

99008001012009, 99008001012009

Apply for an identity card as a person under 16

Heruntergeladen am 29.06.2025

<https://fimportal.de/xzufi-services/234628466/L100012>

Modul	Sachverhalt
Leistungsschlüssel	99008001012009, 99008001012009
Leistungsbezeichnung I	Apply for an identity card as a person under 16
Leistungsbezeichnung II	Apply for an identity card as a person under 16
Typisierung	2/3 - Bund: Regelung (2 oder 3), Land/Kommune: Vollzug
Quellredaktion	Schleswig-Holstein
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

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	Reisen innerhalb der Union verlangt werden (Personalausweis, Visum, Pass)
Lagen Portalverbund	Ausweise (1070100)
Einheitlicher Ansprechpartner	Nein
Fachlich freigegeben am	13.10.2023
Fachlich freigegeben durch	Federal Ministry of the Interior, Building and Community (BMI)
Handlungsgrundlage	https://www.gesetze-im-internet.de/pauswg/_1.html https://www.gesetze-im-internet.de/pauswg/_9.html
Teaser	If you are under the age of 16, your parents or legal guardians can apply for an ID card for you.
Volltext	<p>If you have German citizenship, you can apply for an identity card. This also applies to children from birth. If you are under 16, you must be accompanied by your parents. Your parents or legal guardians will take care of the application for you.</p> <p>Your ID card is valid for a maximum of 6 years and must then be reapplied for. A temporary ID card is valid for a maximum of 3 months.</p> <p>The ID card will become invalid before the expiry date if</p> <ul style="list-style-type: none"> • entries are no longer correct or • you are no longer clearly recognizable in your photo. <p>This may be the case in particular with ID cards for infants or very young children.</p> <p>Changing your address does not invalidate your ID card.</p> <p>From 02.08.2021, the EU logo was introduced on the front of the ID card for newly issued ID cards. However, ID cards without this logo will not become invalid.</p> <p>You can generally use your ID card as electronic proof of identity. This function is automatically deactivated</p>

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for children and young people up to the age of 16. If you are at least 16 years old, you can subsequently have the function activated free of charge at the Citizens' Registration Office at your main place of residence or online via the PIN reset and activation service.

You can submit the application to your ID card authority at your main place of residence, which is usually the Citizens' Registration Office. Applications can be submitted to any other ID card authority if you have an important reason. You will then pay a surcharge.

Erforderliche Unterlagen

- Old identity document, regardless of whether it is valid or has already expired: old identity card, old passport or old children's passport
- if no old identity card or passport is available: birth certificate
- if applicable, birth certificate, depending on the local regulations of the authority
- if only one custodial parent is present: Declaration of consent from the non-custodial parent present
- if only one parent is present: Proof of custody
- Passport photo that current and biometric (exceptions apply for infants and small children according to the photo sample table)

If only one parent with custody is present, you will need a copy or the original of the ID of the absent person in addition to the declaration of consent.

Voraussetzungen

You can obtain an identity card if you are under 16 years of age, if you

- have German citizenship and
- are registered in Germany.

For applications outside your main place of residence:

- You or your legal guardian must have an important reason why you are not applying for your ID card at the Citizens' Registration Office at your main place of residence.

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Kosten

Gebühr: 10€

Fees for the temporary identity card Fees can be reduced or waived for people in need. This is at the discretion of the identity card authority.

Zahlung nur mit Vorkasse

Gebühr: 22,80€

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

Zahlung nur mit Vorkasse

Abgabe: 30€

Surcharge for issue 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.

Zahlung nur mit Vorkasse

Gebühr: 13€

Surcharge for applications submitted outside working hours or if the authority is not responsible Fee reductions or exemptions are possible for people in need. This is at the discretion of the identity card authority.

Zahlung nur mit Vorkasse

Verfahrensablauf

Your parents or legal guardians must apply for the ID card personally and together with you at the Citizens' Office:

- If you are under 16 years of age, your parents will submit the application jointly if they have joint custody.
- One custodial parent can be represented by the other custodial parent by power of attorney.
- If you are the person for whom the application is being made, you must appear in person as the authorities will check your identity. You must also sign if you are 10 years or older at the time of application.
- Bring the required documents with you to the appointment.
- Children aged 6 and over will have their fingerprints taken for storage in the document.
- Your Citizens' Office will inform you when you apply when you can collect your ID card.
- You can arrange a collection appointment online, by e-mail or by telephone at many citizens' offices. You can find out which options your citizens' office offers

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	<p>on their website, for example.</p> <p>If you as parents have joint custody of your child and live apart permanently, only the parent with whom the child usually lives may apply for the ID card. It does not matter whether you are married, divorced or unmarried.</p>
Bearbeitungsdauer	It usually takes at least 2 weeks from the date of application before you can collect your ID card from the Citizens' Registration Office.
Frist	You must apply for an identity card at the latest when you turn 16. Exception: You have a valid passport document such as a passport or temporary passport.
weiterführende Informationen	https://www.personalausweisportal.de https://www.personalausweisportal.de
Hinweise	
Rechtsbehelf	
Kurztext	<ul style="list-style-type: none"> • Identity card issue for under 16 year olds • any person with German citizenship can obtain an identity card, including children under 16 years of age • Application must be made in person on site by the parents or legal guardians • both parents must submit the application together if they have joint custody of the child • both custodial parents must be present when the application is submitted • if both parents cannot be present, one parent with custody can be represented by the other parent with custody by power of attorney • Children or young people for whom the application is made must be present • Costs: EUR 22.80 for the identity card EUR 10.00 for the temporary identity card 13.00 EUR surcharge outside office hours or in the case of a non-competent authority 30.00 EUR surcharge for applications for issuance by consular or diplomatic missions abroad • Processing time: usually 2 weeks • Period of validity: 6 years • Responsible: Identity card authority at your main place of residence any other identity card authority

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Ansprechpunkt	Within Germany: To the municipal, local or city administration (Bürgerbüro, formerly: Einwohnermeldeamt). Outside Germany: To the diplomatic mission abroad in whose district you are staying.
Zuständige Stelle	
Formulare	
Ursprungsportal	Personalausweis als unter 16-jährige Person beantragen, Apply for an identity card as a person under 16