

99008001040000, 99008001040000

# Pick up identity card

Heruntergeladen am 26.06.2025

<https://fimportal.de/xzufi-services/213495489/L100038>

Modul	Sachverhalt
Leistungsschlüssel	99008001040000, 99008001040000
Leistungsbezeichnung I	Pick up identity card
Leistungsbezeichnung II	Pick up identity card
Typisierung	2/3 - Bund: Regelung (2 oder 3), Land/Kommune: Vollzug
Quellredaktion	Thüringen
Freigabestatus Katalog	unbestimmter Freigabestatus
Freigabestatus Bibliothek	unbestimmter Freigabestatus
Begriffe im Kontext	
Leistungstyp	Leistungsobjekt mit Verrichtung
Leistungsgruppierung	Personalausweis (008)
Verrichtungskennung	Ausgabe (040)
SDG-Informationsbereich	Dokumente, die von Unionsbürgern, ihren Familienmitgliedern, die keine Unionsbürger sind, allein reisenden Minderjährigen und Nicht-Unionsbürgern bei grenzüberschreitenden Reisen innerhalb der Union verlangt werden (Personalausweis, Visum, Pass)

Modul	Sachverhalt
Lagen Portalverbund	Ausweise (1070100)
Einheitlicher Ansprechpartner	Nein
Fachlich freigegeben am	22.09.2022
Fachlich freigegeben durch	Thuringian Ministry of the Interior and Local Affairs
Handlungsgrundlage	<a href="https://www.gesetze-im-internet.de/pauswg/">https://www.gesetze-im-internet.de/pauswg/</a> <a href="https://www.gesetze-im-internet.de/pauswv/">https://www.gesetze-im-internet.de/pauswv/</a> <a href="https://www.verwaltungsvorschriften-im-internet.de/bsvwvbund_16122019_DGI220105131.htm">https://www.verwaltungsvorschriften-im-internet.de/bsvwvbund_16122019_DGI220105131.htm</a> <a href="https://www.gesetze-im-internet.de/pauswg/">https://www.gesetze-im-internet.de/pauswg/</a> <a href="https://www.gesetze-im-internet.de/pauswv/">https://www.gesetze-im-internet.de/pauswv/</a> <a href="https://www.verwaltungsvorschriften-im-internet.de/bsvwvbund_16122019_DGI220105131.htm">https://www.verwaltungsvorschriften-im-internet.de/bsvwvbund_16122019_DGI220105131.htm</a>
Teaser	Your new ID card is ready for collection from the relevant ID card authority. You can collect it in person or by proxy with a collection authorization.
Volltext	<p>You can pick up your ID card - after receiving the PIN letter with your personal identification number (PIN) in person or through an authorized representative. You can pick up your ID card at the ID card authority where you submitted your application. You will not need the PIN letter from the Bundesdruckerei when you pick it up. Please keep it at home and always separate from the new ID card. In addition to a transport PIN, the PIN letter contains an unblocking number (PUK) and a blocking password.</p> <p>The letter is sent directly to your registration address. If you do not have a registration address in Germany, the PIN letter can also be sent to the relevant ID card authority. If you have specified that the PIN letter is to be sent to the relevant ID card authority, you will receive the PIN letter on the day you pick up your new ID card.</p> <p>If you have not received a PIN letter, you can usually pick up your ID card about 4 weeks after submitting your application. In this case, collection is only possible in person and not with a power of attorney.</p>

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	<p>If a person is assigned to pick up the ID card, this person must provide identification and a written power of attorney for pickup with the following statement: "PIN letter from Bundesdruckerei received".</p> <p>To pick up your child's ID card, you only need the power of attorney if the child is already 16 or older.</p>
Erforderliche Unterlagen	<ul style="list-style-type: none"> <li>• Your old identity card document</li> <li>• In case of representation: power of attorney to pick up an identity card</li> </ul>
Voraussetzungen	The new ID card is ready for collection at the relevant ID card office.
Kosten	Gebühr: Es fallen keine Kosten an
Verfahrensablauf	<p>You can collect your new ID card from the relevant ID card authority:</p> <ul style="list-style-type: none"> <li>• Before the ID card can be picked up in person, Bundesdruckerei sends a cover letter (PIN letter) with a so-called transport PIN and a blocking password to the applicant's home address. In exceptional cases, the PIN letter can be sent to the ID card authority.</li> <li>• As a rule, the ID card can be collected 5 days after receipt of the PIN letter. If no PIN letter comes to the applicant, the ID card can be picked up approximately 4 weeks after the application for the ID card.</li> <li>• To pick up your ID card, go to the ID card office where you applied for the ID card.</li> <li>• Book an appointment for this if necessary.</li> <li>• On presentation of your old ID card, the new ID card will be handed over to you. If you wish to keep the old ID card as a souvenir, the document can be returned to you invalidated.</li> <li>• If you have lost your old ID card in the meantime, fill out a loss report.</li> <li>• Explain to the clerk whether you have received the PIN letter and confirm this with a signature.</li> <li>• If the PIN letter has been sent to the ID card authority, it will be handed over to you and you confirm receipt with a signature.</li> <li>• You will be informed about the online ID card function by the clerk.</li> <li>• You have the option of assigning a six-digit PIN of</li> </ul>

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your own choice and thus making the online ID card function (online ID card) immediately ready for use. You can also set the six-digit PIN yourself at any time using, among other things, a suitable NFC-enabled smartphone as well as the PIN letter and the ID card app2.

- If you have not received the PIN letter and it has not been sent to the ID card authority, you must - if you wish to receive the ID card - set a six-digit PIN of your own choice and will be given the blocking password by the authority staff. Otherwise, a fee-free reclamation order will be initiated.
- Finally, you confirm receipt of the new ID card with your signature.
- An authorized person can be entrusted with the collection. This person must provide identification and a written authorization for collection with the following declaration: "PIN letter received from Bundesdruckerei".

**Bearbeitungsdauer**

**Frist** You do not have to observe any deadlines.

**weiterführende Informationen**
**Hinweise**
**Rechtsbehelf**
**Kurztext**

- Identity card issue
- Identity card is ready for collection from the competent identity card authority
- Identity card should always be collected in person
- Collection possible with power of attorney
- Without receipt of PIN letter only personal collection possible
- Competent authority: Identity card authority where the identity card was applied for

**Ansprechpunkt**

**Zuständige Stelle** The identity card authority responsible for you, where you submitted the application.

**Formulare** • Forms: none, if applicable, notification of loss for the

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	<p>old identity card</p> <ul style="list-style-type: none"> <li>• Written form required: no if necessary, power of attorney for collection</li> <li>• Personal appearance required: no, representation possible</li> </ul>
Ursprungsportal	Personalausweis abholen, Pick up identity card