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# Personalausweis Beantragung

Heruntergeladen am 07.06.2025

<https://fimportal.de/xzufi-services/S1000030000009871/S100003>

Modul	Sachverhalt
Leistungsschlüssel	99008001012000
Leistungsbezeichnung I	Personalausweis Beantragung
Leistungsbezeichnung II	Apply for an identity card
Typisierung	2/3 - Bund: Regelung (2 oder 3), Land/Kommune: Vollzug
Quellredaktion	Bremen
Freigabestatus Katalog	unbestimmter Freigabestatus
Freigabestatus Bibliothek	unbestimmter Freigabestatus
Begriffe im Kontext	Apply for an identity card, Identity card
Leistungstyp	
Leistungsgruppierung	
Verrichtungskennung	
SDG-Informationsbereich	
Lagen Portalverbund	Ausweise (1070100)
Einheitlicher Ansprechpartner	
Fachlich freigegeben am	05.06.2025

## Modul

## Sachverhalt

### Fachlich freigegeben durch

**Handlungsgrundlage** <https://www.gesetze-im-internet.de/pauswg/BJNR134610009.html>  
<https://www.gesetze-im-internet.de/pauswgebv/BJNR147700010.html>

### Teaser

In all BürgerServiceCenters, additional appointments for the coming days are released daily in the late afternoon hours. If you are unable to find a suitable appointment, please check this page again during this time slot.

You can find the current legal requirements for passport photos under "Further information" - "Notes on digital passport photos".

Would you like to apply for an ID card? Find out more here.

### Volltext

- ID is required for persons 16 years and older.
  - from 16 years no power of attorney of the parents is required for the application.
  - for children under 16

\- the children must be present in person when applying.

\- the application must be submitted by the person's legal guardian(s)

\- the ePA will only be issued with the electronic proof of identity switched off.

\- for children aged 6 and over, a special declaration by the legal guardian(s) is required expressly in relation to the issuance of the ID card.

\- children from the age of 10 must sign it themselves

\- guardians can collect the identity document alone, without the power of attorney of the other person

- a third person can be entrusted with the collection.

In any case, this person (also legal guardian) needs a special power of attorney to pick up the document. For this purpose, the form provided under "Forms" should be used.

- However, a collection authorization is required in any case if the child (16 years of age or older) has applied for the ID card himself/herself.

## Modul

## Sachverhalt

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### Functions

- official identification document
- electronic proof of identity
- electronic signature
- two digital fingerprints

You can find out more about the functions and options of your ID card with online ID in the brochure "Your ID card - digital, simple and secure".

### Notes:

- changing the address by address stickers when moving is free of charge.
- Exemption from fees due to receipt of benefits according to the SGB (e.g. unemployment benefit II, basic income support due to old age or disability) is generally not possible.

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## Erforderliche Unterlagen

- 1 QR code to retrieve a digital passport photo or take your photo directly at the BürgerServiceCenter

Please arrive 15 minutes before your appointment. Under "Further information" - "Notes on digital passport photos" you will find further important information.

- Proof of identity

e.g. old or invalid identity card, valid passport or birth certificate for young children who do not yet have a passport or identity card.

- For children under 16 years of age:

Special declaration of consent (explicitly related to the issuing of the identity card) of the person with custody, as well as their identity cards (also copies) and, if applicable, proof of custody.

Modul	Sachverhalt
	<ul style="list-style-type: none"> <li>• in the case of a change of name, a document or certificate from the registry office.</li> <li>• Important note: the children must always be present in person!</li> </ul>
Voraussetzungen	<ul style="list-style-type: none"> <li>• German citizenship</li> </ul>
Kosten	<p>Gebühr: 37€ for persons aged 24 and over</p> <p>Gebühr: 22,80€ for persons under 24 years</p> <p>Gebühr: 6€ Photo costs (if no photo is transmitted by the photographer via a QR code brought along). A fee exemption due to receipt of benefits according to SGB II (e.g. unemployment benefit II) or SGB XII (basic income support due to old age or disability) is unfortunately not possible. There are no fees for homeless people living in Bremen.</p>
Verfahrensablauf	<ul style="list-style-type: none"> <li>• The ID card can only be applied for in person, as a handwritten signature is required when applying.</li> <li>• When you apply for an ID card, you will receive a PIN letter. This PIN letter contains a PIN (five-digit one-time PIN, so-called transport PIN) and a PUK (unblocking number if you have entered your PIN incorrectly three times). The PIN is required to use the online ID function. You can use the online ID card from the age of 16. To do this, set a 6-digit PIN of your own choice. You can do this yourself using the ID card app and an NFC-enabled smartphone.</li> <li>• All information about collecting your ID card can be found here: -&gt; Pick up your ID card / passport <a href="https://www.service.bremen.de/sixcms/detail.php?gsid=bremen128.c.1246255.de">https://www.service.bremen.de/sixcms/detail.php?gsid=bremen128.c.1246255.de</a></li> </ul>
Bearbeitungsdauer	basically approx. 4 weeks
Frist	
weiterführende Informationen	<p><a href="https://buergerservice.bremen.de/sixcms/media.php/9/Fotomustertafel.pdf">https://buergerservice.bremen.de/sixcms/media.php/9/Fotomustertafel.pdf</a></p> <p><a href="https://buergerservice.bremen.de/sixcms/media.php/9/Ihr%20Personalausweis%20-%20digital%2C%20einfach%20und%20sicher.pdf">https://buergerservice.bremen.de/sixcms/media.php/9/Ihr%20Personalausweis%20-%20digital%2C%20einfach%20und%20sicher.pdf</a></p> <p><a href="https://buergerservice.bremen.de/sixcms/media.php/9">https://buergerservice.bremen.de/sixcms/media.php/9</a></p>

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	<p>/Hinweise_zu_digitalen_Passfotos_ab_dem_01.05.2025.pdf  <a href="https://www.landesmelderegister.bremen.de/olav/passpa?mbom=4011000">https://www.landesmelderegister.bremen.de/olav/passpa?mbom=4011000</a></p>
Hinweise	<ul style="list-style-type: none"> <li>• Period of validity of the identity card               <ul style="list-style-type: none"> <li>• for persons under 24 years of age: 6 years</li> <li>• for persons aged 24 and over: 10 years</li> </ul> </li> <li>• Since August 2, 2021, two fingerprints must always be taken of the applicant when applying for a new ID card. The fingerprints are stored exclusively in the chip of the ID card as an additional security feature.</li> </ul> <p>For further information, please call: + 49 421 361 88660.</p>
Rechtsbehelf	
Kurztext	
Ansprechpunkt	
Zuständige Stelle	
Formulare	<p><a href="https://buergerservice.bremen.de/sixcms/media.php/5/Abholvollmacht%20PA_frm.pdf">https://buergerservice.bremen.de/sixcms/media.php/5/Abholvollmacht%20PA_frm.pdf</a>  <a href="https://buergerservice.bremen.de/sixcms/media.php/5/Abholvollmacht%20PA_frm.514176.pdf">https://buergerservice.bremen.de/sixcms/media.php/5/Abholvollmacht%20PA_frm.514176.pdf</a>  <a href="https://buergerservice.bremen.de/sixcms/media.php/5/ePA_Einverst%C3%A4ndniserkl%C3%A4rung.pdf">https://buergerservice.bremen.de/sixcms/media.php/5/ePA_Einverst%C3%A4ndniserkl%C3%A4rung.pdf</a>  <a href="https://buergerservice.bremen.de/sixcms/media.php/5/ePA_Einverst%C3%A4ndniserkl%C3%A4rung.47003.pdf">https://buergerservice.bremen.de/sixcms/media.php/5/ePA_Einverst%C3%A4ndniserkl%C3%A4rung.47003.pdf</a></p>
Ursprungsportal	<p>Serviceportal der Freien Hansestadt Bremen, Service portal of the Free Hanseatic City of Bremen</p>