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Apply for an identity card

Heruntergeladen am 22.07.2025

<https://fimportal.de/xzufi-services/355164/L100038>

Modul	Sachverhalt
Leistungsschlüssel	99008001012000
Leistungsbezeichnung I	Apply for an identity card
Leistungsbezeichnung II	
Typisierung	2/3 - Bund: Regelung (2 oder 3), Land/Kommune: Vollzug
Quellredaktion	Thüringen
Freigabestatus Katalog	unbestimmter Freigabestatus
Freigabestatus Bibliothek	unbestimmter Freigabestatus
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 Reisen innerhalb der Union verlangt werden (Personalausweis, Visum, Pass)

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Lagen Portalverbund	Ausweise (1070100)
Einheitlicher Ansprechpartner	Nein
Fachlich freigegeben am	28.01.2025
Fachlich freigegeben durch	Thuringian Ministry of the Interior, Municipal Affairs and Regional Development
Handlungsgrundlage	https://www.gesetze-im-internet.de/pauswg/_1.html https://www.gesetze-im-internet.de/pauswg/_6.html https://www.gesetze-im-internet.de/pauswg/_6a.html https://www.gesetze-im-internet.de/pauswg/_7.html https://www.gesetze-im-internet.de/pauswg/_8.html https://www.gesetze-im-internet.de/pauswg/_9.html https://www.gesetze-im-internet.de/pauswg/_10.html https://www.gesetze-im-internet.de/pauswg/_10a.htm https://www.gesetze-im-internet.de/pauswg/_11.html https://landesrecht.thueringen.de/perma?j=Pa%C3%9FG%2FPAuswGAG_TH_%21_1 https://www.gesetze-im-internet.de/pauswgebv/index.html https://www.gesetze-im-internet.de/pauswg/_1.html
Teaser	If you have German citizenship, you can apply for an identity card.
Volltext	<p>Germans within the meaning of the Basic Law are obliged to have a valid identity card as soon as they reach the age of 16 and are subject to the general registration obligation or, without being subject to it, reside predominantly in Germany. Any person of any age who is a German citizen can apply for an ID card.</p> <p>The identity card becomes invalid before the expiry of its validity period if</p> <ul style="list-style-type: none"> • entries become incorrect or • the photograph is no longer clearly suitable for identification purposes. This can be the case in particular with ID cards for infants or very young children. <p>There is one exception: a change of address does not</p>

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invalidate the card.

The period of validity depends on your age at the time of application:

- Application under the age of 24: ID card is valid for 6 years.
- Application from the age of 24: Identity card is valid for 10 years.

A temporary ID card is valid for a maximum of 3 months.

You can submit the application to your identity card authority at your main place of residence, which is usually the Citizens' Registration Office. Applications can be made to any other identity card authority if an important reason is presented. This will incur a surcharge for lack of jurisdiction, which means that the cost of your new ID card will be higher.

Since 01.09.2021, a transparent Braille sticker with the inscription "ad" (identity document) can be affixed to the ID card, the eID card or the electronic residence permit on the back of the ID card at the request of the document holder. The Braille sticker is intended to make it easier to distinguish the ID card, eID card or electronic residence permit from other cards in cheque card format, for example in a wallet.

The competent identity card authority can exempt persons from the obligation to have an identity card,

1. for whom a guardian has been appointed by more than a temporary order or who are incapable of acting or consenting and are represented by an authorized representative with a publicly certified power of attorney,
2. who are likely to be permanently accommodated in a hospital, nursing home or similar institution, or
3. who are unable to move about in public on their own due to a permanent disability.

An ID card can also be issued on request if a person is under the age of 16 or if they are German within the

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meaning of the Basic Law but are not subject to the registration requirement because they do not have a home in Germany (e.g. Germans living abroad).

Erforderliche Unterlagen

- Previous official identification document (passport, identity card)
 - When issued for the first time (this also includes if you have recently moved to another country) or on specific occasions, usually other documents such as civil status certificates, citizenship certificates
 - for children under the age of 16: Declaration of consent from the legal guardian if there is only one legal guardian, additional proof of custody
 - biometric passport photo: From May 1, 2025, only digitally available biometric photos will be used for new official documents. The photographs will either be taken at the authorities or by photographers. This means that citizens will no longer be able to bring their own photographs with them.
- <https://www.bmi.bund.de/SharedDocs/downloads/DE/veroeffentlichungen/themen/moderne-verwaltung/ausweise/passbild-schablone-erwachsene.html>
- <https://www.bmi.bund.de/SharedDocs/downloads/DE/veroeffentlichungen/themen/moderne-verwaltung/ausweise/passbild-schablone-erwachsene.html>

Voraussetzungen

- German within the meaning of Article 116 Paragraph 1 of the Basic Law
- Submission of a formal application to the competent municipality by the applicant (from the age of 16) or legal representative (for example, in the case of joint custody by both parents, if they are not only temporarily separated, usually by the parent with whom the child usually resides) or guardian
- Representation by authorized representatives not permitted
- The identity card applicant (i.e. also the child or young person under the age of 16) must always appear in person at the identity card authority to verify their identity.
- For applications outside your main place of residence: You must be able to present an important reason why you are not applying for the ID card at the ID card authority at your main place of residence.

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Kosten	<ul style="list-style-type: none"> • Applicants aged 24 and over: 37.00 euros • Applicants under the age of 24: 22.80 euros • Temporary identity card: 10.00 euros • Surcharge for applications submitted outside office hours or to a non-competent authority: 13.00 euros • Surcharge for issuance by consular or diplomatic representation abroad: 30.00 euros <p>Fee reductions or exemptions are possible for people in need. This is at the discretion of the identity card authority.</p>
Verfahrensablauf	<ul style="list-style-type: none"> • You can make an appointment online, by e-mail or by telephone at many citizens' offices. You can find out which options your citizens' office offers on their website, for example. • When you apply for your ID card, your citizens' office will tell you when you can collect it. • Your ID card is produced centrally by the Bundesdruckerei in Berlin. • You can arrange a collection date online, by e-mail or by telephone at many citizens' offices. Find out about the options offered by your local citizens' office, for example on their website.
Bearbeitungsdauer	It usually takes at least 2 to 3 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, i.e. passport, children's passport or temporary passport. If you are over 16 years old, you must apply for a new ID card at the latest when your old ID card expires. Exception: You have a valid passport document.
weiterführende Informationen	
Hinweise	You can apply for an ID card at the citizens' office at your place of residence, or at your main place of residence if you have more than one residence. You can also apply for your ID card at any other citizens' office. However, you need an important reason for

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	<p>doing so. If you contact your chosen Citizens' Registration Office in advance, you can find out whether and to what extent the Citizens' Registration Office will accept your reason.</p>
Rechtsbehelf	
Kurztext	<ul style="list-style-type: none"> • Issuing an identity card • Any person with German citizenship can apply for an identity card. • Costs: EUR 37.00 for applicants aged 24 and over EUR 22.80 for applicants under 24 years of age EUR 10.00 for the temporary identity card EUR 13.00 surcharge outside office hours or if the authority is not responsible EUR 30.00 surcharge for applications for issue by a consular or diplomatic mission abroad • Processing time: Collection usually possible after two weeks • Period of validity depends on age: Persons under 24 years: 6 years Persons aged 24 and over: 10 years • responsible: Identity card authority at the main place of residence any other identity card authority
Ansprechpunkt	<p>In the Free State of Thuringia, the (residential) municipalities are the responsible identity card authorities. If you have more than one residence, the main residence is the one to be considered. Please contact your city, municipality or administrative community.</p>
Zuständige Stelle	
Formulare	
Ursprungsportal	<p>Personalausweis beantragen, Apply for an identity card</p>