

99115009001000, 99115009001000

Apply for a registration certificate

Heruntergeladen am 22.06.2025

<https://fimportal.de/xzufi-services/8966878/L100012>

Modul	Sachverhalt
Leistungsschlüssel	99115009001000, 99115009001000
Leistungsbezeichnung I	Apply for a registration certificate
Leistungsbezeichnung II	
Typisierung	3 - Bundesaufsichtsverwaltung: Regelung
Quellredaktion	Schleswig-Holstein
Freigabestatus Katalog	unbestimmter Freigabestatus
Freigabestatus Bibliothek	unbestimmter Freigabestatus
Begriffe im Kontext	
Leistungstyp	Leistungsobjekt mit Verrichtung
Leistungsgruppierung	Wohnsitz (115)
Verrichtungskennung	Erteilung (001)
SDG-Informationsbereich	Vorübergehender oder dauerhafter Umzug in einen anderen Mitgliedstaat
Lagen Portalverbund	Wohnen und Umzug (1050200)
Einheitlicher Ansprechpartner	Nein
Fachlich freigegeben am	07.07.2022

Modul	Sachverhalt
Fachlich freigegeben durch	Ministry of the Interior, Municipal Affairs, Housing and Sport of the State of Schleswig-Holstein
Handlungsgrundlage	https://www.gesetze-im-internet.de/bmg/_18.html https://www.gesetze-rechtsprechung.sh.juris.de/jportal/portal/t/a0w/page/bssshoprod.psml/action/portlets.jw.MainAction?p1=9&eventSubmit_doNavigate=searchInSubtreeTOC&showdoccase=1&doc.hl=0&doc.id=jlr-VwGebVSH2018V54Anlage&doc.part=G&toc.poskey=#focuspoint https://www.gesetze-im-internet.de/bmg/_18.html https://www.gesetze-rechtsprechung.sh.juris.de/jportal/portal/t/a0w/page/bssshoprod.psml/action/portlets.jw.MainAction?p1=9&eventSubmit_doNavigate=searchInSubtreeTOC&showdoccase=1&doc.hl=0&doc.id=jlr-VwGebVSH2018V54Anlage&doc.part=G&toc.poskey=#focuspoint
Teaser	A registration certificate provides information about who is registered where (proof of residence).
Volltext	The registration authority will issue the person concerned with a written or electronic registration certificate (PDF document) upon request. The electronic registration certificate is issued centrally via the Schleswig-Holstein Service Portal. The registration certificate is only issued free of charge in this electronic procedure. You can use the link directly if you use your ID document with a card reader (e.g. the smartphone connected to the PC). If you want to use the service on a smartphone, you can also find the service via the ZuFiSH search on your smartphone. 1. Family name, 2. First name, indicating the common first name, 3. Doctorate, 4. date of birth, 5. current addresses, marked according to main and secondary residence. Upon request, the following additional data can also be included in an extended registration certificate: 1. Former names, 2. religious name, stage name,

Modul

Sachverhalt

3. place of birth and, if born abroad, the country,
4. gender,
5. the legal representative
6. current nationalities,
7. religious affiliation,
8. previous addresses,
9. date of moving in, date of moving out,
10. marital status,
11. spouse or life partner
12. underage children
13. issuing authority, date of issue, last day of validity and serial number of the ID card, temporary ID card or replacement ID card, recognized passport or passport replacement document, issuing authority, last day of validity and serial number of the eID card, and
14. the fact that a date of death is not stored.

A registration certificate may be required for marriage, for example. Certificates for other persons can only be sent to the person concerned in writing or handed over on presentation of a power of attorney. Foreign nationals may have to submit an extended registration certificate to their consulates for passport matters.

Erforderliche Unterlagen

Registration certificates can be applied for in person or by an authorized person:

- Identity card or passport of the person making the application and
- a power of attorney if necessary.

The registration certificate can also be applied for in writing or electronically:

- Copy of the applicant's identity card or passport and
- Letter or e-mail

The registration certificate is sent in writing to the address stored in the population register. Before submitting the application, it is necessary to contact the registration office to arrange payment of the fee.

Voraussetzungen

Kosten

Verwaltungsgebühr: 6€ - 15€

Modul	Sachverhalt
	In simple cases EUR 6.00 In cases with higher administrative costs EUR 15.00. The registration certificate is only issued free of charge in the electronic procedure.
Verfahrensablauf	
Bearbeitungsdauer	
Frist	
weiterführende Informationen	
Hinweise	
Rechtsbehelf	
Kurztext	
Ansprechpunkt	Municipal, district or city administration (citizens' office, formerly: residents' registration office)
Zuständige Stelle	
Formulare	
Ursprungsportal	Apply for a registration certificate, Meldebescheinigung beantragen