

LEGALIZATION REQUIREMENTS FOR DOCUMENTS ISSUED IN THE REPUBLIC OF KOSOVO

Required documents:

- application form (download): filled in and signed
- the document(s) to be legalized by our office: **Please note that documents already notarized by the Ministry of Foreign Affairs of the Republic of Kosovo can be legalized by our office.**
- the copy of the document(s) to be legalized by our office
- original and a copy of the applicant's passport or ID

Additional requirements for applications handed in by an agent:

- authorization letter in English or Chinese: Please note that the agent's personal information (name, date of birth, passport/ID number) has to be indicated in the document.
- original and copy of ID or passport of the authorized person
- "Agent" section on application form has to be filled in

Documents CANNOT be sent by mail or courier service.

Additional requirements for applications for company documents:

- company register
- signature specimen (only applicable if the application is NOT handed in by an authorized signatory)

Legalization fee:

- normal processing (3 working days with completed requirements): 15 USD or 4,050 HUF / document
- urgent processing (1 working day with completed requirements): 23 USD or 6,075 HUF/ document

The legalisation fee has to be paid in cash. Please bring the exact amount.

Please note that we are not able to change money or accept US dollar bills printed before 2004.

Office Hours:

Monday – Friday: 9:30-12:00

For further information, please contact the Consular Department via email consular@tro.hu .

Contact information for the Consular Department:

Tel.: +36-1-266-2884, +36-1-266-4817

Email: consular@tro.hu