



Congratulations on the birth of your child!

With this information sheet we want to show you how to register the birth of your child with us in three steps and how to get the birth certificates for your child.

Step 1:

Please send us the documents required for registration (see overleaf) by post or put them in a sealed envelope in the mailbox in the New Town Hall.

The address is: Standesamt Ingolstadt
Geburtenabteilung
Rathausplatz 4
85049 Ingolstadt

A personal visit to the registry office in Ingolstadt is usually not required. Before an exceptional personal visit, we kindly ask you to make an appointment in advance by e-mail or telephone!

You will receive the originals of your civil status documents back after processing.

Step 2:

After receiving your documents, we check the process:

- If the documents are **complete**, you will receive the free birth certificates to apply for child benefit, parental benefit and maternity assistance after about 14 days processing time. We kindly ask you to refrain from inquiries during this time.
- If the documents are **incomplete**, we will contact you by phone and, if necessary, arrange an appointment with you at the registry office.

Step 3:

At the same time, you can apply for documents that are subject to a fee (e.g. for the family register) online in the citizen service portal of the city of Ingolstadt (Link: https://www.buergerserviceportal.de/bayern/ingolstadt/bsp_geburtsurkunde or the QR Code below).



These certificate(s) will be sent to your home by post after processing, together with the free certificates for parental benefit, child benefit and maternity assistance.

If you have any questions, you can contact us (**only in German language!**):

Mo	08:00 – 12:30 and 13:30 – 16:00 o'clock	By Phone: (0841) 305-1585, -1586, -1587 By e-mail: geburten@ingolstadt.de By fax: (0841) 305-1598
Tu, We	08:00 – 12:30 o'clock	
Th	08:00 – 12:30 and 13:30 – 17:30 o'clock	
Fr	08:00 – 12:30 o'clock	

Please turn!

Documents required to register the birth of your child:

Please note that the following list is not complete, that the registry office may request additional documents in individual cases and that you may be required to visit the registry office in person after making an appointment in advance!

- Questionnaire for the birth announcement with the signatures of both parents in the original
 - Copy of parents' identity cards or passports (note: the residence permit alone is not sufficient!)
 - Original birth certificates of parents
 - Marriage certificate of the parents, if the parents are married, in the original
 - Acknowledgment of paternity and declaration of custody, if the parents are not married, in the original
 - Proof of the mother's previous marriage (marriage and proof of dissolution), if the mother is divorced or widowed, in the original
 - Proof of nationality if the nationality of the parents has changed (e.g. naturalization certificates, late resettler certificate or expellee ID card, registration certificate), in the original
 - Evidence of a name change (e.g. declaration according to § 94 BVFG, official name change, resumption of the birth name), in the original
- } Always required!

Foreign documents must be accompanied by a translation into German, made by a translator who is publicly appointed and sworn in the EU. Both the foreign document and the translation must be submitted in the original.

All above documents will be returned to you in the original after processing (exceptions: copies of the acknowledgment of paternity and the declaration of custody for the registry office as well as the questionnaire for the birth announcement).

Please also note the following two points:

- a) The registry office in Ingolstadt has access to the electronic civil status register. This means that you do not have to send in your above-mentioned birth and marriage certificates if you got married in Bavaria after January 1st, 2009 or if you already had a child together in Bavaria after January 1st, 2009 and no data has changed since this event. Likewise, you do not have to submit any birth or marriage certificates that were notarized by the registry office in Ingolstadt.
- b) We will take care of registering the child for you at the responsible residents' registration office. From there, your tax office will be informed, which will immediately send you your child's tax identification number for the child benefit application.