

99083002011001, 99083002011001

First name Change of order

Heruntergeladen am 07.07.2025

<https://fimportal.de/xzufi-services/362084218/L100001>

Modul	Sachverhalt
Leistungsschlüssel	99083002011001, 99083002011001
Leistungsbezeichnung I	First name Change of order
Leistungsbezeichnung II	
Typisierung	2/3 - Bund: Regelung (2 oder 3), Land/Kommune: Vollzug
Quellredaktion	Hessen
Freigabestatus Katalog	unbestimmter Freigabestatus
Freigabestatus Bibliothek	fachlich freigegeben (gold)
Begriffe im Kontext	
Leistungstyp	Leistungsobjekt mit Verrichtung
Leistungsgruppierung	Namen (083)
Verrichtungskennung	Änderung (011)
SDG-Informationsbereich	
Lagen Portalverbund	Urkunden und Bescheinigungen (1070200), Eheschließung (1020300)
Einheitlicher Ansprechpartner	Nein

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Fachlich freigegeben am	17.12.2020
Fachlich freigegeben durch	Hessian Ministry of the Interior and Sport
Handlungsgrundlage	https://www.gesetze-im-internet.de/pstg/_45a.html https://www.gesetze-im-internet.de/pstg/_45a.html
Teaser	If you have several first names, you can have their order changed by means of an explanation.
Volltext	<p>Since 1 November 2018, you can have the order of several first names changed without giving reasons. The prerequisite for this is that your name is subject to German law. This includes not only German citizens, but also persons entitled to asylum, foreign refugees and stateless persons.</p> <p>The only exception: In the case of hyphenated first names, such as Hans-Peter, the order determined by the parents must be maintained.</p> <p>Note: If you would like to have your first name changed for important or serious reasons, this can only be done by changing your name under public law. Changing the spelling and adding or omitting first names is otherwise not permitted in official documents.</p>
Erforderliche Unterlagen	<ul style="list-style-type: none"> • valid official photo ID (identity card, passport) • for stateless persons: travel document or entry of the immigration authority in the passport or passport substitute • for homeless foreigners or persons entitled to asylum: entry of the immigration authority in the passport or passport substitute • for foreign refugees: entry of the immigration authority in the passport or passport substitute <p>For any further documents, please inquire in advance at the authority to which you submit the declaration.</p>
Voraussetzungen	<ul style="list-style-type: none"> • You have German citizenship. • You are entitled to asylum, a foreign refugee, a stateless person, a homeless foreigner or a quota refugee.
Kosten	EUR 23.50, unless the municipality has set a different

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	fee by statute.
Verfahrensablauf	<p>You must declare the change in the order of your first names in writing:</p> <ul style="list-style-type: none"> • Check with your competent authority whether you should have the declaration certified or notarised and whether an appointment must be made. • Then go to the office responsible for you with all the necessary documents and arrange for the order of your first names to be changed. <p>Note: Once this change has taken effect, you will need to change various documents (such as ID card or passport) accordingly. You must request these changes yourself.</p>
Bearbeitungsdauer	as a rule, none
Frist	none
weiterführende Informationen	
Hinweise	
Rechtsbehelf	
Kurztext	<ul style="list-style-type: none"> • First name Change of order • since 1 November 2018: Change of the order of several first names possible without reason; Excluded: Add or omit first names, no change of order for hyphenated names (example: Hans-Peter) • Prerequisite: Name must be subject to German law, which is the case with German nationals, persons entitled to asylum, foreign refugees and Stateless persons. • responsible: registry office of the place of birth, the place of marriage, the place of establishment of a civil partnership, the place of residence and other bodies authorised to certify the public
Ansprechpunkt	Registry office of the place of birth, the place of marriage, the place of establishment of a civil partnership, the place of residence and other bodies authorised to authenticate publicly.

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Zuständige Stelle	Registry office of the place of birth, the place of marriage, the place of establishment of a civil partnership, the place of residence and other bodies authorised to authenticate publicly.
Formulare	Forms: none Online procedure possible: no Written form required: yes Personal appearance required: yes
Ursprungsportal	Vorname Änderung der Reihenfolge, First name Change of order