

99008001012000

# Personalausweis Ausstellung

Heruntergeladen am 07.06.2025

<https://fimportal.de/xzufi-services/S1000030000271736/S100003>

Modul	Sachverhalt
Leistungsschlüssel	99008001012000
Leistungsbezeichnung I	Personalausweis Ausstellung
Leistungsbezeichnung II	Apply for identity card / Bremerhaven
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, Brhv
Leistungstyp	
Leistungsgruppierung	
Verrichtungskennung	
SDG-Informationsbereich	
Lagen Portalverbund	Ausweise (1070100)
Einheitlicher Ansprechpartner	
Fachlich freigegeben am	28.05.2025

Modul	Sachverhalt
Fachlich freigegeben durch	
Handlungsgrundlage	<a href="https://www.gesetze-im-internet.de/pauswg/BJNR134610009.html">https://www.gesetze-im-internet.de/pauswg/BJNR134610009.html</a> <a href="https://www.gesetze-im-internet.de/pauswv/_18.html">https://www.gesetze-im-internet.de/pauswv/_18.html</a> <a href="https://www.gesetze-im-internet.de/pauswgebv/_1.html">https://www.gesetze-im-internet.de/pauswgebv/_1.html</a> <a href="https://www.gesetze-im-internet.de/pauswg/_9.html">https://www.gesetze-im-internet.de/pauswg/_9.html</a>
Teaser	Germans are required to have a valid ID card as soon as they turn 16.
Volltext	<ul style="list-style-type: none"> <li>• Identity cards are compulsory from the age of 16. At the request of the parents, an ID card can be issued for persons who have not yet reached the age of 16 (e.g. for infants).</li> <li>• From the age of 16, no parental authorization is required for the application.</li> <li>• Children under the age of 16 <ul style="list-style-type: none"> <li>\- will only receive the ePA with the electronic proof of identity switched off.</li> <li>\- require a special declaration of consent from the parent or legal guardian stating whether the ID card may be handed over to the child after completion. Children from the age of 10 must sign themselves.</li> </ul> </li> <li>• 2 digital fingerprints are stored for children aged 6 and over.</li> <li>• A third person can be authorized to collect the card. In any case, this person (also the legal guardian) requires a special authorization to collect. The form provided under "Forms" should be used for this purpose.</li> <li>• The passport photo should not be older than 6 months.</li> <li>• the children must always be present in person.</li> </ul> <p>Basic functions (always)</p> <ul style="list-style-type: none"> <li>• official identity document</li> <li>• electronic proof of identity</li> <li>• electronic signature <ul style="list-style-type: none"> <li>• You can find out more about the functions and possibilities of your ID card with online ID in the</li> </ul> </li> </ul>

## Modul

## Sachverhalt

brochure "Your ID card - digital, simple and secure".  
 You can find the link under "Where can I find out more?".

Additional function

- two digital fingerprints

Notes:

- Changing the address using address labels when moving house is free of charge. It is not necessary to make an appointment for this.
- You can use your ID card to prove your identity on the Internet. You will need a six-digit PIN to activate the online ID card. If you do not know this PIN, you can have a new PIN set or activated free of charge at the Citizens' Office. It is not necessary to make an appointment for this. The former "PIN reset letter" will no longer be sent out from 29.12.2023.
- A new PIN number can be assigned via the AusweisApp.
- The electronic signature and the two fingerprints are only stored on the chip and are not visible on the ID card.
- The application is only possible with an agreed appointment.

## Erforderliche Unterlagen

- 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

- 1 biometric passport photo (not older than 6 months)
- Important information about passport photos! From 01.05.2025, passport photos can only be processed digitally. Photos in paper form will then no longer be accepted.

You can have a photo taken by the photographer, who will send it to us online via a cloud. Alternatively, you can use chargeable terminals in the citizens' offices. The digital photo is available to us directly (from May 2025).

- When applying for the first time or changing your name

Extract from the family register

- Proof of custody

with a single guardian

## Voraussetzungen

- German citizenship
- When moving to Bremerhaven, a marriage/birth certificate must always be presented if no ID document was previously issued in Bremerhaven. Without verification, no data will be taken over from the old ID document. Documents can also be presented as copies.

Important: This is a service under municipal responsibility. Therefore, you can only visit a service center that is located in your place of residence.

## Kosten

Gebühr: 37€  
 for persons aged 24 and over  
 Gebühr: 22,80€  
 for persons under 24 years  
 Gebühr: 6€  
 Photo costs (if no photo is sent by the photographer).  
 Exemption from fees due to receipt of benefits under the SGB (e.g. citizen's allowance, basic income support due to old age or disability) is generally not possible.

**Modul**
**Sachverhalt**
**Verfahrensablauf**

- The ID card can only be applied for in person.
  - From 17.02.2025, the PIN letter will be given to you directly when you apply from birth.
  - A representative can be authorized to collect it. To do this, the authorized representative must be able to identify themselves accordingly and bring a special power of attorney for collection (see above right under "Forms") as well as the identity card or passport of the person granting the power of attorney.
  - In principle, it is only possible to collect identity cards applied for from the Bürgerbüro Mitte.

**Mailing of requested ID cards**

- The requested document can be delivered by post to the sole or main residence under registration law in Germany. Delivery by the postal delivery service may only be made personally to the person making the application. Upon delivery, a second photo ID from a public authority or a public body that allows the identity to be verified (e.g. driving license, health insurance card) must be presented. Delivery can be made from the age of 16. Delivery costs 15 euros.

**Bearbeitungsdauer**

4 Woche(n)

**Frist**

From the age of 16, you are legally obliged to have a valid ID card.

**weiterführende Informationen**
<https://buergerservice.bremen.de/sixcms/media.php/9/Fotomustertafel.pdf>
**Hinweise**

Period of validity of the identity card

- for persons under 24 years of age: 6 years
- for persons aged 24 and over: 10 years

A fee exemption due to receipt of benefits according to SGB II (e.g. citizen's allowance) or SGB XII (basic income support due to old age or disability) is unfortunately

Modul	Sachverhalt
	not possible.  For further information, please call (0471) 590-3470/-3480.
Rechtsbehelf	
Kurztext	
Ansprechpunkt	
Zuständige Stelle	
Formulare	<a href="https://www.bremerhaven.de/sixcms/media.php/bhv2016.a.250.de/upload/Vollmacht%20Abholung%20Personalausweis.pdf">https://www.bremerhaven.de/sixcms/media.php/bhv2016.a.250.de/upload/Vollmacht%20Abholung%20Personalausweis.pdf</a> <a href="https://www.bremerhaven.de/sixcms/media.php/bhv2016.a.250.de/upload/Vollmacht%20Abholung%20Personalausweis.pdf">https://www.bremerhaven.de/sixcms/media.php/bhv2016.a.250.de/upload/Vollmacht%20Abholung%20Personalausweis.pdf</a> <a href="https://www.bremerhaven.de/sixcms/media.php/250/Vollmacht+f%C3%BCr+mind.+Kinder+PA+und+RP.934641.pdf">https://www.bremerhaven.de/sixcms/media.php/250/Vollmacht+f%C3%BCr+mind.+Kinder+PA+und+RP.934641.pdf</a> <a href="https://www.bremerhaven.de/sixcms/media.php/250/Vollmacht+f%C3%BCr+mind.+Kinder+PA+und+RP.934641.pdf">https://www.bremerhaven.de/sixcms/media.php/250/Vollmacht+f%C3%BCr+mind.+Kinder+PA+und+RP.934641.pdf</a>
Ursprungsportal	Bremerhaven.de, Bremerhaven.de