

## LEGALIZATION REQUIREMENTS FOR DOCUMENTS ISSUED IN THE REPUBLIC OF SERBIA

### 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 Embassy of the Republic of Serbia in Budapest, Hungary 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