

99115005104000, 99115005104000

Register apartment

Heruntergeladen am 15.06.2025

<https://fimportal.de/xzufi-services/354394/L100038>

Modul	Sachverhalt
Leistungsschlüssel	99115005104000, 99115005104000
Leistungsbezeichnung I	Register apartment
Leistungsbezeichnung II	Register apartment
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	Wohnsitz (115)
Verrichtungskennung	Anmeldung (104)
SDG-Informationsbereich	Vorübergehender oder dauerhafter Umzug in einen anderen Mitgliedstaat
Lagen Portalverbund	Hausbau und Immobilienerwerb (1050100), Wohnen und Umzug (1050200)

Einheitlicher

Modul	Sachverhalt
Ansprechpartner	Nein
Fachlich freigegeben am	15.10.2024
Fachlich freigegeben durch	Thuringian Ministry of the Interior and Municipal Affairs
Handlungsgrundlage	https://www.gesetze-im-internet.de/bmg/_17.html https://www.gesetze-im-internet.de/bmg/_17.html
Teaser	Anyone moving into an apartment must register with the registration office within two weeks of moving in.
Volltext	<p>Anyone moving into an apartment must register within two weeks.</p> <p>Late registrations due to exceeding the registration deadline of two weeks can be punished with a fine. In addition, failure to comply with the obligation to register can lead to problems with vehicle registration, obtaining a driving license or applying for a certificate of good conduct.</p> <p>When submitting the registration form, the person subject to the registration obligation can be represented by a person who presents the necessary documents (registration documents and power of attorney). This means that one family member can also register or re-register all the others. The presentation of a power of attorney is sufficient if it covers registration-related matters or the right of residence.</p> <p>If you are under the age of 16, the person whose home you are moving into is responsible for registration. Newborns born in Germany only need to be registered if they move into a home other than that of their parents or mother. If you are of legal age and a guardian or caretaker has been appointed for you who can determine your place of residence, this person is responsible for registration.</p> <p>If you have several residences in Germany, one of these residences is your main residence. Each time you register, you must inform the registration authority which other apartments you have in Germany and</p>

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which of these apartments is your main residence.

The main residence is

- if you are married or living in a civil partnership: the home primarily used by the family or civil partnership. This also applies if you are only temporarily separated from your family or partner.
- if you are married or in a civil partnership and live apart permanently: Your predominantly used home.
- if you are a minor: the home mainly used by your parents or foster parents. If they live separately, the main residence is the home in which you mainly live.
- Only if the predominantly used home cannot be determined beyond doubt should the focus of the living relationships be taken into account. Indications for this are, for example, the type of home, personal ties, social and local political activities as well as membership in clubs and other organizations.

Persons who have their usual place of residence abroad and are not registered in Germany only have to register after three months.

Anyone who is currently registered for an apartment in Germany and is moving into another apartment for no longer than six months does not have to register for this apartment. Registration is only required after six months.

Erforderliche Unterlagen

Personal registration:

- Registration form: This is provided by many registration authorities as a download on the Internet. However, you can also have the required information entered into the automated process on site. When registering at the registration office, you can be provided with a pre-filled registration form that already contains most of the data.
- Identity card and/or passport as proof of identity and to change the housing details
- Confirmation from the landlord (written confirmation from the landlord or a person authorized

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by the landlord) containing the following information:

- Name and address of the landlord and, if the landlord is not the owner, also the name of the owner
- Move-in date
- Address of the apartment
- Names of persons required to register under the Federal Registration Act
- The confirmation of the landlord can also be made electronically to the registration authority. For this purpose, the landlord receives an allocation feature from the registration authority, which he must provide to the person subject to registration for use when registering.
- The tenancy agreement does not meet the statutory requirements as it does not usually contain all the necessary information.
- The following data or documents are also required from

- persons moving from abroad: the last residential address in Germany (confirmation of registration, date of moving in and out).
- Persons under guardianship: written power of attorney or guardian's identity card.
- Persons who cannot appear in person: written power of attorney and identification documents of the person to be registered.
- Spouses, life partners and family members with the same move-in data (move-in date and previous and current residences) should use one registration form.
- The competent authority may request the submission of further documents to verify the information (e.g. marriage certificate).

Electronic residence registration:

- ID document with activated online ID and the corresponding PIN
- Suitable smartphone with NFC interface or card reader
- Federal ID card app (free of charge) for the smartphone or PC
- User account, for example BundID

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Voraussetzungen	
Kosten	There are no fees.
Verfahrensablauf	<p>Personal registration:</p> <ul style="list-style-type: none"> • You must always appear in person at the relevant registration office. • To register, you must complete and sign a registration form. • You will receive written or electronic confirmation of your registration free of charge (official confirmation of registration). <p>Electronic registration:</p> <ul style="list-style-type: none"> • First identify yourself in the online service via the BundID account using your identity card or eID card for (non-German) EU citizens. You will then be shown the data stored about you by the previous registration authority. • The next step is to add the new address, the move-in and move-out dates and details of the landlord (and owner, if applicable) of your new home to this data and upload the landlord confirmation. You now have the option of checking the transfer blocks you have entered or setting up new transfer blocks. • Finally, check your details again and send the registration to the new registration office. • As a rule, you will receive the registration confirmation a few days later as a downloadable PDF. In the case of a random sample of addresses, a confirmation code is sent by post to the new address to verify the address. If this is the case, log in to the online service again and enter the confirmation code to complete the registration of your new home. • Once you have completed the registration process, you will need to update your ID card and passport (if you have one) to include the new address or place of residence so that you can continue to use the eID function for electronic administrative services without any problems: <ul style="list-style-type: none"> • If the online service offered by your municipality

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	<p>supports the change of ID documents, you can also do this directly online. After you have re-identified yourself with your ID card or eID card, the online service can save the new address on the chip of your ID card or eID card. In addition, you will receive an address/residence sticker by post, which you can affix to your ID card and passport (if applicable) according to the instructions provided.</p> <ul style="list-style-type: none"> • Alternatively, you can have these documents updated at any time at the citizens' office in your new municipality. • Note: If the electronic registration process is interrupted for technical reasons or the registration office cancels the electronic registration during the verification process, you will receive a notification. Please contact your new municipality in person to complete the registration process and to change your ID card, passport or eID card.
Bearbeitungsdauer	Registrations are usually processed immediately at the registration office and the registration form is issued directly.
Frist	Anyone moving into an apartment must register with the registration office within **two weeks** . Late registrations can be punished with a fine.
weiterführende Informationen	https://www.personalausweisportal.de/Webs/PA/DE/buergerinnen-und-buerger/elektronische-wohnsitzanmeldung/elektronische-wohnsitzanmeldung-node.html https://www.wohnsitzanmeldung.de/ https://www.personalausweisportal.de/Webs/PA/DE/buergerinnen-und-buerger/elektronische-wohnsitzanmeldung/elektronische-wohnsitzanmeldung-node.html https://www.wohnsitzanmeldung.de/
Hinweise	<p>You will receive confirmation of your registration free of charge.</p> <p>If, for certain reasons, you do not want your personal data to be passed on, in some cases you have the option of objecting to it being passed on. If the relevant requirements are met, it may also be possible to apply for a block on the disclosure and transmission of information.</p>

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	In addition, only German nationals and EU citizens with an eID card can currently register. The registration of third-country nationals with an electronic residence permit is currently being planned.
Rechtsbehelf	
Kurztext	<ul style="list-style-type: none"> • Registration of an apartment with the registration office must usually take place within two weeks of moving into the apartment • A main residence or secondary residence can be registered • The registration authority of the new place of residence is responsible
Ansprechpunkt	To the registration office of the city, municipality or administrative community to which you have moved.
Zuständige Stelle	The registration authority for the new main residence is responsible.
Formulare	<p>Forms on the Internet: depending on what the municipality offers</p> <p>Online procedure possible: depending on the municipality's offer</p> <p>Written form required: yes</p> <p>Personal appearance required: generally yes</p>
Ursprungsportal	Wohnung anmelden, Register apartment