

When is registration of my newborn complete?

When **the Notification of Birth is complete** (bearing signatures of both parents, both of whom have custody rights for determining the child's name) and after all personal documents (marriage certificate [if possible separate from a family register book], birth certificates of both parents, acknowledgement of paternity, declaration of joint custody, birth certificates of previous children, final decree of divorce or marriage certificate with divorce annotation) have been submitted, **the birth documents** for your child and your personal documents will be **sent** to you by registered mail (4 Euro postage costs).

If the parents of a newborn child are foreign nationals, it is mandatory for them to attend the Register Office in person - you are welcome to do this before the birth of the child if you desire. If one of the parents does not understand German, an interpreter must be brought along.

If you have **not received any documents within 2 weeks, please contact the Register Office**, which you may also do by email: standesamt-geburten@dresden.de, stating which documents you still need, and then present yourself in person.

Under the rubric "Birth" ("Geburt") on the website of the City of Dresden, www.dresden.de, you will find a list (in German) summarising all the documents that the Register Office requires in order to register a birth.

Does an acknowledgement of paternity have to be recorded, and which surname should the child be given?

If the parents of a newborn child are not married to each other, and if **no** acknowledgement of paternity has been recorded at the Youth Welfare Office, by a notary or at the Register Office prior to the birth of the child, the acknowledgement of paternity can be recorded at the same time as the registration of the birth at the Register Office. This requires that **both** parents attend in person.

If the child is to be given the surname of the father but the father does not have custody rights, it is also necessary for both parents to attend in person. A declaration concerning the child's name can only be submitted by the parents jointly.

Where is a newborn registered and when is it possible to visit the Register Office?

For children born in the district for which the Dresden Register Office is responsible, the **birth documents** are issued by the **Births Division** of the Register Office at **Provanthofstraße 7, 01099 Dresden**, accessible by tram lines 7 and 8, tram-stop "Heeresbäckerei".

Tel. (0351) 4 88 67 51

Email

standesamt-geburten@dresden.de

Opening hours	Mondays	9 am – 12 noon
	Tuesdays	9 am – 6 pm
	Thursdays	9 am – 6 pm

What must be presented?

When you visit the office in order to register the birth of your child, you must bring the following with you:

- Identity card or passport
- In the case of foreign parents or one foreign parent, the parents'/parent's passport
- All documents still required for registration

Who receives the birth registration documents?

The documents are issued to

- the child's parents
- the child's grandparents – with authorisation from those entitled to custody rights and on presentation of a valid document containing a photo (I.D. card or passport)

How much does registration cost?

10 Euro	one birth certificate
5 Euro	each additional birth certificate
25 Euro	for a name declaration
4 Euro	for postage by registered mail

In general, 2 birth certificates are issued (subject to a fee) for personal use. In addition, you will receive 3 birth certificates free of charge, which are required for specific purposes: for applying for child benefit and parental allowance (Kinder- und Elterngeld) and for presentation to your health insurance provider.

Should you desire more than 2 certificates (subject to payment of a fee), please ask for the number of certificates you require to be written on the Notification of Birth issued at the hospital.

The Register Office of the City of Dresden wishes all the very best to you and your child.

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November 2017

Englisch