

99008001040000, 99008001040000

# Identity card issuance

Heruntergeladen am 29.06.2025

<https://fimportal.de/xzufi-services/371177795/L100001>

| Modul                     | Sachverhalt   |
|---------------------------|---|
| Leistungsschlüssel        | 99008001040000, 99008001040000  |
| Leistungsbezeichnung I    | Identity card issuance  |
| Leistungsbezeichnung II   |   |
| Typisierung               | 2/3 - Bund: Regelung (2 oder 3), Land/Kommune: Vollzug  |
| Quellredaktion            | Hessen  |
| Freigabestatus Katalog    | unbestimmter Freigabestatus   |
| Freigabestatus Bibliothek | fachlich freigegeben (gold)   |
| Begriffe im Kontext       |   |
| Leistungstyp              | Leistungsobjekt mit Verrichtung   |
| Leistungsgruppierung      | Personalausweis (008)   |
| Verrichtungskennung       | Ausgabe (040)   |
| 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       | 23.11.2021  |
| Fachlich freigegeben durch    | Hessian Ministry of the Interior and Sport  |
| Handlungsgrundlage            | <a href="https://www.gesetze-im-internet.de/pauswg/">https://www.gesetze-im-internet.de/pauswg/</a><br><a href="https://www.gesetze-im-internet.de/pauswv/">https://www.gesetze-im-internet.de/pauswv/</a><br><a href="https://www.verwaltungsvorschriften-im-internet.de/bsvwvbund_16122019_DGI220105131.htm">https://www.verwaltungsvorschriften-im-internet.de/bsvwvbund_16122019_DGI220105131.htm</a><br><a href="https://www.gesetze-im-internet.de/pauswg/">https://www.gesetze-im-internet.de/pauswg/</a><br><a href="https://www.gesetze-im-internet.de/pauswv/">https://www.gesetze-im-internet.de/pauswv/</a><br><a href="https://www.verwaltungsvorschriften-im-internet.de/bsvwvbund_16122019_DGI220105131.htm">https://www.verwaltungsvorschriften-im-internet.de/bsvwvbund_16122019_DGI220105131.htm</a>  |
| Teaser                        | Your new identity card is ready for collection at the responsible identity card authority. You can pick it up in person or with pick-up authorization in representation.  |
| Volltext                      | <p>You can usually pick up your identity card 5 days after receiving the PIN letter with your personal identification number (PIN) in person or through an authorized representative. The collection takes place at the identity card authority, where the application was made. In addition to a transport PIN, the PIN letter contains a Personal Unblocking Key (PUK) and a blocking password.</p> <p>The letter will be sent directly to your registered address. If you do not have a registered address in Germany, the PIN letter can also be sent to the responsible identity card authority. If you have indicated that the PIN letter should be sent to the responsible identity card authority, you will receive the PIN letter on the day of collection of the new identity card.</p> <p>If you have not received a PIN letter, you can usually pick up your identity card about 4 weeks after submitting your application. In this case, collection is only possible in person and not with power of attorney.</p> |

| Modul                    | Sachverhalt  |
|--------------------------|--|
|                          | <p>If a person is instructed to collect the goods, they must identify themselves and present a written power of attorney for collection with the following declaration: "PIN letter received from Bundesdruckerei".</p> <p>To collect your child's identity card, you only need the power of attorney if the child is 16 years or older.</p>   |
| Erforderliche Unterlagen | <ul style="list-style-type: none"> <li>• Your old identity card document</li> <li>• In case of representation: power of attorney to collect an identity card</li> </ul>  |
| Voraussetzungen          | The new identity card is available for collection at the responsible identity card authority.  |
| Kosten                   | There are no fees.   |
| Verfahrensablauf         | <p>You can pick up your new identity card at the competent identity card authority:</p> <ul style="list-style-type: none"> <li>• Before the identity card can be collected in person, Bundesdruckerei sends a cover letter (PIN letter) with a so-called transport PIN and a blocking password to the applicant's home address. In exceptional cases, the PIN letter can be sent to the competent authority.</li> <li>• As a rule, the identity card can be picked up 5 days after receipt of the PIN letter. If no PIN letter comes to the applicant, the identity card can be picked up about 4 weeks after applying for the identity card.</li> <li>• To pick up the identity card, you go to the identity card authority where you applied for the identity card.</li> <li>• If necessary, book an appointment for this.</li> <li>• Upon presentation of your old identity card, the new identity card will be handed over to you. If you want to keep the old identity card as a souvenir, the document can be returned to you cancelled.</li> <li>• If you have lost your old identity card in the meantime, fill out a loss report.</li> <li>• You explain to the person responsible whether you have received the PIN letter and confirm this with a signature.</li> <li>• If the PIN letter has been sent to the competent authority, it will be handed over to you and you confirm receipt with a signature.</li> <li>• You will be informed about the online ID function of the identity card by the person in charge.</li> </ul> |

**Modul**
**Sachverhalt**

- You have the option of assigning a self-selected six-digit PIN and thus making the online ID function (online ID card) immediately ready for use. You can also set the six-digit PIN yourself at any time with a suitable NFC-enabled smartphone as well as the PIN letter and the AusweisApp2.
- If you have not received the PIN letter and it has not been sent to the identity card authority, you must - if you want to receive the ID card - set a six-digit PIN of your choice and receive the blocking password from the authority staff. Otherwise, a complaint order will be initiated free of charge.
- Finally, confirm receipt of the new identity card with your signature.
- An authorized person can be commissioned with the collection. The latter must identify themselves and present a written power of attorney for collection with the following declaration: "PIN letter received from Bundesdruckerei".

**Bearbeitungsdauer**

0 - 1 Stunde(n)  
about 10 minutes

**Frist**

none

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

- Identity card issuance
- Identity card is ready for collection at the responsible identity card authority
- Identity card should always be picked up personally
- Pick-up with power of attorney possible
- Without receipt of the PIN letter, only personal collection is possible
- Competent authority: identity card authority to which the identity card application has been made

**Ansprechpunkt**

Please contact the competent passport and identity card authority of your municipality of residence.

**Zuständige Stelle**

| Modul           | Sachverhalt   |
|-----------------|---|
| Formulare       | <ul style="list-style-type: none"> <li>• Forms: none, possibly loss notification for the old identity card</li> <li>• Online service available: no</li> <li>• Written form required: no, if necessary pick-up authorization</li> <li>• Personal appearance required: no, substitution possible</li> </ul> |
| Ursprungsportal | Personalausweis Ausgabe, Identity card issuance   |