

FACT SHEET

To all parents

Information on registering births

Dear Parents and Expecting Parents,
You are expecting a baby or have already become happy parents. We wish you all the very best!

The **Standesamt Spandau von Berlin registry office – birth registration department** - is responsible for registering the birth of your child. **We will register your child according to the information provided in the birth announcement (yellow form), completed and signed by you or the hospital, and the documents provided by you.**

You can **send all the documents by post** or post them in the **letterboxes provided** outside rooms 35/36, even outside consultation hours.

Please note: the inspection and subsequent registration of the birth can only take place upon presentation of all the required documents and certificates in the ORIGINAL!

If any documents are missing, the child's birth cannot be registered.

Depending on the mother's marital status, the following documents must also be presented:

Single mothers

- Mother's birth certificate
- Valid passport (with registration certificate) or ID card
- Where applicable, citizenship certificate/certificate of nationality/statement of acquisition and name change certificates
- Where applicable, pre-birth acknowledgement of paternity and joint custody declaration as well as father's birth certificate
- Birth certificate of previously born child (review of the binding effect of names in the case of previously born children)

Married couples

- Valid passport (with registration certificate) or ID card for both parents
- Where applicable, citizenship certificate/certificate of nationality/statement of acquisition and name change certificates for the parents
- Certified copy of the family record book (for marriages concluded during the period from 01/01/1958 to 31/12/2008) or
- Marriage certificate and birth certificates of both spouses
- Where applicable, confirmation of subsequent adoption of married name
- Birth certificate of previously born child in the event of separate names in the marriage (review of the binding effect of names in the case of previously born children)

Divorced parents

- Mother's birth certificate
- Valid passport (with registration certificate) or ID card
- Where applicable, citizenship certificate/certificate of nationality/statement of acquisition and name change certificates
- Certified copy of the family record book for the divorce with note of divorce (for marriages concluded during the period from 01/01/1958 to 31/12/2008) or, alternatively, for marriages abroad, marriage certificate with valid of divorce decree; for marriages concluded from 01/01/2009 marriage certificate with valid divorce decree and birth certificate or marriage registration with note of dissolution
- Where applicable, pre-birth acknowledgement of paternity and joint custody declaration as well as father's birth certificate, valid passport (with registration certificate) or ID card for the father
- Where applicable, confirmation of subsequent adoption of married name or confirmation of readoption of birth name
- Birth certificate of previously born child (review of the binding effect of names in the case of previously born children)

Registered civil partnerships

- Certificate of civil partnership; mother's birth certificate

Widowed mothers

- Valid passport (with registration certificate) or ID card

Registry office of Spandau / Berlin

room 35/36
Carl-Schurz-Str. 2/6
13578 Berlin
Germany

be  **Berlin**

Consultation hours (by appointment only!):

Mondays from 9.00 till 13.00
Tuesdays from 9.00 till 12.00
Thursdays from 14.00 till 16.00

Telephone consultation hours:

Wednesdays from 9.00 till 11.00

Collection of prepared documents (no appointment necessary!):

Tuesdays from 12.00 till 12.45
Thursdays from 16.00 till 17.45

Appointments can be made by telephone, online or by email at:

phone: 90279 2518 Frau Fahrig, phone: 90279 2508 Frau Borchert, phone: 90279 2592 Frau Nienstedt Fax: 90279 2008

Email: standesamt@ba-spandau.berlin.de or www.berlin.de (Service-Portal Berlin)

- Where applicable, citizenship certificate/certificate of nationality/statement of acquisition and name change certificates
- Certified copy of the family record book (for marriages concluded in a German registry office up until 31/12/2008) for the latest marriage with note of death or death certificate for the late spouse
- Marriage and birth certificates (for marriages abroad or in a German registry office after 01/01/2009) for the latest marriage with note of death or death certificate for the late spouse and birth certificates
- Where applicable, confirmation of subsequent adoption of married name or confirmation
- Where applicable, pre-birth acknowledgement of paternity and joint custody declaration as well as father's birth certificate, valid passport (with registration certificate) or ID card for the father
- Birth certificate of previously born child (review of the binding effect of names in the case of previously born children)

For refugees:

- **Passport (proof of identity!!!), current residence permit from the immigration authority, birth certificate, marriage certificate with marriage contract where applicable, excerpt from the civil register/family status register (all original copies with German translation / where applicable with legalisation, authentication by the German Embassy in the relevant country), birth certificate of previously born child**

General information

- **Certificates and personal documents** (permits/passports/ID cards) **must** be provided in the **original**.
- Foreign-language **certificates** are required in the international format with a German translation (by an officially appointed and sworn translator or interpreter in accordance with ISO standards).
- **Proof** of the acquisition of German citizenship (certificate of naturalization/certificate of citizenship etc.) may be supplied as a copy
- **Foreign nationals** must prove their identity and nationality with a valid passport
- For parents born in Turkey, the "**Nüfus Cüzdanı**" **certificate** is also valid

For recognised displaced persons / late emigrants:

- German federal displaced persons card, late emigrant confirmation and registration document from the German federal office of administration (Bundesverwaltungsamt)
- Where applicable, confirmation of name according to § 94 BVFG

Depending on your personal circumstances, you may be required to provide further documentation.

Due to the complex legal situation, foreign parents are asked to contact us in advance **if necessary** by telephone or by email.

Notes on choosing a name

- The child is given the married name of his/her parents as his/her birth name.
- If the parents do not have a married name and if both parents share joint parental custody because they are married or have submitted a joint custody declaration, they will decide together whether their child takes the family name of the mother or of the father. The **choice of name** is irrevocable and must therefore be signed by both parents sharing custody!
- If the mother **alone** has parental responsibility, the child will be given the mother's family name. The mother can, however, also give the child the father's name, with the father's consent. In this case, a joint personal visit by the mother and father at the registry office is required and must be made **by appointment**.
The **issue of a name is subject to a fee**. The fees are currently **€20.00**.

If a joint custody declaration has already been in place since before the birth, the child can be given the father's family name **with the agreement of both parents** (see "Determining the name of the child").

If the acknowledgement of paternity has not been registered, we shall refer the case first of all to the Jugendamt (youth welfare office) (**acknowledgement of paternity with joint custody declaration at the same time**).
The consent will be approved free of charge.

Otherwise, an acknowledgement of paternity (without joint custody declaration!) can take place for a fee (€30.00) and by **prior appointment at the Standesamt**.

If both parents share joint custody, there is no requirement for the afore-mentioned **issue of a name subject to a fee!**

Documents

You will receive 3 certificates free of charge for applying for maternity allowance, child benefit and parental allowance, which you must hand in to the appropriate authorities in the original.

The actual birth certificate for your own personal use is subject to a charge.

The first certificate costs **€10.00**, and each subsequent certificate costs **€5.00**.