

99008001012001

# Personalausweis Beantragung

Heruntergeladen am 26.06.2025

<https://fimportal.de/xzufi-services/S1000030000009871/S100003>

Modul	Sachverhalt
Leistungsschlüssel	99008001012001
Leistungsbezeichnung I	Personalausweis Beantragung
Leistungsbezeichnung II	Apply for an identity card
Typisierung	2/3 - Bund: Regelung (2 oder 3), Land/Kommune: Vollzug
Quellredaktion	Bremen
Freigabestatus Katalog	unbestimmter Freigabestatus
Freigabestatus Bibliothek	unbestimmter Freigabestatus
Begriffe im Kontext	Apply for an identity card, Identity card
Leistungstyp	
Leistungsgruppierung	
Verrichtungskennung	
SDG-Informationsbereich	
Lagen Portalverbund	Ausweise (1070100)
Einheitlicher Ansprechpartner	
Fachlich freigegeben am	29.02.2024

## Modul

## Sachverhalt

### Fachlich freigegeben durch

#### Handlungsgrundlage

<http://www.gesetze-im-internet.de/pauswg/BJNR134610009.html>  
<http://www.gesetze-im-internet.de/pauswgebv/BJNR147700010.html>

#### Teaser

Since August 2, 2021, two fingerprints of the person applying for a new ID card must always be taken when applying for one. The fingerprints are stored exclusively in the chip of the ID card as an additional security feature.

#### Volltext

- ID is required for persons 16 years and older.
- from 16 years no power of attorney of the parents is required for the application.
- for children under 16 - the children must be present in person when applying. - the application must be submitted by the person's legal guardian(s) - the ePA will only be issued with the electronic proof of identity switched off. - for children aged 6 and over, a special declaration by the legal guardian(s) is required expressly in relation to the issuance of the ID card. - children from the age of 10 must sign it themselves - guardians can collect the identity document alone, without the power of attorney of the other person
- a third person can be entrusted with the collection. In any case, this person (also legal guardian) needs a special power of attorney to pick up the document. For this purpose, the form provided under "Forms" should be used.
- However, a collection authorization is required in any case if the child (16 years of age or older) has applied for the ID card himself/herself.

#### Functions

- official identification document
- electronic proof of identity
- electronic signature
- two digital fingerprints

You can find out more about the functions and options of your ID card with online ID in the brochure "Your ID card - digital, simple and secure".

## Modul

## Sachverhalt

Notes:

- changing the address by address stickers when moving is free of charge.
- Exemption from fees due to receipt of benefits according to the SGB (e.g. unemployment benefit II, basic income support due to old age or disability) is generally not possible.

## Erforderliche Unterlagen

- Important information about the photo booths in all offices of the Citizen's Office: The machines are operated by outside companies and often do not work. It cannot be guaranteed that passport photos can be taken on site. We advise you to bring passport photos to the appointment.
- 1 current biometric passport photo according to the photo sample board (not older than three months)
- Proof of identity e.g. old or invalid identity card, valid (child) passport or birth certificate in the case of infants or young children who do not yet have a (child) passport or identity card.
- For children under 16 years of age: Special declaration of consent (explicitly related to the issuing of the identity card) of the person with custody, as well as their identity cards (also copies) and, if applicable, proof of custody.
- in the case of a change of name, a document or certificate from the registry office.
- Important note: the children must always be present in person!

## Voraussetzungen

- German citizenship

## Kosten

Gebühr: 37€  
 for persons aged 24 and over  
 Gebühr: 22,80€  
 for persons under 24 years  
 Unfortunately, it is not possible to waive fees due to receipt of benefits according to SGB II (e.g. unemployment benefit II) or SGB XII (basic income support due to old age or disability). No fees are charged for homeless or homeless persons who are staying in Bremen.

## Verfahrensablauf

- The ID card can only be applied for in person, as a

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	<p>handwritten signature is required at the time of application.</p> <ul style="list-style-type: none"> <li>• Upon receipt of the pin letter from the Bundesdruckerei, you will be informed that the ID card is ready. Please note: Bundesdruckerei will not send a pin letter to children under the age of 15 years and 9 months at the time of application.</li> <li>• You can find all information about collecting your ID card here: -&gt; Pick up your ID card / passport  <a href="https://www.service.bremen.de/sixcms/detail.php?gsid=bremen128.c.1246255.de">https://www.service.bremen.de/sixcms/detail.php?gsid=bremen128.c.1246255.de</a></li> </ul>
Bearbeitungsdauer	basically approx. 4 weeks
Frist	
weiterführende Informationen	<a href="https://buergerservice-master.calypso.bremen.de/sixcms/media.php/9/Fotomustertafel.pdf">https://buergerservice-master.calypso.bremen.de/sixcms/media.php/9/Fotomustertafel.pdf</a> <a href="https://buergerservice-master.calypso.bremen.de/sixcms/media.php/9/201214_BDR_PAPFlyer_A5_210x148mm_ICv2_RZ04_x3.pdf">https://buergerservice-master.calypso.bremen.de/sixcms/media.php/9/201214_BDR_PAPFlyer_A5_210x148mm_ICv2_RZ04_x3.pdf</a>
Hinweise	<p>Period of validity of the identity card</p> <ul style="list-style-type: none"> <li>• for persons under 24 years of age: 6 years</li> <li>• for persons aged 24 and over: 10 years</li> </ul> <p>For further information, please call: + 49 421 361 88660.</p>
Rechtsbehelf	
Kurztext	
Ansprechpunkt	
Zuständige Stelle	
Formulare	<a href="https://buergerservice-master.calypso.bremen.de/sixcms/media.php/5/Abholvollmacht%20PA_frm.pdf">https://buergerservice-master.calypso.bremen.de/sixcms/media.php/5/Abholvollmacht%20PA_frm.pdf</a> <a href="https://buergerservice-master.calypso.bremen.de/sixcms/media.php/5/Abholvollmacht%20PA_frm.514176.pdf">https://buergerservice-master.calypso.bremen.de/sixcms/media.php/5/Abholvollmacht%20PA_frm.514176.pdf</a> <a href="https://buergerservice-master.calypso.bremen.de/sixcms/media.php/5/ePA_Einverst%C3%A4ndniserkl%C3%A4rung.pdf">https://buergerservice-master.calypso.bremen.de/sixcms/media.php/5/ePA_Einverst%C3%A4ndniserkl%C3%A4rung.pdf</a> <a href="https://buergerservice-master.calypso.bremen.de/sixcms/media.php/5/ePA_Einverst%C3%A4ndniserkl%C3%A4rung.pdf">https://buergerservice-master.calypso.bremen.de/sixcms/media.php/5/ePA_Einverst%C3%A4ndniserkl%C3%A4rung.pdf</a>

Modul	Sachverhalt
	ms/media.php/5/ePA_Einverst%C3%A4ndniserkl%C3%A4rung.47003.pdf
Ursprungsportal	Serviceportal der Freien Hansestadt Bremen, Service portal of the Free Hanseatic City of Bremen