

99008001012001, 99008001012001

Apply for an identity card for the first time

Heruntergeladen am 26.06.2025

<https://fimportal.de/xzufi-services/287583685/L100008>

Modul	Sachverhalt
Leistungsschlüssel	99008001012001, 99008001012001
Leistungsbezeichnung I	Apply for an identity card for the first time
Leistungsbezeichnung II	
Typisierung	2/3 - Bund: Regelung (2 oder 3), Land/Kommune: Vollzug
Quellredaktion	Sachsen-Anhalt
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

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	Reisen innerhalb der Union verlangt werden (Personalausweis, Visum, Pass)
Lagen Portalverbund	Ausweise (1070100)
Einheitlicher Ansprechpartner	Nein
Fachlich freigegeben am	03.06.2021
Fachlich freigegeben durch	Federal Ministry of the Interior, for Building and Home Affairs
Handlungsgrundlage	https://www.gesetze-im-internet.de/pauswg/_9.html https://www.gesetze-im-internet.de/pauswg/_9.html
Teaser	As soon as you are 16 years old, you must have a valid identification document with which your identity can be established. This is usually an identity card or passport.
Volltext	<p>German nationals aged 16 and over are required to have a valid identity card or passport. The period of validity depends on your age at the time of application:</p> <ul style="list-style-type: none"> • Application under 24 years of age: Identity card is valid for 6 years. • Application from the age of 24: Identity card is valid for 10 years. <p>A temporary identity card is valid for a maximum of three months. You can apply for your identity card at your Bürgeramt at your main place of residence. You can apply at any other Bürgeramt if you can show good cause. In this case, you will be charged an extra fee for lack of competence.</p>
Erforderliche Unterlagen	<ul style="list-style-type: none"> • biometric passport photo: The photo must be up to date and meet the requirements for photos for electronic passports. • if available and not yet cancelled: old passport or children's passport (valid or already expired) • if no valid passport or children's passport available: birth certificate or marriage certificate • for children under 16 years of age: if necessary, a declaration of consent from the custodial parent who

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	is not present in case of only one legal guardian additionally the proof of custody
Voraussetzungen	<p>The obligation to apply for an identity card applies to you if you</p> <ul style="list-style-type: none"> • have German citizenship • have reached the age of 16, • are registered in Germany, • do not have a valid passport. <p>To apply for an identity card outside your main place of residence:</p> <ul style="list-style-type: none"> • You must be able to show an important reason why you are not applying for the identity card at the identity card authority responsible for your main place of residence. • Exception: The temporary identity card cannot be applied for abroad.
Kosten	<ul style="list-style-type: none"> • EUR 37.00 for applicant aged 24 and over • EUR 22.80 for applicant under 24 years of age • EUR 10.00 for temporary identity card • EUR 13.00 surcharge if application is made outside office hours or not at the main place of residence • EUR 30.00 surcharge for issuance by consular or diplomatic representation abroad <p>Fee reductions or exemptions are possible for people in need. This is at the discretion of the identity card authority.</p>
Verfahrensablauf	<p>You must apply for your identity card in person at the Citizens' Registration Office. If you do not apply for your identity card at your main place of residence, you need an important reason and a surcharge will be added to the fee. If you contact your chosen Bürgeramt beforehand, you can find out whether and to what extent the Bürgeramt recognises your reason.</p> <ul style="list-style-type: none"> • Young people aged 16 and over can apply for an ID card themselves. If young people aged 16 or over do not fulfil their obligation, the persons with legal power of representation must submit the application together

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with the young person until he or she reaches the age of 18. A custodial parent may be represented by proxy by the other parent when making the application.

- For children and adolescents under 16 years of age, all custodial parents file the application jointly. The children and adolescents must always appear in person as well, as the Bürgeramt checks their identity. They must also sign if they are 10 years or older at the time of application.
- When applying, you must declare whether you want your fingerprints to be stored on the ID chip. From 2 August 2021, the declaration to provide fingerprints will no longer be required, as fingerprints will be taken for storage in the document every time an ID card is applied for. Exception: children under the age of 6 will not be fingerprinted.
- The identity card is produced centrally by Bundesdruckerei GmbH in Berlin.
- You can make an appointment to collect your identity card online, by e-mail or by telephone at many Bürgerämter. You can find out which options are offered by your local Bürgeramt, for example, on its website.

Bearbeitungsdauer

From the time of application, it usually takes at least 2 weeks until you can collect your identity card from the Bürgeramt.

Frist

If you have just turned 16, have German citizenship and are registered in Germany, the application must be submitted immediately unless you have a valid passport document, i.e. passport or temporary passport.

weiterführende Informationen

<https://www.personalausweisportal.de>

Hinweise

Rechtsbehelf

Kurztext

- identity card for the first time
- In Germany, identification is compulsory for persons who have reached the age of 16 have German citizenship and are registered in Germany.
- Application for issuance is necessary if no valid

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passport document (passport or temporary passport) is available and the person has reached the age of 16.

- Adolescents aged 16 and over can apply for an identity card themselves.
- For children and adolescents under 16 years of age, all custodial parents submit the application jointly
- period of validity depends on age: Persons under 24 years of age: 6 years Persons aged 24 and over: 10 years
- Cost: EUR 37.00 for persons aged 24 and over EUR 22.80 for persons under 24 years EUR 10.00 for temporary identity card EUR 13.00 surcharge for application outside office hours or not at their main place of residence EUR 30.00 surcharge for issuance by consular or diplomatic representation abroad
- Processing time: At least two weeks from submission of application
- responsible: Citizens' Registration Office at the main place of residence or any other citizens' registration office.

Ansprechpunkt

Contact the citizens' office of your municipality or city.

Zuständige Stelle

Formulare

Ursprungsportal

Apply for an identity card for the first time, Personalausweis erstmalig beantragen