without the presence of a notary.

The procedure is used to verify that you are the person concerned by the document.

 **Please note** : an authority may not require the legalization of a signature on a coin that is delivered or presented to it.

Approach

You must contact the consulate or the embassy. The following documents must be submitted:

- Part with signature to legalize
- Identification document with your signature

If you do not present ID, you must be accompanied by 2 witnesses. They must have their identity documents and proof of residence.

You must be present to authenticate your signature.

You will have to sign at the ticket office in front of the agent.

Check with the Consulate before doing so. Some consulates do not legalize their signatures.

Who shall I contact

- **French embassy or consulate abroad**  (<https://www.diplomatie.gouv.fr/fr/le-ministere-et-son-reseau/annuaires-et-adresses-du-ministere-de-l-europe-et-des-affaires-etrangeres-meae/ambassades-et-consulats-francais-a-l-etranger/>)

Cost

Cost of legalization of signature by a consulate or embassy

Data subject	Amount
<u>French registered in the French Register established outside France</u> , his spouse and minor children of foreign nationality	€15
Other users of French or foreign nationality	€25

Statute and miscellaneous references

- General code of local authorities: Articles L2122-27 to L2122-34  (<http://www.legifrance.gouv.fr/affichCode.do?idArticle=LEGIARTI000006389973&idSectionTA=LEGISCTA000006192257&cidTexte=LEGITEXT000006070633>)
Power of the Mayor to Legalize Signature (Article L2122-30)
- General code of local authorities: Articles R2122-7 to R2122-9  (<http://www.legifrance.gouv.fr/affichCode.do?idArticle=LEGIARTI000022474846&idSectionTA=LEGISCTA000006192648&cidTexte=LEGITEXT000006070633>)
Mayor's replacement for signature legalizations (R2122-8)
- Code of Public-Administration Relations: Articles R113-5 to R113-9  (<http://www.legifrance.gouv.fr/affichCode.do?idSectionTA=LEGISCTA000031370017&cidTexte=LEGITEXT000031366350>)
Justification of domicile not required (Article R113-8)
- Decree No. 81-778 of 13 August 1981 fixing the tariff of fees to be collected in diplomatic and consular cantresses and, in France, by the Ministry of Foreign Affairs  (<https://www.legifrance.gouv.fr/loda/id/JORFTEXT000000335104/>)
- Trade Code: annex 4-7  (<https://www.legifrance.gouv.fr/affichCodeArticle.do?cidTexte=LEGITEXT000005634379&idArticle=LEGIARTI000032134540>)
Tariff for the legalization of the signature by a notary in the departments of Bas-Rhin, Haut-Rhin and Moselle (Table 5-1)
- Ministerial reply of 23 September 2014 on the procedure for legalization of signatures  (<http://questions.assemblee-nationale.fr/q14/14-56876QE.htm>)
- Ministerial reply of 6 October 2020 on the legalization by the mayor of the signature of a person not residing in his municipality  (<http://questions.assemblee-nationale.fr/q15/15-30486QE.htm>)