

99115003012000

Apply for a registration certificate

Heruntergeladen am 07.06.2025

<https://fimportal.de/xzufi-services/6000106/L100009>

Modul	Sachverhalt
Leistungsschlüssel	99115003012000
Leistungsbezeichnung I	Apply for a registration certificate
Leistungsbezeichnung II	Apply for a registration certificate
Typisierung	4 - Land: Regelung
Quellredaktion	Sachsen
Freigabestatus Katalog	unbestimmter Freigabestatus
Freigabestatus Bibliothek	unbestimmter Freigabestatus
Begriffe im Kontext	
Leistungstyp	
Leistungsgruppierung	
Verrichtungskennung	
SDG-Informationsbereich	
Lagen Portalverbund	
Einheitlicher Ansprechpartner	
Fachlich freigegeben am	

Modul
Sachverhalt
Fachlich freigegeben durch
Handlungsgrundlage

- § 18
[Bundesmeldegesetz](http://www.gesetze-im-internet.de/bmg) (BMG) – Meldebescheinigung
- § 3 BMG
- [Sächsisches
Kostenverzeichnis](https://revosax.sachsen.de/vorschrift/12126) (SächsKVZ) – Lfd. Nr. 68, Tarifstelle 2

Teaser

If you need proof that you are registered in your current home, you can apply for a registration certificate from the relevant authority for a fee. As a rule, this only contains information about yourself. However, if you wish, you can also add information about the family members who are registered with you.

Volltext

If you need proof that you are registered in your current home, you can apply for a registration certificate from the relevant authority for a fee. As a rule, this only contains information about yourself. However, if you wish, you can also add information about the family members who are registered with you.

You can obtain a simple registration certificate for the following data that is stored about you:

- Surname
- First names, indicating the common first name
- Doctorate
- Date of birth
- current addresses, labelled according to main and secondary residence

On request, you can also receive an extended registration certificate. This contains the following additional information about you that is stored in the residents' register:

- former names
- Religious name, stage name

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- Date and place of birth and, if born abroad, the country of birth
- Gender

- the legal representative: Surname and first names, doctorate, date of birth, address, gender, date of death, information blocks and conditional blocking notices
- current nationalities
- legal affiliation to a religious organisation under public law
- previous addresses
- Date of moving in, date of moving out
- Marital status, for married persons or civil partners additionally date and place of marriage or establishment of civil partnership
- for spouses or civil partners: surname, first names, maiden name, doctor's degree, date of birth, gender, current addresses, address of last sole residence or main residence, date of death, information blocks and conditional blocking notices
- for underage children: Surname, first names, date of birth, gender, address in Germany, date of death, information blocks and conditional blocking notices
- Issuing authority, date of issue, last day of validity and serial number of the ID card, temporary ID card or replacement ID card, passport or passport replacement document, eID card

The data scope of the simple and extended registration certificate may be smaller depending on the intended use.

Erforderliche Unterlagen

- for personal presentation: identity card or passport
- for applications by third parties: power of attorney and identity card

Voraussetzungen
Kosten

EUR 12.00

****Note:**** For written enquiries, please transfer the fee

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	to the account of the authority to which you are sending your application.
Verfahrensablauf	<p>You can apply for the registration certificate in person at the relevant office.</p> <p>If you are unable to visit the relevant office (e.g. for health reasons), send an informal application and enclose a copy of the required documents. The certificate will then be sent to you.</p> <p>If your municipality has opened Internet access for registration, you can also register via this access. You will need</p> <ul style="list-style-type: none"> • a new ID card with the online ID function switched on • a De-Mail account or • a so-called qualified electronic signature in accordance with the Signature Act (SigG).
Bearbeitungsdauer	
Frist	<ul style="list-style-type: none"> • if you apply in person: usually immediately • for written application and delivery: a few days
weiterführende Informationen	
Hinweise	
Rechtsbehelf	
Kurztext	
Ansprechpunkt	
Zuständige Stelle	
Formulare	
Ursprungsportal	