

## Notes for notarizations at the Youth Welfare Office Lichtenberg of Berlin

At the Youth Welfare Office in Lichtenberg, the following certifications can be made on a regular basis for citizens of Lichtenberg:

- acknowledgments of paternity and consents - before and after birth
- custody declarations - before and after birth
- if applicable, maintenance obligations
- if applicable, maternity acknowledgments

The Youth Welfare Office also issues certificates for unmarried mothers regarding sole custody, so-called negative certificates.

**Please note that a personal visit is only possible by prior appointment!**

For faster processing and in case of queries, it is recommended to send inquiries regarding certifications to the following e-mail address:

[Beurkundungen@lichtenberg.berlin.de](mailto:Beurkundungen@lichtenberg.berlin.de)

Please indicate the desired certification and the name of the mother or child (for certifications after birth) in the subject line. Please also include your contact details and a telephone number in the text. As a rule, the responsible staff member of the Youth Welfare Office will contact you by telephone to arrange an appointment and for any queries.

**The following documents are required for the certification at the Youth Welfare Office. If possible, please attach them to the e-mail:**

### **For acknowledgments of paternity:**

- valid identification documents with photo (identity card, passport or travel document) of both parents, valid residence permit, presentation of registration certificate (*Meldebescheinigung*)
- translated birth certificate of the father (if available)
- if the child has already been born: birth certificate or extract from the child's birth register
- if the child is expected: mother's passport (*Mutterpass*).

### **For declarations of custody:**

- valid identification documents with photo (identity card, passport or travel document) of both parents, valid residence permit, presentation of registration certificate (*Meldebescheinigung*)
- acknowledgement of paternity and
- if the child has already been born: birth certificate or extract from the child's birth register.

Paternity and custody declarations can also be certified together at the Youth Welfare Office.

Please note that a translation is required for parents who are not sufficiently proficient in German or who communicate in sign language. The Youth Welfare Office does not have interpreters available for this purpose. It is possible for acquaintances of full age, who may not be relatives or in-laws, to act as translators. In case of doubt, the certifying officer at the Youth Welfare Office will decide on the suitability of the translator. If you are unable to provide a translator at all, please inform the Youth Welfare Office.

Your Youth Welfare Office Lichtenberg