



**Our certified translations are legally valid: they are official and recognized by government agencies, courts and other institutions. In some cases, however, you may be asked to legalize your translations.**

**LEGALIZATION is form of authentication and, in France, this involves only documents intended for use outside of France.**

***PLEASE BEAR IN MIND THAT ONLY DOCUMENTS ISSUED IN FRANCE CAN BE LEGALIZED IN FRANCE. Otherwise, please check the process in the country where the documents were issued.***

**Here is how to get your certified translations legalized:**

1. You should always tell us when your translated documents need to be legalized.
2. Once you have your official certified translations:

***IF YOUR DOCUMENTS WERE ISSUED IN FRANCE IN ENGLISH, once we have translated them in French, GO STRAIGHT TO b) below. You do not have to go to the Chamber of Commerce.***

After we have translated your French documents into English:

- a) Take them to the Chamber of Commerce and Industry of Paris and they will certify the signature of your certified translator, Granville W. Fields:**

*Please take photocopies of all your documents and the translations because the Chamber of Commerce will keep a copy. Cost of the legalization service: €12 per document.*

Chambre de Commerce et d'Industrie de Paris  
Département des facilitations du commerce extérieur  
Service central des visas  
2, rue Adolphe Jullien  
75001 Paris  
Tel: 0820 012 112 (€0.12/minute)  
Email: [dfce@ccip.fr](mailto:dfce@ccip.fr)

The offices are open to the public Monday, Wednesday and Friday from 8:30 AM to 12:30 PM and from 1:30 to 4:45 PM and Tuesday and Thursday from 8:30 AM to 12:30 PM.

- b) Next, you will need to take them to the Foreign Affairs Ministry and they will certify your document(s):**

Ministère des Affaires Étrangères et Européennes  
Bureau des Légalisations  
57 boulevard des Invalides  
Ground floor  
75007 Paris  
Tel: 01 53 69 38 28 or 29 (from 2:00 to 4:00 PM) - Fax: 01 53 69 38 31

The offices are open to the public Monday through Friday (except bank holidays) from 8:30 AM to 1:15 PM. The nearest metro station is Duroc (Lines 10 and 15).

If you have less than 15 separate translated documents that need to be authenticated, then they can do it while you wait. For more than 15 separate documents, they will require a minimum of 48 hours. Prices may vary based on the country of citizenship of the person requiring the legalization service. You therefore may need proof of their citizenship.

**Experts en traduction assermentée et en interprétation juridique**  
**The experts when it comes to sworn translations and legal interpreting**