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# Applying for an ID card for the first time

Heruntergeladen am 11.07.2025

<https://fimportal.de/xzufi-services/213495492/L100038>

Modul	Sachverhalt
Leistungsschlüssel	99008001012001
Leistungsbezeichnung I	Applying for an ID card for the first time
Leistungsbezeichnung II	Applying for an ID card for the first time
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	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	17.10.2024
Fachlich freigegeben durch	Thuringian Ministry of the Interior and Municipal Affairs
Handlungsgrundlage	<a href="https://www.gesetze-im-internet.de/pauswg/_9.html">https://www.gesetze-im-internet.de/pauswg/_9.html</a> <a href="https://www.gesetze-im-internet.de/pauswg/_9.html">https://www.gesetze-im-internet.de/pauswg/_9.html</a>
Teaser	As soon as you are 16 years old, you must have a valid identity document that can be used to establish your identity. 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 a valid passport. The period of validity depends on your age at the time of application:</p> <ul style="list-style-type: none"> <li>• Application under the age of 24: Identity card is valid for 6 years.</li> <li>• Application from the age of 24: Identity card is valid for 10 years.</li> </ul> <p>A temporary ID card is valid for a maximum of three months. You can apply for your ID card at your local citizens' office at your main place of residence. Applications can be made at any other citizens' office if you can show good cause. In this case, a surcharge for lack of jurisdiction will apply.</p>
Erforderliche Unterlagen	<ul style="list-style-type: none"> <li>• Biometric passport photo: From May 1, 2025, only digitally available biometric photos will be used for new official documents. The photographs will either be taken at the authorities or by photographers. This means that citizens can no longer bring their own photograph with them.</li> <li>• if available and not yet validated: old passport or children's passport (valid or already expired)</li> <li>• if no valid passport or children's passport is available:</li> </ul>

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	<p>Birth certificate or marriage certificate</p> <ul style="list-style-type: none"> <li>• for children under the age of 16: if applicable, a declaration of consent from the parent with custody who is not present if there is only one parent or legal guardian, additional proof of custody</li> </ul>
Voraussetzungen	<p>The obligation to apply for an identity card applies to you if you</p> <ul style="list-style-type: none"> <li>• have German citizenship,</li> <li>• have reached the age of 16,</li> <li>• are registered in Germany,</li> <li>• do not have a valid passport.</li> </ul> <p>For applications outside your main place of residence:</p> <ul style="list-style-type: none"> <li>• You must be able to provide an important reason why you are not applying for the ID card at the ID card authority responsible for your main place of residence.</li> <li>• Exception: The temporary ID card cannot be applied for abroad.</li> </ul>
Kosten	<ul style="list-style-type: none"> <li>• Applicant aged 24 and over: 37.00 euros</li> <li>• Applicant under the age of 24: 22.80 euros</li> <li>• Temporary identity card: 10.00 euros</li> <li>• Surcharge for applications submitted outside office hours or not at the main place of residence: 13.00 euros</li> <li>• Surcharge for issuance by consular or diplomatic representation abroad: 30.00 euros</li> </ul> <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 an ID card in person at the Citizens' Registration Office. If you do not apply for your ID card at your main place of residence, you will need an important reason and a surcharge will be added to the fee. If you contact your chosen Citizens' Registration Office in advance, you can find out whether and to what extent the Citizens' Registration Office will accept your reason.</p> <ul style="list-style-type: none"> <li>• Young people aged 16 and over can apply for an ID</li> </ul>

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card themselves. If young people over the age of 16 do not comply with this obligation, persons with legal power of representation must submit the application together with the young person until they reach the age of 18. A custodial parent can be represented in the application by an authorized representative of the other parent.

- For children and young people under the age of 16, all custodial parents submit the application jointly. The children and young people must always appear in person, as the Citizens' Registration Office will check their identity. They must also sign if they are 10 years or older at the time of application.
- Two fingerprints are taken for storage in the document each time an ID card is applied for. Exception: Children under the age of 6 are not fingerprinted.
- The ID card is produced centrally by Bundesdruckerei GmbH in Berlin.
- You can arrange a collection appointment online, by e-mail or by telephone at many citizens' offices. You can find out which options your local citizens' office offers on their website, for example.

**Bearbeitungsdauer**

It usually takes at least 2 weeks from the date of application before you can collect your ID card from the Citizens' Registration Office.

**Frist**

If you have just turned 16, have German citizenship and are registered in Germany, the application must be submitted immediately if you do not have a valid passport document, i.e. a passport or temporary passport.

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

- Identity card issued for the first time
- in Germany is mandatory for persons who have reached the age of 16, have German citizenship and are registered in Germany.
- An 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.

- Young people aged 16 and over can apply for an ID card themselves.
- For children and young people under the age of 16, all custodial parents submit the application jointly
- Period of validity depends on age: Persons under the age of 24: 6 years Persons aged 24 and over: 10 years
- Costs: EUR 37.00 for persons aged 24 and over EUR 22.80 for persons under 24 years of age EUR 10.00 for the temporary identity card EUR 13.00 surcharge for applications submitted 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 the date of application
- Responsible: Citizens' office at the main place of residence or any other citizens' office

**Ansprechpunkt**

Contact the Citizens' Registration Office at your main place of residence.

**Zuständige Stelle**
**Formulare**
**Ursprungsportal**

Personalausweis erstmalig beantragen, Applying for an ID card for the first time