

99083002011001, 99083002011001

# Change order of first names

Heruntergeladen am 07.07.2025

<https://fimportal.de/xzufi-services/513694886/L100040>

Modul	Sachverhalt
Leistungsschlüssel	99083002011001, 99083002011001
Leistungsbezeichnung I	Change order of first names
Leistungsbezeichnung II	Change order of first names
Typisierung	2/3 - Bund: Regelung (2 oder 3), Land/Kommune: Vollzug
Quellredaktion	Niedersachsen
Freigabestatus Katalog	unbestimmter Freigabestatus
Freigabestatus Bibliothek	unbestimmter Freigabestatus
Begriffe im Kontext	
Leistungstyp	Leistungsobjekt mit Verrichtung
Leistungsgruppierung	Namen (083)
Verrichtungskennung	Änderung (011)
SDG-Informationsbereich	
Lagen Portalverbund	Urkunden und Bescheinigungen (1070200), Eheschließung (1020300)
Einheitlicher Ansprechpartner	Nein

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Fachlich freigegeben am	05.09.2023
Fachlich freigegeben durch	Lower Saxony Ministry of the Interior and Sports
Handlungsgrundlage	<a href="https://www.gesetze-im-internet.de/pstg/_45a.html">https://www.gesetze-im-internet.de/pstg/_45a.html</a>
Teaser	If you have more than one first name, you can have their order changed by making a declaration.
Volltext	<p>You can have the order of several first names changed since November 1, 2018, without giving reasons. The prerequisite for this is that your name is subject to German law. This includes not only German nationals, but also persons entitled to asylum, foreign refugees and stateless persons.</p> <p>The only exception: in the case of first names with a hyphen, such as Hans-Peter, the order determined by the parents must be retained.</p> <p>Note: If you would like to have your first name changed for important or serious reasons, this can only be done via a change of name under public law. Changing the spelling and adding or omitting first names is otherwise still not permitted in official documents.</p>
Erforderliche Unterlagen	<ul style="list-style-type: none"> <li>• valid official photo ID (identity card, passport)</li> <li>• for stateless persons: travel document or entry of the aliens' registration office in the passport or passport substitute</li> <li>• for homeless foreigners or persons entitled to asylum: entry of the foreigners authority in the passport or passport substitute</li> <li>• for foreign refugees: Entry of the foreigners authority in the passport or passport replacement.</li> </ul> <p>If you require any further documents, please contact the authority to which you are submitting the declaration in advance.</p>
Voraussetzungen	<ul style="list-style-type: none"> <li>• You have German citizenship.</li> <li>• You are entitled to asylum, a foreign refugee, a stateless person, a homeless foreigner or a quota refugee.</li> </ul>
Kosten	Varies from state to state. In Lower Saxony, fees of 30

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	euros are charged for the certification or notarization of a declaration on the order of the first names by the registry office.
Verfahrensablauf	<p>You must declare the change in the order of your first names in writing:</p> <ul style="list-style-type: none"> <li>• Check with your local authority whether you should have the declaration certified or notarized and whether an appointment needs to be made.</li> <li>• Then go to the office responsible for you with all the necessary documents and arrange for the order of your first names to be changed.</li> </ul> <p>Note: As soon as this change has taken effect, you will need to have various documents (e.g. ID card or passport) changed accordingly. You must apply for these changes yourself.</p>
Bearbeitungsdauer	generally at short notice, depending on the specific individual case
Frist	
weiterführende Informationen	
Hinweise	
Rechtsbehelf	
Kurztext	<ul style="list-style-type: none"> <li>• First name change of order</li> <li>• Since November 1, 2018: change of order of several first names possible without reason; except: Add or omit first names, no change of order for hyphenated names (example: Hans-Peter).</li> <li>• Prerequisite: Name must be subject to German law, which is the case with German nationals, persons entitled to asylum, foreign refugees and Stateless persons.</li> <li>• Responsible: Registry office of the place of birth, the place of marriage, the place of the establishment of a civil partnership, the place of residence, as well as other offices authorized for public certification.</li> </ul>
Ansprechpunkt	Registry office of the place of birth, the place of

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	marriage, the place of establishment of a civil partnership, the place of residence, as well as other bodies authorized to provide public certification.
Zuständige Stelle	
Formulare	<ul style="list-style-type: none"> <li>• Forms: none</li> <li>• Online procedure possible: no</li> <li>• Written form required: yes</li> <li>• Personal appearance required: yes</li> </ul>
Ursprungsportal	Change order of first names, Reihenfolge der Vornamen ändern