

# Guide: What is important before and after giving birth?

Information for expectant parents  
in Marzahn - Hellersdorf



## This guide was handed out by:

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\_\_\_\_\_

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This flyer, "What is important before and after giving birth", serves as a research tool and makes no claims to be accurate, complete or up-to-date. The information listed regarding office hours and the statutory benefits and their basis for claims are subject to change.

## Guide: What is important before and after giving birth?

### Information for (expectant) parents in Marzahn-Hellersdorf

#### Are you about to become a mother or father or do you have a newborn baby?

In that case, you will have lots to do: choose a midwife, get all the doctor's examinations done, take prenatal classes, register the acknowledgement of paternity, go to the registration office, inform the health insurance company, ask for parental leave, apply for child benefits and parental allowance, find a daycare and much more besides. The paperwork and dealing with German bureaucracy are quite time-consuming.

This guide **“What is important before and after giving birth”** contains all the information about what to do during your pregnancy and after giving birth. You will also learn about the financial and material benefits and when and where to apply for them and what documents you will need to do so.

## CHECK-LIST: WHAT TO DO BEFORE GIVING BIRTH

What?	When?	Where?
Pregnancy counselling	As required during the pregnancy	Pregnancy counselling office <input type="radio"/>
<b>Health</b>		
Choose a gynaecologist	From beginning of pregnancy	Internet <input type="radio"/>
Choose a midwife	From beginning of pregnancy	Internet <input type="radio"/>
Choose the birth facility/ register at the delivery room	During pregnancy	Birth facility <input type="radio"/>
Choose a paediatrician for the compulsory examinations	During pregnancy	Internet <input type="radio"/>
<b>Work</b>		
Inform your employer about the pregnancy	No deadline	Employer <input type="radio"/>
Apply for maternity/ paternity leave	At least 7 weeks before start of parental leave	Employer <input type="radio"/>
<b>Authorities</b>		
Register the acknowledgement of paternity	Before or after giving birth. This costs 30 euros at the civil registry office (Standesamt).	Civil registry office or youth welfare office. <input type="radio"/>
Submit a custody statement (for unmarried parents)	Before or after giving birth	Youth welfare office <input type="radio"/>
<b>Finances</b>		
Apply for maternity allowance	To submit the certificate of being pregnant at least 7 weeks before giving birth	Health insurance company <input type="radio"/>
Apply for additional needs for the expectant mother, such as clothing or baby's basic equipment or other things your baby needs	From 13th week of pregnancy	Job centre <input type="radio"/>
Apply for payments from the foundation "Help for the family - expectant mothers in need"	Within the first few months of pregnancy	Pregnancy counselling office <input type="radio"/>

## CHECK-LIST FOR AFTER GIVING BIRTH

What?	When?	Where?
<b>Health</b>		
Go to the doctor and have the compulsory examinations done	After giving birth	At your paediatrician's <input type="radio"/>
Take out health insurance for your child	Right after giving birth	Health insurance company <input type="radio"/>
Use the services of the child and youth health service	After giving birth	Child and youth health service <input type="radio"/>
<b>Authorities</b>		
Register at the civil registry office (Standesamt)	At your earliest convenience within 1 week of giving birth	Registry office <input type="radio"/>
Register the child at the local registration office (Bürgeramt)	To be effected automatically by the civil registry office	
Choose a daycare	As soon as possible	Internet <input type="radio"/>
Apply for the daycare expenses	9-12 months before the child starts daycare	Youth welfare office <input type="radio"/>
<b>Finances</b>		
Apply for child benefit	Within 6 weeks of giving birth	Family assistance office <input type="radio"/>
Apply for children's allowance	From the time the baby is born until the age of 25 years	Family assistance/ funds office <input type="radio"/>
Apply for parental allowance or parental allowance plus	Within the first 3 months of giving birth	Youth office <input type="radio"/>
Apply for housing benefit	As required	Registration office <input type="radio"/>
Apply for unemployment benefit (ALG II, Arbeitslosengeld II)	As required	Job centre <input type="radio"/>
Apply for child support	As required	Youth office <input type="radio"/>
Apply for domestic help	As required also during pregnancy	Health insurance company or youth office <input type="radio"/>

## Before giving birth

There are many things to do even before the child is born.  
If you manage to do these things early, you will have more time with the newborn and your family.

### Pregnancy Counselling

We will help you with all your questions regarding pregnancy, family planning or partnership. Call or come to:

[Beratung + Leben GmbH](#)

Landsberger Allee 400, 12681 Berlin

Tel: 030 9352063

[Deutsches Rotes Kreuz](#)

Sella-Hasse-Straße 19-21, 12687 Berlin

Tel: 030 992739715

[SOS-Familienzentrum Berlin](#)

Alte Hellersdorfer Straße 77, 12629 Berlin

Tel: 030 5689100

[Zentrum für sexuelle Gesundheit und Familienplanung](#)

Janusz-Korczak-Straße 32, 12627 Berlin

Tel: 030 90293-3655

What?	Informations	When?	Where?	Documents required
<b>Health</b>				
Choose a gynaecologist	During your pregnancy, regular medical check-ups are provided and paid for by your health insurance company. You can see a gynaecologist or a midwife and you will be given your maternity card.	When you find out that you are pregnant	<b>Internet</b> <a href="http://kvberlin.de">kvberlin.de</a> <a href="http://wegweiser-aktuell.de">wegweiser-aktuell.de</a>	• Health insurance card
	• If you do not have any health insurance you can receive your medical check-ups or counselling during pregnancy at the centre for sexual health and family planning.	At first signs of pregnancy	<b>Centre for sexual health and family planning</b>	• Any kind of ID (passport) if available
Choose a midwife • counselling in pregnancy/ examinations • birth preparation • postnatal counselling • information for services • postnatal exercise classes	• During pregnancy and for a few weeks afterwards, every woman is entitled to have a midwife who carries out the medical check-ups apart from the ultrasound scans. The midwife also hands over the maternity card.	From beginning of pregnancy	<b>Internet</b> <a href="http://berliner-hebammenliste.de">berliner-hebammenliste.de</a> <a href="http://hebammensuche.de">hebammensuche.de</a>  Tel: 030 2142771	• Health insurance card

## Before giving birth

What?	Informations	When?	Where?	Documents required
<b>Health</b>				
Choose the birth facility	<p>Information evenings in the clinical centre, every 1st and 3rd Monday of the month at 7 p.m. house 7a, room 1.02 <a href="http://www.vivantes.de/kaulsdorf">www.vivantes.de/kaulsdorf</a></p> <p>Information evenings at the birth centre every 1st and 3rd Saturday of the month at 5 p.m. <a href="http://www.geburtshaushellersdorf.de">www.geburtshaushellersdorf.de</a></p>	During pregnancy	<p><b>Birth facility:</b> <b>Vivantes Klinikum Kaulsdorf, Geburtsmedizin</b> Myslowitzer Straße 45 12621 Berlin Tel: 030 130172171 (delivery room)</p> <p><b>Maternity clinic</b> Stollberger Straße 85-91 12627 Berlin Tel: 030 56593355</p>	<ul style="list-style-type: none"> <li>• Maternity card</li> <li>• Health insurance card</li> </ul>
Choose a paediatrician for the compulsory examinations	The 1st and the 2nd examinations of the child (U1 and U2) are carried out in the birth facility. The following examinations (U3-U9) are carried out at the paediatrician's.	These examinations (U-Untersuchungen) are very important and it is best to choose a paediatrician during pregnancy and ask for available appointments.	<p><b>Internet</b> <a href="http://kvberlin.de">kvberlin.de</a> <a href="http://wegweiser-aktuell.de">wegweiser-aktuell.de</a></p>	
<b>Work</b>				
Inform your employer you are pregnant		No deadline but as soon as possible to ensure that maternity leave is granted	<b>Employer</b>	<ul style="list-style-type: none"> <li>• Maternity card</li> <li>• Certificate from the gynaecologist or midwife</li> </ul>
Apply for parental leave	<a href="http://bmfsfj.de">bmfsfj.de</a>	At least 7 weeks before paternity leave starts	<b>Employer</b>	<ul style="list-style-type: none"> <li>• Written application</li> </ul>

## Before giving birth

What?	Informations	When?	Where?	Documents required
Authorities				
Register the acknowledgement of paternity	<p>It is important for unmarried parents.  <a href="http://vaterschaftsanerkennung.com">vaterschaftsanerkennung.com</a>  <a href="http://berlin.de/ba-marzahn-hellersdorf">berlin.de/ba-marzahn-hellersdorf</a></p> <p>Acknowledgement of paternity costs 30 euros at the civil registry office.</p>	Recommended before giving birth but also possible later	<p><b>Youth welfare office</b>                      Riesaer Str. 94                      12627 Berlin                      Tel: 030 9029347-70/83  <b>Office hours</b> (see below)</p> <p><b>Civil registry office</b>                      (Standesamt)                      Alice-Salomon-Platz 3                      12627 Berlin                      Tel: 030 115</p>	<ul style="list-style-type: none"> <li>ID or passports and birth certificates of both parents</li> <li>Maternity card (after the birth, the child's birth certificate)</li> <li>Additional documents may be required</li> </ul> <p><b>If the child's mother is divorced:</b></p> <ul style="list-style-type: none"> <li>Marriage certificate</li> <li>Legally binding divorce decree</li> </ul>
Submit a custody statement (unmarried couples)	Unmarried parents who want joint custody for their child need to submit a public custody statement	Before or after giving birth	<p><b>Youth welfare office</b>                      Riesaer Str. 94                      12627 Berlin                      Tel: 030 9029347-70/83</p> <p><b>Office hours:</b>                      Tuesdays                      9 a.m.-12 noon                      Thursdays                      3 p.m.-6 p.m.</p>	<ul style="list-style-type: none"> <li>ID or passports and birth certificates of both parents</li> <li>Maternity card</li> <li>Child's birth certificate</li> <li>Acknowledgement of paternity</li> </ul>
Finances				
Apply for maternity allowance	Employed women with compulsory health insurance receive maternity allowance from their health insurance company from 6 weeks before giving birth to 8 weeks afterwards. The employer pays the net wage minus 13 euros for each working day covered by the health insurance company. If you receive ALG I unemployment benefits, the health insurance company pays.	Hand in the certificate confirming pregnancy at least 7 weeks before giving birth, the sooner the better	<b>Health insurance company</b>	<ul style="list-style-type: none"> <li>Application of the health insurance company</li> <li>Certificate of the gynaecologist or midwife</li> </ul>



## Before giving birth

What?	Informations	When?	Where?	Documents required
<b>Finances</b>				
Apply for additional requirements for the expectant mother such as clothing or baby's basic equipment	Unemployed women who receive ALG II unemployed benefits are entitled to a one-off benefit such as clothing or baby's basic equipment	From beginning of 13th week of pregnancy	<p><b>Job centre</b> Allee der Kosmonauten 29 12681 Berlin Tel: 030 5555482222</p> <p><b>Office hours:</b> Mo/Tue/Fr 8 a.m.-12.30 p.m. Thursdays 8 a.m.-6 p.m. (from 12.30 p.m. only for employed women)</p>	<ul style="list-style-type: none"> <li>• Written application</li> <li>• Maternity card</li> </ul>
Apply for payments from the foundation "Help for the family - expecting mothers in need" (Hilfe für die Familie – Schwangere in Not)	This foundation offers additional benefits to buy clothing for pregnant women or baby's basic equipment once per pregnancy if they cannot be provided by the parents or through the Job Centre. To be applied for only in pregnancy counselling offices where they check whether or how much they might receive.	By the time you get the maternity card	<p><b>Any pregnancy counselling office</b> <a href="http://stiftunghilfe.de">stiftunghilfe.de</a> &gt;Pregnancy counselling offices &gt;Marzahn/Hellersdorf</p> <p><b>Centre for sexual health and family planning</b></p>	<ul style="list-style-type: none"> <li>• ID/ passport or registration certificate</li> <li>• Maternity card</li> <li>• Documents that show how much money, property, estate or wealth you and your partner have</li> <li>• Bank statements</li> <li>• Rent contract</li> <li>• Proof of income</li> <li>• Letter from the job centre that shows the amount of money and extra money you are already receiving</li> </ul>

## After giving birth

Once the child has been born, you might want to be there for your child all the time but still there is some bureaucracy to deal with.

What?	Informations	When?	Where?	Documents required
<b>Health</b>				
Go to check-ups (U-Untersuchungen)	<b>Very important:-</b> never miss the appointments for the check-ups at the paediatrician's you made before the child was born	By the time the baby is born	<b>Paediatrician's practice</b>	<ul style="list-style-type: none"> <li>• Yellow booklet for the preventative medical examinations</li> </ul>
Gynaecological check-ups	Gynaecological check-ups and prescription of contraceptives for people who have no insurance. Women 20+ with small income might apply to assume the costs for contraceptives or get a contraceptive coil.	After giving birth	<b>Centre for sexual health and family planning</b>	<ul style="list-style-type: none"> <li>• Proof of income</li> <li>• Rent contract</li> <li>• Letter from ALGII</li> </ul>
Effect a health insurance for the child (family insurance)	Call your health insurance company and they will send you a form to fill out and within 2 weeks after the birth. Your child gets its personal insurance card. You can have medical examinations for your child also before having that card. There are no additional costs for the child's insurance.	Right after the birth	<b>Health insurance company</b>	<ul style="list-style-type: none"> <li>• Child's birth certificate</li> <li>• Filled out health insurance form</li> <li>• Insurance card of the child (if available)</li> </ul>
Take part in services from the children and youth health service (KJGD)	<p>You will receive a welcome letter from the KJGD in which experts offer you a first visit at your house giving information about breast feeding, nutrition, caring for the child as well as legal, economic or social advice. In that letter you will find a voucher of 40 Euros which you can redeem for different offers until the child's 2nd. birthday.</p> <p>Additional services from the KJGD:</p> <ul style="list-style-type: none"> <li>• medical check-ups of newborns and children</li> <li>• individual counseling in a crisis or in difficult situations</li> <li>• help with bureaucracy</li> <li>• kindergarten check-up</li> </ul>	First visit in your home around 4 weeks after the birth.	<p><b>Health office KJGD</b> Janusz-Korczak-Str. 72 12627 Berlin Tel: 030 90293-3671</p> <p><b>Office hours:</b> Thursdays 2 p.m.-6 p.m. and by appointment</p>	<ul style="list-style-type: none"> <li>• Yellow booklet for medical check-ups</li> <li>• Certificate of vaccination</li> </ul>
Support by a family midwife	Parents in difficult situations might ask for a family midwife after being supervised by the regular midwife.		<b>Network coordinator, "Early help"</b> Tel: 030 902934450	

## After giving birth

What?	Informations	When?	Where?	Documents required
<b>Authorities</b>				
Register at the registration office (Standesamt)	<p>The birth facility transfers the child's birth data to the district registration office in which the child was born.</p> <p>If you paid the fees and handed out the requested documents at the birth facility and if you have already chosen the child's name by signing the name document, you do not have to go to the register office personally because they will send the certificates to you by regular mail. You will get 3 free birth certificates in order to ask for child benefits, parental allowance or help from your health insurance company.</p> <p>The fee for the first birth certificate is 10 euros, any further certificate costs 5 euros.</p>	Right away at best; 1 week after giving birth	<p><b>Registration office</b> Alice-Salomon Platz 3 12627 Berlin Tel: 030 115</p> <p><b>Office hours:</b> Mo/ Tue 8 a.m.-12 p.m. noon Thursdays 2 p.m.-6 p.m.</p> <p>Additional office hours only for new parents Thursdays 10.30 a.m.-12 noon</p>	<ul style="list-style-type: none"> <li>• Birth certificates of both parents</li> <li>• ID/ passport of both parents</li> <li>• Marriage certificate of the parents</li> <li>• Other documents might be necessary</li> </ul> <p><b>In addition:</b></p> <ul style="list-style-type: none"> <li>• Unmarried parents bring the acknowledgement of paternity (if available) and the certificate of child's custody</li> </ul> <p><b>If the child's mother is divorced,</b></p> <ul style="list-style-type: none"> <li>• bring the marriage certificate and the final divorce decree</li> </ul> <p><b>If you have other children together,</b></p> <ul style="list-style-type: none"> <li>• bring the children's birth certificates</li> </ul>
Register the child at the local registration office (Bürgeramt)	Automatically by the registration office			
Choose a daycare spot	<p>For useful tips regarding daycare, see the Kita-Fibel (booklet) or online at <a href="http://berlin.de/ba-marzahn-hellersdorf">berlin.de/ba-marzahn-hellersdorf</a></p> <p>&gt; Jugendumt &gt; Betreuung und Bildung</p>	It is recommended to start looking for a daycare (Kita) spot as soon as possible.		

## After giving birth

What?	Informations	When?	Where?	Documents required
<b>Authorities</b>				
<p>To apply for a daycare voucher (Kitagutschein)</p>	<p>Without this voucher you cannot sign the contract with a daycare. This voucher contains the amount of hours that your child stays in the daycare and its monthly costs.</p> <p><a href="https://berlin.de/ba-marzahn-hellersdorf">berlin.de/ba-marzahn-hellersdorf</a> Stichwortliste Jugendamt &gt; Kindertagesbetreuung</p> <p>Voucher online application <a href="https://fms.verwalt-berlin.de/kita/">https://fms.verwalt-berlin.de/kita/</a></p>	<p>It is possible to ask for this voucher at least 9-2 months before your child should start daycare. In some circumstances it is possible to have one at short notice.</p>	<p><b>Youth office (Jugendamt) Division daycare voucher (Kitagutschein)</b> Riesaer Str. 94 12627 Berlin Tel: 030 90293-4552</p> <p><b>Office hours:</b> Tuesdays 9 a.m.-12 noon Thursdays 3 p.m.-6 p.m.</p>	<ul style="list-style-type: none"> <li>• Filled in application form with enclosures</li> </ul>

## After giving birth

What?	Informations	When?	Where?	Documents required
<b>Finances</b>				
Apply for child's benefits (Kindergeld)	<p>Every child from 0-18 years is entitled to get child benefits. Application for child benefits (available at Familienkasse) or online at <a href="http://arbeitsagentur.de">arbeitsagentur.de</a></p> <p>&gt; Bürgerinnen &amp; Bürger &gt; Familie und Kinder &gt; Kindergeld, Kinderzuschlag</p>	Within 6 weeks after the birth	<p><b>Bundesagentur für Arbeit Berlin-Mitte Familienkasse</b> Charlottenstr. 87-90 10969 Berlin Tel: 0180-1546337</p> <p><b>Office hours:</b> Mo/ Tue/ Fr 8 a.m.-12 noon Thursdays 8 a.m.-6 p.m.</p>	<ul style="list-style-type: none"> <li>• Filled in application form</li> <li>• Child's birth certificate from registration office to apply for child's benefits</li> </ul>
Apply for children's allowance (Kinderzuschlag)	<p>The children's allowance is a supplement of child's benefits. You may apply for it if your income is enough for you but not for your child.</p> <p>As a rule of thumb: parents who receive ALGII or social welfare are entitled to have child's benefits but not children's allowance.</p>	From 0 - max. 25 years	<p><b>Bundesagentur für Arbeit Berlin-Mitte Familienkasse</b> (see above)</p>	<ul style="list-style-type: none"> <li>• Filled in application form</li> </ul>
Apply for parental allowance (Elterngeld)	<p>Parental allowance is as usual 65 per cent of the average net wage of the last 12 months.</p> <p>Calculator for parental allowance <a href="http://bmfsfj.de">bmfsfj.de</a> &gt; Service &gt; Onlinerechner</p> <p>Calculator for parental allowance and application form: <a href="http://berlin.de/ba-marzahn-hellersdorf">berlin.de/ba-marzahn-hellersdorf</a> &gt; Stichwortliste Jugendamt &gt; Elterngeld</p>	Within the first 3 months after the baby was born. Parental allowance will be paid only for 3 months retroactively.	<p><b>Youth Office Elterngeldstelle</b> Riesaer Str. 94 12627 Berlin Tel: 030 90293-4910</p> <p><b>Office hours</b> Tuesdays 9 a.m.-12 noon Thursdays 3 p.m.-6 p.m.</p>	<ul style="list-style-type: none"> <li>• Filled in application form</li> <li>• Child's birth certificate from registration office to apply for parental allowance</li> <li>• ID/ passports of both parents</li> <li>• Proof of income and maternity allowance (Mutterschaftsgeld)</li> </ul>

## After giving birth

What?	Informations	When?	Where?	Documents required
<b>Finances</b>				
Apply for housing benefit (Wohngeld)	You might apply for housing benefit if you have a small income. It depends of the family income.	As needed (is not granted if you get ALG II, BAföG or professional education aid)	<p><b>Registration Office Helle-Mitte</b> Alice-Salomon-Platz 3 entrance Kurt-Weil-Gasse 6 12627 Berlin</p> <p><b>Registration Office Biesdorf-Center</b> Elsterwerdaer Platz 3 12683 Berlin</p> <p><b>Registration Office Marzahner Promenade</b> Marzahner Promenade 11 12679 Berlin</p> <p>Booking for appointments for all Registration Offices: Tel: 030 115 <a href="http://berlin.de/ba-marzahn-hellersdorf">berlin.de/ba-marzahn-hellersdorf</a> &gt; Politik und Verwaltung - Amt für Bürgerdienste</p>	<ul style="list-style-type: none"> <li>• Filled in application form</li> <li>• Proof of income</li> <li>• Proof of rent</li> </ul>
Apply for unemployment benefit ALG II	You might apply for ALG II if you cannot make a living from what you earn.	As requested	<p><b>Job centre</b> Allee der Kosmonauten 29 12681 Berlin Tel. 030 5555482222</p> <p><b>Office hours:</b> Mo/ Tue/ Fr 8 a.m.-12.30 p.m. Thursdays 8 a.m.-6 p.m. (from 12.30 p.m. only for employed people)</p>	<ul style="list-style-type: none"> <li>• Filled in application form with enclosures</li> <li>• ID/ passport</li> <li>• Proof of income</li> <li>• Proof of assets, property, estate, means</li> <li>• Bank statements from the last 3 months</li> <li>• Rent contract</li> <li>• Copy of the bank card</li> <li>• Copy of the health insurance card</li> </ul>

## After giving birth

What?	Informations	When?	Where?	Documents required
<b>Finances</b>				
Apply for advance payments of child maintenance	A child has claim to an advance on maintenance payments until the end of its eighteenth year of life, when it lives with one of its parents. The respective parent must be single, widowed or divorced or live separately from their spouse and not receive regular child support from the other parent. This also applies to cases when the question of paternity is unresolved.	As required	<b>Department of Youth and Family Services, Youth welfare office, department child maintenance advance payments:</b> Riesaer Str. 94 12627 Berlin Tel: 030 90293-4930 <b>Office hours:</b> Tuesdays 9 a.m. – 12 noon Thursdays 3 p.m. - 6 p.m.	<ul style="list-style-type: none"> <li>• Application form (filled in)</li> <li>• ID or passport (copy)</li> <li>• child's birth certificate (copy)</li> <li>• acknowledgement of paternity (copy)</li> </ul> <b>divorced parents:</b> <ul style="list-style-type: none"> <li>• divorce decree or an official statement from a lawyer that you live apart</li> </ul>
Apply for domestic help	It is possible to apply for domestic help from your health insurance company if you cannot manage the household by yourself (due to health problems) and if there is no other person living in the household able to do so. You have to apply for it in person and it cannot be done by your doctor or midwife. Both can only attest to the necessity of domestic help or support the application. Either you or your health insurance company have to find someone for this job. In special emergency situations you can apply at the youth welfare office (Jugendamt), at your regional social services (Sozialpädagogischer Dienst).	As required (also during pregnancy)	<b>Health insurance company or the Jugendamt (only in emergencies)</b>	<ul style="list-style-type: none"> <li>• Mutterpass (maternity card, an official medical document held by expectant mothers recording the progress of pregnancy)</li> <li>• certificate from a doctor or midwife confirming the necessity of domestic help</li> </ul>

The guide “**What is important before and after giving birth**” was developed in collaboration with a working group of experts from the Berlin district of Marzahn - Hellersdorf together with the networks “Strong kids in the district” and “All you need to know about giving birth in Marzahn - Hellersdorf” as an informational flyer for expectant parents in Marzahn - Hellersdorf in line with the prevention projects “Growing up healthy in Marzahn - Hellersdorf” (2010-2013 and “Healthy throughout life in Marzahn - Hellersdorf” (2013-2014).

We thank all parties involved.



This guide is available at:

[www.berlin.de/willkommen-im-leben-mh](http://www.berlin.de/willkommen-im-leben-mh)

[www.netzwerk-rund-um-die-geburt.de](http://www.netzwerk-rund-um-die-geburt.de)

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WIR FÜR KINDER, JUGEND und FAMILIE

