

## Registering newborns

### When will my newborn's registration be ready?

Your child's birth documents and your personal documents will be **sent** to you automatically by registered letter (4 euros in postage) if

- the birth notices (both signatures of parents having custody over the child, confirming the child's name) **and**
- the parents' personal certificates (marriage certificate [preferably without A4 register], the parents' birth certificates, acknowledgement of paternity, joint declaration of parental custody, birth certificates of previous children, legally valid divorce decree or marriage certificate with divorce annotation)

have been provided in full.

**If the parents of a newborn child are not of German background, a personal interview must be arranged, ideally upon receipt of the *Mutterpass* pregnancy record.**

**If you have not received any documents within three weeks, please contact the Registry Office** ([standesamt-geburten@dresden.de](mailto:standesamt-geburten@dresden.de)). We will be glad to advise you what else we need for the registration, and **arrange a personal interview with you.**

All documents necessary for registering births are listed under 'Dienstleistungen von A bis Z' (key word „Geburt“) at [www.dresden.de](http://www.dresden.de).

### Does acknowledgement of paternity need to be registered?

If the parents of a newborn are not married, and an acknowledgement of paternity has **not** been registered with the Youth Welfare Office, notary public of Registry Office **prior** to the child's birth, this can be recorded together with the birth registration at the Registry Office. **Both** parents need to attend in person for this.

### Which family name should the child take?

If the child is to take the family name of the father, who does not have custody over the child, both parents once again need to attend in person. A naming declaration can only be submitted jointly by the parents.

### Where are newborns registered?

For children born in the jurisdiction of the Dresden Registry Office, birth documents will be issued **at the Births Department, Provianthofstrasse 7, 01099 Dresden**. The office can be accessed directly via tram line 7 and 8 (Heeresbäckerei station).

### When can you attend in person?

Please arrange an in-person **interview** using one of the following means:

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

### What do you need to provide?

When attending in person to register your child's birth, please present the following:

- personal ID or passport
- in the case of foreign parents or one foreign parent: the parents'/parent's passport
- all other documents still missing for the registration

### Who receives the birth-registration documents?

- the child's parents
- the grandparents – with power of attorney from the parties having custody over the child, and upon presentation of valid photo ID (personal ID or passport)

### What does registration cost?

- **15 euros** one birth certificate
- **7 euros** every additional birth certificate
- **35 euros** for a naming declaration
- **4 euros** to send documents by registered mail

## Which documents are issued?

In general, two birth certificates are issued for personal use, for a fee. You will also receive three special-purpose birth certificates for free to apply for child and parental allowances, and to present to your health fund.

If you would like more than two paid certificates, please note the desired number on the birth notice at the hospital itself.

The City of Dresden's Registry Office wishes you and your child all the best.

### Imprint

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Central service number 115 – we love questions

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Month: October 2021

Electronic documents with a qualified electronic signature may be submitted via a form. Emails to the City of Dresden may also be encrypted with an S/MIME certificate or sent securely via DE-Mail. For more information, visit [www.dresden.de/kontakt](http://www.dresden.de/kontakt).

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