

99083002011001, 99083002011001

Change order of first names

Heruntergeladen am 07.07.2025

<https://fimportal.de/xzufi-services/121370715/L100002>

| Modul | Sachverhalt |
|-------------------------------|---|
| Leistungsschlüssel | 99083002011001, 99083002011001 |
| Leistungsbezeichnung I | Change order of first names |
| Leistungsbezeichnung II | Change order of first names |
| 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 | 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 | 12.06.2019 |
| Fachlich freigegeben durch | Federal Ministry of the Interior, for Construction and Home Affairs |
| Handlungsgrundlage | https://www.gesetze-im-internet.de/pstg/_45a.html |
| Teaser | If you have more than one first name, you can have their order changed by making a declaration. |
| Volltext | <p>You can have the order of several first names changed since November 1, 2018, without giving reasons. The prerequisite for this is that your name is subject to German law. This includes not only German nationals, but also persons entitled to asylum, foreign refugees and stateless persons.</p> <p>The only exception: in the case of first names with a hyphen, such as Hans-Peter, the order determined by the parents must be retained.</p> <p>Note: If you would like to have your first name changed for important or serious reasons, this can only be done via a change of name under public law. Changing the spelling and adding or omitting first names is otherwise still 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 aliens' registration office in the passport or passport substitute • for homeless foreigners or persons entitled to asylum: entry of the foreigners authority in the passport or passport substitute • for foreign refugees: Entry of the foreigners authority in the passport or passport replacement. <p>If you require any further documents, please contact the authority to which you are submitting the declaration in advance.</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. |

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| Kosten | <p>Varies depending on the federal state.</p> <p>Note: If the change is successful, there will be subsequent costs, as you will have to reapply for documents such as your ID card or passport.</p> |
| Verfahrensablauf | <p>You must declare the change in the order of your first names in writing:</p> <ul style="list-style-type: none"> • Find out from your competent office whether you should have the declaration notarized or notarized 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 have various documents (for example, ID card or passport) changed accordingly. You must apply for these changes yourself.</p> |
| Bearbeitungsdauer | usually no |
| Frist | none |
| weiterführende Informationen | https://www.bmi.bund.de/DE/themen/moderne-verwaltung/verwaltungsrecht/namensrecht/namensrecht.html |
| Hinweise | |
| Rechtsbehelf | |
| Kurztext | <ul style="list-style-type: none"> • First name change of order • Since November 1, 2018: change of order of several first names possible without reason; except: 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 the establishment of a civil partnership, the place of residence, as well as other offices authorized for public certification. |

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| Ansprechpunkt | Registry office of the place of birth, the place of marriage, the place of establishment of a civil partnership, the place of residence, as well as other bodies authorized to provide public certification. |
| 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, as well as other bodies authorized to provide public certification. |
| Formulare | Forms: none Online procedure possible: no Written form required: yes Personal appearance required: yes |
| Ursprungsportal | Reihenfolge der Vornamen ändern, Change order of first names |