

99027002012000

Apply for a birth certificate

Heruntergeladen am 29.07.2025

<https://fimportal.de/xzufi-services/121332951/L100002>

Modul	Sachverhalt
Leistungsschlüssel	99027002012000
Leistungsbezeichnung I	Apply for a birth certificate
Leistungsbezeichnung II	Request a birth certificate
Typisierung	2/3 - Bund: Regelung (2 oder 3), Land/Kommune: Vollzug
Quellredaktion	Nordrhein-Westfalen
Freigabestatus Katalog	fachlich freigegeben (gold)
Freigabestatus Bibliothek	fachlich freigegeben (gold)
Begriffe im Kontext	
Leistungstyp	Leistungsobjekt mit Verrichtung
Leistungsgruppierung	Geburt (027)
Verrichtungskennung	Ausstellung (012)
SDG-Informationsbereich	Geburt, Sorgerecht für Minderjährige, elterliche Pflichten, Vorschriften für Leihmutterschaft und Adoption, einschließlich Stiefkindadoption, Unterhaltspflichten für Kinder bei grenzüberschreitenden familiären Gegebenheiten
Lagen Portalverbund	Nach der Geburt (1010200), Urkunden und

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	Bescheinigungen (1070200)
Einheitlicher Ansprechpartner	Nein
Fachlich freigegeben am	15.04.2021
Fachlich freigegeben durch	Ministry of the Interior of the State of North Rhine-Westphalia
Handlungsgrundlage	https://www.gesetze-im-internet.de/pstg/BJNR012210007.html https://recht.nrw.de/lmi/owa/br_show_anlage?p_id=41262 https://www.gesetze-im-internet.de/pstv/_48.html https://www.gesetze-im-internet.de/pstv/_50.html https://www.gesetze-im-internet.de/pstg/BJNR012210007.html https://recht.nrw.de/lmi/owa/br_show_anlage?p_id=41262 https://www.gesetze-im-internet.de/pstv/_48.html https://www.gesetze-im-internet.de/pstv/_50.html
Teaser	<p>Do you need a birth certificate or an extract from the register of births? You can only obtain your birth certificate from the registry office in your place of birth. The registry office will issue it from the register of births.</p>
Volltext	<p>The birth certificate proves the birth of a person, their first and last names and the details of their parents. You can request a birth certificate at any time from the registry office in whose area you were born. The birth certificate is issued by the registry office that recorded the birth.</p> <p>You can obtain the birth certificate in the following forms:</p> <ul style="list-style-type: none"> • Birth certificate • International birth certificate • Certified printout from the register of births <p>A certified printout from the register of births (previously the register of births) shows all the data entered by the registry office in connection with the</p>

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birth;

You will receive the certificate, including any marginal notes, either as a

- a new printout from the electronic register (if already held by your registry office) or
- a copy or verbatim transcript of the birth entry from the register of births in addition to the birth details (including time of birth and additional information about the parents), the printout also contains any subsequent changes, such as adoption or change of name
- Birth certificate in a restricted form, which does not contain any data on request: gender the parents religious affiliation

You also have the option of applying for a certificate of time of birth. This certificate only contains information on the exact date and time of birth of the person to be certified and is not considered a civil status certificate

Erforderliche Unterlagen

To apply for a birth certificate, you will need

- Your identity card or passport (if applying in writing: certified copy, online you must authenticate yourself electronically with the new identity card),
- if applying or collecting by a representative: written authorization from the authorized person, their identity card or passport (original or certified copy) and the identity card or passport of the representative
- for other persons, proof of their legal interest.

Voraussetzungen

Birth certificates contain personal data, so their issue is subject to data protection restrictions.

Authorized applicants (minimum age: 16 years):

- the person to whom the birth certificate relates
- the parents
- the spouse or civil partner (within the meaning of the Registered Civil Partnership Act (Lebenspartnerschaftsgesetz - LPartG))
- the direct ancestors and descendants of the person concerned (in the direct line)

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- Siblings with a legitimate interest

Other persons, including close relatives such as aunts and uncles, will only receive a certificate if they can credibly demonstrate a legal interest (e.g. through a letter from the probate court, court judgment or enforceable title).

Kosten

Administration fee for first copy: EUR 10
Administration fee for each additional identical copy: EUR 5 If you can prove that you need the birth certificate for state social benefits, the certificate is free of charge.

Verfahrensablauf

Personal application

Apply in person as follows:

- An appointment may be required to apply in person.
- You must present your identity card or passport.
- You pay the fee directly at the registry office when you apply.

In addition to yourself, a person you trust may also order and collect the certificate on your behalf. In addition to a written power of attorney, they must present their own identity card or passport (original or certified copy).

Application by post:

The written application is made as follows:

- Address an informal letter to the relevant registry office asking them to issue you with a birth certificate.
- Your letter should contain the following information: Surname, first name Date and place of birth if known: Registry office and certification number
- Enclose a certified copy of your identity card or passport with the letter.
- You will then receive a notification of fees.
- Once you have provided proof of payment of the fees (e.g. by sending another email with a copy of your bank statement), the birth certificate will be sent to you immediately by post.

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	<p>Online application</p> <p>You can also apply for the certificate online.</p>
Bearbeitungsdauer	2 - 5 days
Frist	<p>110 Jahr(e)</p> <p>The birth certificate can be issued 110 years after the register is created.</p> <p>none</p>
weiterführende Informationen	<p>Information from the Federal Ministry of the Interior on civil status law</p> <p>https://www.bmi.bund.de/DE/themen/moderne-verwaltung/verwaltungsrecht/personenstandsrecht/personenstandsrecht-node.html</p>
Hinweise	<p>The certified printout from the register of births replaces the former certificate of parentage (abolished on 01.01.2009). If the child's personal details change, for example due to a subsequent acknowledgement of paternity or a change of name by the parents, the birth entry is supplemented by a subsequent certification. A new birth certificate can be issued on application.</p>
Rechtsbehelf	<ul style="list-style-type: none"> • Application for a court decision at the local court responsible for the registry office
Kurztext	<p>Birth certificate issue</p> <ul style="list-style-type: none"> • The birth certificate proves the birth of a person, their first and last names and the details of their parents. • You can request a birth certificate at any time from the registry office in the place of birth.
Ansprechpunkt	
Zuständige Stelle	
Formulare	
Ursprungsportal	Geburtsurkunde beantragen, Apply for a birth certificate