

99008001012000, 99008001012000

Apply for an identity card

Heruntergeladen am 28.06.2025

<https://fimportal.de/xzufi-services/8959293/L100001>

Modul	Sachverhalt
Leistungsschlüssel	99008001012000, 99008001012000
Leistungsbezeichnung I	Apply for an identity card
Leistungsbezeichnung II	Apply for an identity card
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	Personalausweis (008)
Verrichtungskennung	Ausstellung (012)
SDG-Informationsbereich	Dokumente, die von Unionsbürgern, ihren Familienmitgliedern, die keine Unionsbürger sind, allein reisenden Minderjährigen und Nicht-Unionsbürgern bei grenzüberschreitenden Reisen innerhalb der Union verlangt werden (Personalausweis, Visum, Pass)

Modul	Sachverhalt
Lagen Portalverbund	Ausweise (1070100)
Einheitlicher Ansprechpartner	Nein
Fachlich freigegeben am	21.07.2022
Fachlich freigegeben durch	Hessian Ministry of the Interior and Sport
Handlungsgrundlage	https://www.gesetze-im-internet.de/pauswg/_9.html https://www.gesetze-im-internet.de/pauswg/_9.html
Teaser	If you have German citizenship, you can apply for an identity card.
Volltext	Any person with German citizenship can apply for an identity card, regardless of age. The identity card shall expire before the expiry of the registered period of validity if: • it does not allow the identity of the card holder to be established correctly or has been altered, or • Entries - with the exception of information on address and size - become incorrect. The validity period depends on your age at the time of application: • Application under 24 years: Identity card is valid for 6 years. • Application from 24 years: Identity card is valid for 10 years. A temporary identity card is valid for a maximum of 3 months. You can submit the application to your identity card authority (Lord Mayor or Mayor) or the Citizens' Office of your municipality of residence. Applications can also be submitted to any other identity card authority if an important reason is presented. In this case, a higher fee will be charged.
Erforderliche Unterlagen	• Identity card, valid passport or children's passport or birth certificate

Modul	Sachverhalt
	• for children under 16 years of age: declaration of consent of the legal guardian in the case of only one legal guardian, the additional proof of custody • biometrics-compatible photograph https://www.bundesdruckerei-gmbh.de/files/dokumente/pdf/fotomustertafel.pdf https://www.bundesdruckerei-gmbh.de/files/dokumente/pdf/fotomustertafel.pdf
Voraussetzungen	The identification requirement applies to you if you • have German citizenship, • have reached the age of 16 and • are registered in Germany.
Kosten	€22.80 for applicants under 24 years of age; 37,00€ for applicants in all other cases. 13,00€ surcharge for applications outside working hours or at a non-competent authority.
Verfahrensablauf	You can apply for an identity card at the identity card authority or at the Bürgeramt at your place of residence, in the case of several residences at your main residence. You can also apply for your identity card at any other identity card authority or at any other citizens' office. But you need an important reason for this. If you contact the Citizens' Registration Office of your choice beforehand, you can find out whether and to what extent the identity card authority or the Citizens' Registration Office recognises this reason. • At many citizens' offices, you can make an appointment online, by e-mail or by phone. You can find out what options your Bürgeramt offers, for example, on its website. • When applying, your citizens' registration office will inform you when you can pick up your identity card. • Your identity card is produced centrally by Bundesdruckerei in Berlin. • You can also arrange a pick-up appointment at many citizens' offices online, by e-mail or by telephone. You can find out what options your Bürgeramt offers, for example, on its website.
Bearbeitungsdauer	

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Frist	Once you are 16 years old, you must have an identity card. Exception: You have a valid passport, i.e. a passport, a children's passport or a temporary passport.
weiterführende Informationen	
Hinweise	
Rechtsbehelf	
Kurztext	• Identity card issuance • Any person with German citizenship can apply for an identity card. • Cost: €22.80 for applicants under 24 years of age; 37,00€ for applicants in all other cases. 13,00€ surcharge for applications outside working hours or at a non-competent authority. • Validity period depends on age: Persons under 24 years: 6 years Persons from 24 years: 10 years • responsible: Identity card authority or citizens' office of the municipality of residence any other identity card authority or any other citizens' office
Ansprechpunkt	Responsibility lies with the identity card authority (Lord Mayor) or the Citizens' Office of your municipality of residence.
Zuständige Stelle	
Formulare	
Ursprungsportal	Apply for an identity card, Personalausweis beantragen