

99008001012003, 99008001012003

# Apply for a new identity card if lost

Heruntergeladen am 26.06.2025

<https://fimportal.de/xzufi-services/8966517/L100039>

Modul	Sachverhalt
Leistungsschlüssel	99008001012003, 99008001012003
Leistungsbezeichnung I	Apply for a new identity card if lost
Leistungsbezeichnung II	Apply for a new identity card if lost
Typisierung	2/3 - Bund: Regelung (2 oder 3), Land/Kommune: Vollzug
Quellredaktion	Rheinland-Pfalz
Freigabestatus Katalog	fachlich freigegeben (gold)
Freigabestatus Bibliothek	fachlich freigegeben (gold)
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 Reisen innerhalb der Union verlangt werden (Personalausweis, Visum, Pass)

Modul	Sachverhalt
Lagen Portalverbund	Ausweise (1070100)
Einheitlicher Ansprechpartner	Nein
Fachlich freigegeben am	29.08.2024
Fachlich freigegeben durch	Ministry of the Interior and Sport of the State of Rhineland-Palatinate
Handlungsgrundlage	<a href="https://www.gesetze-im-internet.de/pauswg/_9.html">https://www.gesetze-im-internet.de/pauswg/_9.html</a>
Teaser	Have you lost your identity card? Then you must report this. In addition, you must apply for a new identity card if you are over 16 years old and do not have any other valid passport document.
Volltext	<p>You can report the loss</p> <ul style="list-style-type: none"> <li>• at any identity card authority, usually the local citizens' registration office, or</li> <li>• at any police station.</li> </ul> <p>You must also apply for a new identity card if you are over 16 and do not have a valid passport, i.e. a passport or temporary passport. You can do this at the Bürgeramt at your main place of residence. If you do not apply for your identity card at your main residence, you need an important reason. In addition, a surcharge of EUR 13.00 will be added to the fee. If you contact your chosen Bürgeramt beforehand, you can find out whether and to what extent the Bürgeramt recognises your reason. In the event that you recover your identity card, you must report this personally to your identity card authority. Only when you have officially reported your identity card as "found" will a corresponding entry in the police records be deleted. Provided you have not applied for a new identity card, you can continue to use your identity card, which has been reported as found, in Germany without restriction until the end of its validity.</p>
Erforderliche Unterlagen	<ul style="list-style-type: none"> <li>• biometric passport photo: The photo must be up to date and meet the requirements for photos for electronic identity cards.</li> <li>• if available and not yet cancelled: old passport or</li> </ul>

## Modul

## Sachverhalt

children's passport (valid or already expired)

- if no valid passport or children's passport available: birth certificate or marriage certificate
- if available: police report of loss
- for children under 16 years of age: if necessary, a declaration of consent from the custodial parent who is not present if there is only one legal guardian, additionally proof of custody

## Voraussetzungen

The obligation to apply for an identity card applies to you if you

- have German citizenship
- have reached the age of 16,
- are registered in Germany and
- do not have a valid passport document, i.e. passport or temporary passport.

To apply outside your main place of residence:

- You must be able to show an important reason why you are not applying for the identity card at the identity card authority responsible for your main place of residence.
- Exception: The temporary identity card cannot be applied for abroad.

## Kosten

- EUR 37.00 for applicants aged 24 and over
- EUR 22.80 for applicants under 24 years of age
- EUR 10.00 for temporary identity card
- EUR 13.00 surcharge if application is made outside office hours or not at the main place of residence
- EUR 30.00 surcharge for issuance by consular or diplomatic representation abroad

Fee reductions or exemptions are possible for people in need. This is at the discretion of the identity card authority.

## Verfahrensablauf

To apply for a new identity card after loss, proceed as follows:

- Report the loss to an identity card authority, usually the citizens' registration office, or to the police. You can report the loss informally in writing or in person.

Modul	Sachverhalt
	<ul style="list-style-type: none"> <li>• If you want to apply for a new identity card at the Bürgeramt at the same time, you must do this in person and bring the necessary documents with you.</li> <li>• When you apply, your Bürgeramt will inform you when you can collect your identity card. It usually takes at least two weeks.</li> <li>• Your identity card is produced centrally by Bundesdruckerei GmbH.</li> <li>• You can make an appointment to collect your identity card online, by e-mail or by telephone at many Bürgerämter. You can find out which options are offered by your local Bürgeramt, for example, on its website.</li> </ul>
Bearbeitungsdauer	From the time of application, it usually takes at least 2 weeks until you can collect your identity card from the Bürgeramt.
Frist	You must report the loss as soon as possible.
weiterführende Informationen	<a href="https://www.personalausweisportal.de">https://www.personalausweisportal.de</a>
Hinweise	
Rechtsbehelf	
Kurztext	<ul style="list-style-type: none"> <li>• New identity card issue due to loss</li> <li>• Loss of identity card must be reported to Police or identity card authority, e.g. Bürgeramt</li> <li>• the cost of applying for a new identity card: EUR 37.00 for applicants aged 24 and over EUR 22.80 for applicants under 24 years of age EUR 10.00 for temporary identity card EUR 13.00 surcharge for applications submitted outside office hours or not at the main place of residence EUR 30.00 surcharge for issuance by consular or diplomatic representation abroad</li> <li>• Processing time: at least 2 weeks from submission of application</li> <li>• Retrieval must also be reported to the identity card authority</li> <li>• responsible: Citizens' registration office at your main place of residence or any other citizens' registration office.</li> </ul>

Modul	Sachverhalt
Ansprechpunkt	Please contact the identity card authority in your place of residence.
Zuständige Stelle	
Formulare	
Ursprungsportal	Bei Verlust neuen Personalausweis beantragen, Apply for a new identity card if lost