

99008001012001

Apply for an identity card or temporary identity card

Heruntergeladen am 18.07.2025

<https://fimportal.de/xzufi-services/6000021-99008001012001/L100009>

Modul	Sachverhalt
Leistungsschlüssel	99008001012001
Leistungsbezeichnung I	Apply for an identity card or temporary identity card
Leistungsbezeichnung II	Apply for an identity card or temporary identity card
Typisierung	2/3 - Bund: Regelung (2 oder 3), Land/Kommune: Vollzug
Quellredaktion	Sachsen
Freigabestatus Katalog	unbestimmter Freigabestatus
Freigabestatus Bibliothek	unbestimmter Freigabestatus
Begriffe im Kontext	
Leistungstyp	
Leistungsgruppierung	
Verrichtungskennung	
SDG-Informationsbereich	
Lagen Portalverbund	
Einheitlicher	

Modul	Sachverhalt
Ansprechpartner	
Fachlich freigegeben am	
Fachlich freigegeben durch	
Handlungsgrundlage	<ul style="list-style-type: none"> • § 1 Personalausweisgesetz (PAuswG) – Ausweispflicht • § 6 PAuswG – Gültigkeitsdauer • § 8 PAuswG – Zuständigkeit • § 9 PAuswG – Antrag • § 13 PAuswG – PIN-Brief • § 1 Personalausweisgebührenverordnung (PAuswGebV) • § 7 Personalausweisverordnung (PAuswV) - Bildgröße
Teaser	<p>Identity cards can generally be issued from the age of 1; the right to an identity card exists from the age of 16. The period of validity of an ID card depends on age. Before the age of 24, it is valid for six years, from the age of 24 for ten years. It is not possible to extend the period of validity.</p>
Volltext	<p>Identity cards can generally be issued from the age of 1; the right to an identity card exists from the age of 16. The period of validity of an ID card depends on age. Before the age of 24, it is valid for six years, from the age of 24 for ten years. It is not possible to extend the period of validity.</p> <p>Attention! Make sure that you apply for a new ID card in good time before it expires. The date until which your ID card is valid can be found on the front.</p> <p>A temporary ID card is issued to you if you need an ID card immediately because you would otherwise not be able to identify yourself (e.g. with a passport). It is used in particular to bridge the time until a new ID card is issued. The temporary ID card is valid for a maximum of three months and cannot be extended.</p>
Erforderliche Unterlagen	<ul style="list-style-type: none"> • previous official identity document (e.g. passport, identity card or children's identity card / children's passport) • if there is only one legal guardian: proof of custody <p>Please note:</p>

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Since 1 May 2025, only digital biometric photographs are permitted when applying for ID cards. The digital photo can either be taken on site at the authority for a fee or taken in advance by a certified photo service provider. The new photograph taken by a photo service provider is transmitted electronically to the authority via a cloud. Once the photo has been taken by the photo service provider, a printout with a data matrix code is issued. This is presented at the authority and scanned there so that the photograph can be retrieved from the cloud.

It is recommended that you bring a civil status certificate (e.g. marriage or birth certificate) with you when applying. In this way, any problems that may arise, particularly with regard to the spelling and order in which first names and surnames are included in the ID card, can be clarified immediately. This may also be the case, for example, if there have been changes to your details since the last issue or when applying for the first time after moving to the city or municipality. If in doubt, you should check the website of the city or municipality or call them to find out which documents you need to bring with you before applying.

Voraussetzungen

Kosten

- Identity card before the age of 24: EUR 22.80
- Identity card from the age of 24: EUR 37.00
- temporary identity card: EUR 10.00

Tip: The fee may be waived if the applicant is in need. The decision to waive the fee is made on a case-by-case basis and is the responsibility of the respective authority. Ask your local authority whether and under what conditions a fee waiver is possible.

Verfahrensablauf

Application

To apply for an ID card, you must appear in person at the relevant office. If necessary, make an appointment at the passport office or via the Citizens' Office.

- An identity card is issued on personal application. You

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cannot be represented when making an application.

- Your fingerprints will be taken, which will later be stored in your ID card.

ID card for children and young people under the age of 16

- If both parents have custody, they submit the application jointly. One custodial parent can be represented by the other custodial parent by power of attorney.
- The children and young people must be present at the application, as the authorities will check their identity. They must also sign if they are 10 years or older at the time of application.
- Children aged 6 and over will have their fingerprints taken, which are later stored in the ID document.

Young people who have reached the age of 16 can apply for an ID card themselves. If young people who have reached the age of 16 but not yet 18 and do not have a passport do not fulfil this obligation, the legal representative (usually the parents) is obliged to apply for an ID card to be issued for the child.

Notification

- When you apply, your citizens' office will inform you when you can collect your ID card.
- You can arrange a collection date online, by e-mail or by telephone at many citizens' offices. You can find out which options your citizens' office offers on their website, for example.
- Before collecting your ID card, you will receive a PIN letter from the ID card manufacturer (Bundesdruckerei) with a PIN, a PUK and a blocking password. The use of the numbers and the blocking password is explained in detail in the information material you have already received.

Issue

- Before you receive your ID card, confirm that you have received the PIN letter.
- You can be represented when collecting your ID card

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	<p>if you grant the representative a special power of attorney. The authorisation must also contain a declaration of receipt of the PIN letter. However, the transport PIN may not be changed to a personal PIN by a representative or authorised representative.</p> <p>Returning old documents</p> <ul style="list-style-type: none"> • If you have been issued a temporary ID card or are still in possession of an old ID card, you must return it when you collect your new ID card. If you wish to keep your old documents, they must be cancelled beforehand.
Bearbeitungsdauer	
Frist	You are required to have an ID card by the time you reach the age of 16 at the latest, unless you have a valid passport. If you are over 16, you must apply for a new ID card by the time your old one expires at the latest. Exception: you have a valid passport.
weiterführende Informationen	
Hinweise	<p>Please observe the requirements of the Federal Ministry of the Interior's sample photo panel. This is available at the following link: Federal Ministry of the Interior, Building and Community: Sample photo panel</p> <p>Special local features: none</p>
Rechtsbehelf	not applicable
Kurztext	
Ansprechpunkt	
Zuständige Stelle	
Formulare	
Ursprungsportal	