

99115006023000, 99115006023000

Special reporting obligation in accommodation facilities

Information

Heruntergeladen am 04.06.2025

<https://fimportal.de/xzufi-services/378969122/L100001>

| Modul | Sachverhalt |
|---------------------------|---|
| Leistungsschlüssel | 99115006023000, 99115006023000 |
| Leistungsbezeichnung I | Special reporting obligation in accommodation facilities Information |
| Leistungsbezeichnung II | |
| Typisierung | 2/3 - Bund: Regelung (2 oder 3), Land/Kommune: Vollzug |
| Quellredaktion | Hessen |
| Freigabestatus Katalog | unbestimmter Freigabestatus |
| Freigabestatus Bibliothek | fachlich freigegeben (silber) |
| Begriffe im Kontext | |
| Leistungstyp | Leistungsobjekt mit Verrichtung |
| Leistungsgruppierung | Wohnsitz (115) |
| Verrichtungskennung | Auskunft (023) |
| SDG-Informationsbereich | |

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| Lagen Portalverbund | Statistische Erhebungen und Meldepflichten (2090200) |
| Einheitlicher Ansprechpartner | Nein |
| Fachlich freigegeben am | 14.07.2022 |
| Fachlich freigegeben durch | Hessian Ministry of the Interior and Sport |
| Handlungsgrundlage | <ul style="list-style-type: none"> • §§ 29, 30 if applicable in conjunction with §§ 17 and 23 of the Federal Registration Act (BMG**) ** • Section 30 of the General Administrative Regulation for the Implementation of the Federal Registration Act https://www.gesetze-im-internet.de/bmg/_29.html https://www.gesetze-im-internet.de/bmg/_30.html https://www.gesetze-im-internet.de/bmg/_17.html https://www.gesetze-im-internet.de/bmg/_23.html https://www.gesetze-im-internet.de/bmg/_29.html https://www.gesetze-im-internet.de/bmg/_30.html https://www.gesetze-im-internet.de/bmg/_17.html https://www.gesetze-im-internet.de/bmg/_23.html |
| Teaser | If you are staying in an accommodation establishment for a maximum of six months, you must complete and sign a registration form upon arrival. |
| Volltext | <p>If you are admitted to an accommodation establishment, i.e. an establishment for the commercial or business accommodation of persons, you must sign a special registration form on the day of arrival. In the case of travel companies of more than ten people, this obligation applies only to the tour guide; he must indicate the number of passengers travelling with their nationality.</p> <p>Alternatively, with the consent of the host person, this obligation may also be fulfilled by collecting the required data electronically and by the host confirming their accuracy and completeness on the day of arrival, using a specific payment transaction that allows authentication or an electronic proof of identity (identity card or electronic residence permit with eID function).</p> <p>The following data is required for both methods:</p> |

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- date of arrival and expected departure,
- Surnames
- Forenames
- Date of birth
- Nationality
- Address
- number of passengers and their nationalities (in the case of accompanying relatives/groups),
- Serial number of the recognized and valid passport or passport replacement document for foreign persons.

If the electronic procedure is used by means of a specific payment transaction, the earmarked allocation number of the means of payment used must also be stored.

Your accompanying relatives must be indicated on the registration form only in terms of number.

As an accommodated foreigner, you must identify yourself to the managers of the accommodation facility or their representatives by presenting a valid identity document (recognized and valid passport or passport substitute) when registering.

The special registration form is not required for institutions with residential care that serve youth and adult education, training or further education, company or club homes, if only company or club members and their family members are accommodated there, youth hostels and mountain huts, temporarily occupied facilities of the public or publicly recognized youth work providers and institutions of public law Religious societies.

The managers of accommodation establishments or their agents must keep the special registration forms ready and work to ensure that the persons concerned comply with their obligation to sign the special registration form. They can also provide technical devices for the electronic fulfilment of the reporting obligation. In the case of accommodated foreign

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guests (they must present a valid identity document), the information provided in the registration form must be compared with that of the identity document. If there are deviations, this must be noted on the registration form. If accommodated foreign guests do not present a valid identity document or do not present a valid identity document, this must be noted on the registration form.

Insofar as it is necessary for the collection of the tourist or spa tax or the visitor's tax, it can be determined by state law that further data may be collected on the registration form.

The signed registration forms or the electronically collected data must be kept by the manager of the accommodation facility for one year from the day of arrival of the person accommodated, kept available for inspection by the registration authorities and other legally determined authorities and handed over to them on request, secured against unauthorized inspection and destroyed within three months after expiry of the retention period.

As soon as your stay in an accommodation facility exceeds six months, you are subject to the general obligation to register. If you are not registered for an apartment in Germany and your stay exceeds three months, you must register with the registration authority within two weeks.

The obligation to report applies regardless of whether a special registration form was required or not.

The explanations apply accordingly if persons in tents, mobile homes, caravans or watercraft spend the night on places that are provided for commercial or business purposes.

Erforderliche Unterlagen

Registration form, which is held in the accommodation facility.

As a foreigner, you must identify yourself to the managers of the accommodation facility or their agents by presenting a valid identity document

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| | <p>(recognized and valid passport or passport substitute).</p> <p>In the event of the obligation to report:</p> <p>Registration form, identity card, temporary identity card, replacement identity card, recognised and valid passport or passport replacement document, landlord certificate</p> |
| Voraussetzungen | Accommodation or occurrence of the obligation to register |
| Kosten | There are no fees. |
| Verfahrensablauf | |
| Bearbeitungsdauer | |
| Frist | Signature of the special registration form on the day of arrival / if applicable, entry into force after three months or at the latest six months. |
| weiterführende Informationen | |
| Hinweise | |
| Rechtsbehelf | |
| Kurztext | <ul style="list-style-type: none"> • Special reporting obligation in accommodation facilities Information <ul style="list-style-type: none"> • If you are admitted to an accommodation establishment, i.e. an establishment for the commercial or business accommodation of persons, you must fill in and sign a special registration form on the day of arrival. <ul style="list-style-type: none"> • Alternatively, with the consent of the person accommodated, this obligation can also be fulfilled by collecting the necessary data electronically and the accommodated person confirming their accuracy and completeness on the day of arrival. For this purpose, a specific payment transaction that allows authentication or an electronic proof of identity (identity card or electronic residence title with eID function) must be used. • As an accommodated foreigner, you must identify yourself to the managers of the accommodation facility |

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or their representatives by presenting a valid identity document (recognized and valid passport or passport substitute) when registering.

- As soon as your stay in an accommodation facility exceeds six months, you are subject to the general obligation to register. If you are not registered for an apartment in Germany and your stay exceeds three months, you must register with the registration authority within two weeks.
- The signed registration forms or the electronically collected data must be kept by the manager of the accommodation facility for one year from the day of arrival of the person accommodated, kept available for inspection by the registration authorities and other legally determined authorities and handed over to them on request, secured against unauthorized inspection and destroyed within three months after expiry of the retention period.
- Responsible: The accommodation facility or, in the event of the obligation to register, the registration authority in whose area of responsibility the accommodation facility is located.

Ansprechpunkt
Zuständige Stelle

The accommodation facility or, in the event of the obligation to register, the registration authority in whose area of responsibility the accommodation facility is located.

Formulare

Special registration form, registration form if applicable.

Ursprungsportal

Besondere Meldepflicht in Beherbergungsstätten Auskunft, Special reporting obligation in accommodation facilities Information