

99027002012000, 99027002012000

# Apply for a birth certificate

Heruntergeladen am 12.07.2025

<https://fimportal.de/xzufi-services/8967391/L100012>

Modul	Sachverhalt
Leistungsschlüssel	99027002012000, 99027002012000
Leistungsbezeichnung I	Apply for a birth certificate
Leistungsbezeichnung II	Apply for a birth certificate
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	Geburt (027)
Verrichtungskennung	Ausstellung (012)
SDG-Informationsbereich	Geburt, Sorgerecht für Minderjährige, elterliche Pflichten, Vorschriften für Leihmutterschaft und Adoption, einschließlich Stiefkindadoption, Unterhaltspflichten für Kinder bei grenzüberschreitenden familiären Gegebenheiten
Lagen Portalverbund	Urkunden und Bescheinigungen (1070200), Nach der

Modul	Sachverhalt
	Geburt (1010200)
Einheitlicher Ansprechpartner	Nein
Fachlich freigegeben am	21.11.2022
Fachlich freigegeben durch	Federal Ministry of the Interior and for Home Affairs (BMI)
Handlungsgrundlage	<a href="https://www.gesetze-im-internet.de/pstg/_55.html">https://www.gesetze-im-internet.de/pstg/_55.html</a> <a href="https://www.gesetze-im-internet.de/pstg/_59.html">https://www.gesetze-im-internet.de/pstg/_59.html</a> <a href="https://www.gesetze-im-internet.de/pstg/_62.html">https://www.gesetze-im-internet.de/pstg/_62.html</a> <a href="https://www.gesetze-im-internet.de/pstg/_50.html">https://www.gesetze-im-internet.de/pstg/_50.html</a> <a href="https://www.gesetze-im-internet.de/pstg/_55.html">https://www.gesetze-im-internet.de/pstg/_55.html</a>
Teaser	You do not have your birth certificate, but you need it for a marriage or other official act, for example? Then you can apply for a birth certificate to be issued.
Volltext	<p>After birth, every child in Germany must be registered in the register of births. After this registration, you can also apply for a birth certificate to be issued. This proves the birth of the person and contains details of the place and time of birth as well as the first name and surname. As a rule, it also contains details of the person's gender and parents.</p> <p>You will need a birth certificate in various contexts throughout your life. It can also be issued on a multilingual form for use abroad. You can use it in many countries without a translation.</p> <p>You can have an (international) birth certificate issued at the registry office that recorded your birth. In federal states where there is a central register network, you can also obtain the birth certificate from any other registry office in the register network there.</p>
Erforderliche Unterlagen	<p>You must submit the following when applying</p> <ul style="list-style-type: none"> <li>• Your identity card, passport or eID (if applying in writing: certified copy)</li> <li>• when applying or collecting by a representative: Written power of attorney from the authorized person, their identity card (original or certified copy or eID) or</li> </ul>

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	<p>Passport (original or certified copy) and the identity card, passport or eID of the representative</p> <ul style="list-style-type: none"> <li>• for other persons: proof of their legal interest, if applicable</li> </ul>
Voraussetzungen	<p>The personal data in the civil status register is subject to data protection. Birth certificates can therefore only be issued</p> <ul style="list-style-type: none"> <li>• for persons to whom the entry relates</li> </ul> <p>and their</p> <ul style="list-style-type: none"> <li>• spouses,</li> <li>• civil partners (within the meaning of the Civil Partnership Act),</li> <li>• ancestors and descendants (such as parents or grandparents as well as children and grandchildren),</li> <li>• Siblings, if they can prove a legitimate interest.</li> </ul> <p>Other persons, including close relatives such as aunts and uncles, only receive a birth certificate if they can credibly demonstrate a legal interest (examples: Letter from the probate court, court judgment or enforceable title).</p> <p>Applicants must be at least 16 years old.</p>
Kosten	<p>The fees are standardized for Schleswig-Holstein: Issuing a birth certificate costs 20.00 euros, each additional certificate costs 10.00 euros.</p> <p>Birth certificates issued for applications for child benefit, parental benefit and maternity benefit are free of charge.</p>
Verfahrensablauf	<p>Applying in person</p> <ul style="list-style-type: none"> <li>• Go to the registry office where the birth was registered.</li> <li>• Present your identity card or passport to prove your identity.</li> <li>• You usually pay the fee in advance when applying at the registry office.</li> <li>• A person you trust can order and collect the</li> </ul>

## Modul

## Sachverhalt

certificate on your behalf; your representative will present their own identity card or passport in addition to a written power of attorney.

Application by post or fax

- Send an informal letter to the relevant registry office asking them to issue you with a birth certificate from the register of births. Depending on the city or municipality, you may also find application forms on the Internet.
- Your letter must contain the following information: Surname, first name Date and place of birth Surname, first name of parents if known: Registry office and notarization number
- Please enclose a certified copy of your identity card or passport with the letter.
- You will receive a notification of fees when the certificate is sent to you, unless you have already paid the fees.

## Bearbeitungsdauer

### Frist

110 Jahr(e)

The birth certificate can be issued 110 years after the register is created.

After that, information from the register of births can only be obtained from the relevant archives.

Certificates can no longer be issued.

## weiterführende Informationen

### Hinweise

Since 01.11.22, the time of birth has also been entered on birth certificates. This also applies to birth certificates issued, for example, from the registers of the 1960s, 1970s and 1980s.

### Rechtsbehelf

- Application for a court decision at the local court responsible for the registry office

### Kurztext

- Birth certificate issue
- Parents are obliged to report the birth of a child, in the course of which a birth register entry is created and a birth certificate is issued on request
- Birth certificate proves the birth of a person, contains

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	<p>details of the first name and surname and, as a rule, of the parents</p> <ul style="list-style-type: none"> <li>• A birth certificate is issued on the basis of the birth register kept at the relevant registry office</li> <li>• Responsible: Registry office in whose district the birth took place</li> </ul>
Ansprechpunkt	<p>Registry office which recorded the birth.</p> <p>Schleswig-Holstein maintains a central electronic civil status register. Certificates for civil status cases that have been registered electronically (since 2009) can be applied for at any registry office in Schleswig-Holstein. A registration address in Schleswig-Holstein is not required for this.</p>
Zuständige Stelle	
Formulare	
Ursprungsportal	Apply for a birth certificate, Geburtsurkunde beantragen