

Registering newborns

When will the registration of my newborn be completed?

The birth documents of your child and your personal documents will automatically be sent to you by registered mail (4 euros postage) once

- **the birth notification** (with both signatures of the parents with custody for determining the child's name), and
- **the parents' personal documents** [without family record book] (marriage certificate, parents' birth certificates, acknowledgment of paternity, joint custody declaration, birth certificates of previous children, marriage certificate and final divorce decree or marriage certificate with divorce annotation) have been completely submitted.

If the parents of a newborn child are of **foreign nationality**, it is **mandatory** to make an appointment for a personal appearance — preferably **before the birth**, upon receipt of the maternity record booklet ("Mutterpass").

If you have not received any documents within three weeks, please contact the Civil Registry Office at **standesamt-geburten@dresden.de**. We will gladly inform you which documents are still required for registration and arrange a personal appointment with you.

At www.dresden.de, under "Services from A to Z" (topic: "Birth"), you can find all documents required for birth registration.

Does a paternity acknowledgment need to be registered?

If the parents of a newborn are **not married** to each other and no acknowledgment of paternity has been recorded with the Youth Welfare Office, a notary, or a registry office before the child's birth, this can be done **in connection with the birth registration** at the registry office. Both parents must appear in person for this purpose.

What surname should the child receive?

The registry office will be happy to advise you on this matter. If necessary, both parents must appear in person and make a **joint name declaration**. Please send your inquiry by email to **standesamt-geburten@dresden.de**.

Where are newborns registered?

For children born **within the jurisdiction of the Dresden Registry Office**, the birth documents are issued by the **Births Department, Provianthofstraße 7, 01099 Dresden**. The office can be reached directly via tram lines 7 and 8, stop Heeresbäckerei.

When are personal appointments possible?

Please schedule an appointment for a personal appearance using one of the following options:

- **Internet** www.dresden.de/geburtsurkunde
- **Phone** +49 (3 51) 4 88 67 51
- **Email** standesamt-geburten@dresden.de

What must be presented?

When appearing in person to register your child's birth, please bring:

- an **identification document**, and
- **any documents still missing** for registration.

Who receives the birth-registration documents?

- the **child's parents**, or
- the **grandparents**, provided they can present documentary proof of kinship or written authorization from the legal guardians, and a valid ID (identity card or passport).

Which certificates are issued?

Please indicate the desired number of **paid birth certificates** (for personal use) on the reverse side of the birth notification form.

In general, you will automatically receive **three free, purpose-specific birth certificates** for applications for **child benefit, parental allowance, and submission to the health insurance company**.

If you do not specify the number of birth certificates desired, **two paid birth certificates** for personal use will be issued.

What does registration cost?

- **15 euros** for the first birth certificate
- **7 euros** for each additional birth certificate
- **35 euros** for a naming declaration
- **30 euros** for a paternity acknowledgment
- **4 euros** for delivery by registered mail

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Electronic documents with a qualified electronic signature can be submitted via an online form.
In addition, it is possible to encrypt emails to the City of Dresden using an S/MIME certificate or to send secure emails via DE-Mail.
Further information is available at www.dresden.de/kontakt

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