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Apply for a simple registration certificate

Heruntergeladen am 05.07.2025

<https://fimportal.de/xzufi-services/118334620/L100027>

Modul	Sachverhalt
Leistungsschlüssel	99115009001000, 99115009001000
Leistungsbezeichnung I	Apply for a simple registration certificate
Leistungsbezeichnung II	
Typisierung	2/3b - Bund: Regelung, Land: Ausführungsvorschriften, Kommune: Vollzug
Quellredaktion	Mecklenburg-Vorpommern
Freigabestatus Katalog	unbestimmter Freigabestatus
Freigabestatus Bibliothek	unbestimmter Freigabestatus
Begriffe im Kontext	
Leistungstyp	Leistungsobjekt mit Verrichtung
Leistungsgruppierung	Wohnsitz (115)
Verrichtungskennung	Erteilung (001)
SDG-Informationsbereich	Vorübergehender oder dauerhafter Umzug in einen anderen Mitgliedstaat
Lagen Portalverbund	

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Einheitlicher Ansprechpartner	Nein
Fachlich freigegeben am	18.11.2020
Fachlich freigegeben durch	Ministry of the Interior and Europe Mecklenburg-Western Pomerania
Handlungsgrundlage	
Teaser	If you need proof of your registration in the population register, you can apply for a simple registration certificate.
Volltext	If you need proof of your registration in the population register, you can apply for a simple registration certificate. The simple registration certificate contains the following data: 1. Surname, 2. First names with the common first name indicated, 3. Doctoral degree, 4. date of birth, 5. current addresses, marked according to main and secondary residence. The registration authority of your current place of residence is responsible. With the simple registration certificate, you can prove to authorities (e.g. the registry office) and private bodies that you are registered in the population register with the above-mentioned data.
Erforderliche Unterlagen	• Identity card or passport of the applicant and • power of attorney, if applicable.
Voraussetzungen	• You can obtain a simple registration certificate on request. • The simple registration certificate can be issued at any time for the apartment you currently live in.
Kosten	• 5 Euro
Verfahrensablauf	You can apply for a simple registration certificate at the registration office responsible for your current place of

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	residence: • You can submit the application in writing or verbally. • The application can be made by you personally or by a person authorized by you. • You must identify yourself to the registration office and, if necessary, present a power of attorney if you are submitting the application on behalf of another person. • The registration office will check your identity. • The registration authority will issue you with a simple registration certificate. • You are obliged to pay the fee for the simple registration certificate.
Bearbeitungsdauer	• none (the simple registration certificate is usually issued directly upon application)
Frist	• none
weiterführende Informationen	
Hinweise	An electronic registration certificate can only be issued if the requirements of Section 10 (2) and (3) of the Federal Registration Act are met.
Rechtsbehelf	
Kurztext	• Applying for a simple registration certificate • Upon request, the person concerned will be issued with a registration certificate. • For this purpose, the person required to register must provide their surname, first names, date of birth and the address of their current main or sole residence. • The registration authority of the current place of residence is responsible.
Ansprechpunkt	Registration office of the current place of residence
Zuständige Stelle	Registration authorities in the independent towns, large towns belonging to the district, offices and independent municipalities
Formulare	• Forms: none

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	(Individual registration authorities have their own forms.) • Online procedure possible: no (see also under "Notes") • Written form required: no • Personal appearance required: yes
Ursprungsportal	Einfache Meldebescheinigung beantragen, Apply for a simple registration certificate