

99027002012000, 99101019012000, 99027002012003,  
 99027005250000, 99027002012001, 99027002012002

Heruntergeladen am 12.07.2025

<https://fimportal.de/xzufi-services/107221/L100042>

Modul	Sachverhalt
Leistungsschlüssel	99027002012000, 99101019012000, 99027002012003, 99027005250000, 99027002012001, 99027002012002
Leistungsbezeichnung I	
Leistungsbezeichnung II	Birth certificate; application
Typisierung	2/3 - Bund: Regelung (2 oder 3), Land/Kommune: Vollzug
Quellredaktion	Bayern
Freigabestatus Katalog	unbestimmter Freigabestatus
Freigabestatus Bibliothek	unbestimmter Freigabestatus
Begriffe im Kontext	
Leistungstyp	
Leistungsgruppierung	
Verrichtungskennung	
SDG-Informationsbereich	
Lagen Portalverbund	

Modul	Sachverhalt
Einheitlicher Ansprechpartner	
Fachlich freigegeben am	30.06.2025
Fachlich freigegeben durch	Bayerisches Staatsministerium des Innern und für Integration (Bavarian State Ministry of the Interior, for Sport and Integration)
Handlungsgrundlage	<a href="https://www.gesetze-im-internet.de/pstg/_61.html">https://www.gesetze-im-internet.de/pstg/_61.html</a> <a href="https://www.gesetze-im-internet.de/pstg/_61.html">https://www.gesetze-im-internet.de/pstg/_61.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/_50.html">https://www.gesetze-im-internet.de/pstg/_50.html</a> <a href="https://www.gesetze-im-internet.de/pstg/_53.html">https://www.gesetze-im-internet.de/pstg/_53.html</a> <a href="https://www.gesetze-im-internet.de/pstg/_53.html">https://www.gesetze-im-internet.de/pstg/_53.html</a>
Teaser	If you need proof of your birth, you can apply for a birth certificate under certain conditions.
Volltext	<p>The birth certificate proves the birth of a person, their first and last names and the details of their parents.</p> <p>You can only obtain your birth certificate from the registry office in your place of birth. The registry office issues it from the register of births.</p> <p>The birth certificate contains the following information:</p> <ul style="list-style-type: none"> <li>• First names, maiden name and gender of the child</li> <li>• Date and place of birth</li> <li>• First names and surnames of the parents</li> </ul> <p>The following details will not be included at your request:</p> <ul style="list-style-type: none"> <li>• Gender</li> <li>• Parents' first names and surnames</li> </ul> <p>On request, multilingual forms can also be issued for the civil status certificates so that they no longer require translation in other European countries.</p> <p>Certified printout from the birth register</p> <p>In addition to the birth certificate, there is also a</p>

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certified printout from the register of births. You will need this for a marriage, for example. This is a copy of the birth register entry kept at the registry office or, in the case of electronically managed registers, a printout of it. In addition to the birth details (including time of birth and details of the parents), it also contains subsequent changes, such as through adoption or a change of name.

Multilingual birth certificate

You can use this abroad without a translation. It is valid in all countries that are party to the Convention of September 8, 1976 on the issue of multilingual extracts from civil status records (see Civil Status Law - Convention - No. 16: Convention on the issue of multilingual extracts from civil status records).

## Erforderliche Unterlagen

### Voraussetzungen

The following persons over the age of 16 are eligible to apply:

- Persons to whom the register entry relates
- Spouses and life partners
- Ancestors and descendants (e.g. children, grandchildren)
- Siblings, if they can credibly demonstrate a legitimate interest
- Other persons who can credibly demonstrate a legal interest

### Kosten

- Fee for a birth certificate: EUR 12.00
- Fee for a certified printout: 12,00 EUR
- Fee for a multilingual birth certificate: EUR 12.00
- Fee for issuing a translation aid (multilingual form in accordance with Art. 7 Regulation (EU) No. 2016/1191): EUR 12.00

### Verfahrensablauf

You must apply for the birth certificate at the registry office that certified your birth.

Apply in person:

- Go to the registry office that notarized the birth.
- You must present your identity card or passport to

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prove your identity.

- You usually pay the fee when you apply at the registry office.
- In addition to yourself, a person you trust may also order and collect the certificate on your behalf. This person must present a written power of attorney from you, your identity card or passport (original or copy) the identity card or passport of the authorized person.

Written application:

- Send an informal letter to the relevant registry office asking them to issue you with a birth certificate.
- Your letter should contain the following information: Surname, first name, Date and place of birth, Surname, first name of parents if known: Registry office and notarization number
- Enclose a certified copy of your identity card or passport with the letter.
- Please enquire in advance at the registry office about payment options and the specific fee amount.
- Depending on the services offered by the city or municipality, you can also submit the application electronically via the registry office's website.

Electronic application:

- If available, call up the online procedure of the registry office.
- If necessary, authenticate yourself using the online ID function of your ID card.
- Enter the required data and upload any required documents.
- Submit the online application.

## Bearbeitungsdauer

usually 2 to 10 days

## Frist

Birth certificates and certified register printouts can only be issued up to a period of 110 years from the birth registers after they have been recorded in the registers at the registry offices. In other cases, the archive of the municipality to which the registry office belongs is responsible.

## weiterführende

Modul	Sachverhalt
Informationen	
Hinweise	
Rechtsbehelf	Application for a court decision at the local court responsible for the registry office
Kurztext	
Ansprechpunkt	
Zuständige Stelle	
Formulare	
Ursprungsportal	BayernPortal, BayernPortal