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## City offices checklist

What	Where	When	Documents required
<p><b>Birth certificate (Geburtsurkunde)</b></p> <p>This also includes choosing the child's given name and family name.</p>	<p>Registry office:</p> <p>Standesamt Proviathanthofstraße 7 01099 Dresden Tel. no.: (03 51) 4 88 67 51 E-mail: standesamt-geburten@dresden.de</p> <p>Birth certificates are sent when all documents regarding the birth have been provided. Parents of foreign origin must make an appointment to visit in person; this can also be done before the child's birth.</p>	<p>within the first two weeks after the birth</p>	<ul style="list-style-type: none"> <li>▪ Birth notification form (<i>Geburtsanzeige</i>)</li> <li>▪ Parents' identity cards or passports</li> <li>▪ Parents' birth certificates</li> <li>Married couples also require:                             <ul style="list-style-type: none"> <li>▪ Marriage certificate</li> </ul> </li> <li>Unmarried couples also require:                             <ul style="list-style-type: none"> <li>▪ Acknowledgement of paternity/declaration of parental custody</li> </ul> </li> </ul>
<p><b>Parental leave (Elternzeit)</b></p>	<p>Employer, Education Agency (if attending a school)</p>	<p>seven weeks before the start of parental leave</p>	<ul style="list-style-type: none"> <li>▪ The application must be made in writing, indicating the exact duration of the parental leave</li> </ul>
<p><b>Parental allowance (Elterngeld)/Saxon childcare allowance (Landeserziehungsgeld)</b></p>	<p>Youth welfare office:</p> <p>Jugendamt Sachgebiet Elterngeld Seidnitz Center Dresden Enderstraße 59, Haus C 01277 Dresden Tel. no.: (03 51) 4 88 47 77 E-mail: elterngeld@dresden.de</p>	<p>soon after birth, please make an appointment online</p>	<ul style="list-style-type: none"> <li>▪ Application form from <i>Elterngeldstelle</i> office, also available at <i>Ortsamt</i> district offices or online at <a href="http://www.dresden.de/elterngeld">www.dresden.de/elterngeld</a></li> <li>▪ Child's birth certificate, version marked as for parental allowance (<i>für Elterngeld</i>)</li> <li>▪ Proof of income</li> <li>▪ Certificate from health insurance company showing receipt of maternity allowance (<i>Mutterschaftsgeld</i>) and contribution by employer (<i>Arbeitgeberzuschuss</i>)</li> <li>▪ If working part-time: confirmation of working hours; if working part-time while receiving parental allowance: proof of expected earnings</li> <li>▪ For more information for non-German nationals, see <a href="http://www.dresden.de/elterngeld">www.dresden.de/elterngeld</a></li> </ul>
<p><b>Child benefit (Kindergeld)</b></p>	<p>Family benefits office:</p> <p>Familienkasse Sachsen Visitor address: Neusalzaer Straße 2 02625 Bautzen Postal address: Familienkasse Sachsen 09092 Chemnitz Tel. no.: 0800 4 55 55 30 E-mail: familienkasse-sachsen@arbeitsagentur.de</p>	<p>apply in the first 6 months after the child's birth</p>	<ul style="list-style-type: none"> <li>▪ Application form at <a href="http://www.arbeitsagentur.de">www.arbeitsagentur.de</a></li> <li>▪ Child's birth certificate (original)</li> <li>▪ Tax ID no. of the applicant and the child</li> <li>▪ Public sector employees apply via their employer</li> </ul>
<p><b>Child passport</b></p> <p>always required to cross the border</p>	<p>Central citizens' office:</p> <p>Zentrales Bürgerbüro Theaterstraße 11 01067 Dresden Tel. no.: (03 51) 4 88 60 70 or any other citizens' office</p>	<p>for children aged 0 to 12, valid for one year, first issue: 13 euros</p>	<ul style="list-style-type: none"> <li>▪ Photograph</li> <li>▪ Child's birth certificate</li> <li>▪ Application must be made by the legal guardian with the child present</li> <li>▪ Legal guardians' identity cards or passports</li> </ul>

What	Where	When	Documents required
<b>Paternity</b>	Youth welfare office:  Jugendamt Sachgebiet Beistandschaften/ Beurkundungen Seidnitz Center Dresden Enderstraße 59, Haus C 01277 Dresden Tel. no.: (03 51) 4 88 56 16 E-mail: jugendamt@dresden.de  Registry office:  Standesamt Provanthofstraße 7 01099 Dresden Tel. no.: (03 51) 4 88 67 51 E-mail: standesamt-geburten@dresden.de	before or after the child's birth; mother's consent is required, please make an appointment online	<ul style="list-style-type: none"> <li>▪ Parents' identity cards or passports</li> <li>▪ Birth certificate of the parents and the child (if available)</li> <li>▪ Antenatal card (<i>Mutterpass</i>) if paternity recognised before birth</li> </ul>
<b>Health insurance</b>	Parents' health insurance company	as soon as possible	<ul style="list-style-type: none"> <li>▪ Child's birth certificate</li> </ul>
<b>Declaration of parental custody (Sorgerechts-erklärung)</b>  Certification of a negative decision when exercising sole parental custody	Youth welfare office:  Jugendamt Sachgebiet Beistandschaften/ Beurkundungen Seidnitz Center Dresden Enderstraße 59, Haus C 01277 Dresden Tel. no.: (03 51) 4 88 56 16 E-mail: jugendamt@dresden.de	before or after the child's birth; mother's consent is required, please make an appointment online	<ul style="list-style-type: none"> <li>▪ Parents' identity cards or passports</li> <li>▪ Child's birth certificate or certificate of parentage (<i>Abstammungsurkunde</i>)</li> <li>▪ Proof of acknowledgement of paternity</li> <li>▪ Antenatal card (<i>Mutterpass</i>) if declaration of parental custody made before birth</li> </ul>
<b>Notification of parental custody (Anzeige des Sorgerechts)</b>	Central citizens' office:  Zentrales Bürgerbüro Theaterstraße 11 01067 Dresden Tel. no.: (03 51) 4 88 60 70 or any other citizens' office	after the child's birth, please make an appointment online	<ul style="list-style-type: none"> <li>▪ Parents' identity cards or passports</li> <li>▪ Certificate confirming the declaration of joint or sole parental custody</li> <li>▪ Child's birth certificate</li> </ul>
<b>Child's entitlement to maintenance (Unterhalt)</b>  Advice and maintenance calculation	Youth welfare office:  Jugendamt Sachgebiet Beistandschaften/ Beurkundungen Seidnitz Center Dresden Enderstraße 59, Haus C 01277 Dresden Tel. no.: (03 51) 4 88 56 16 E-mail: jugendamt@dresden.de	after the child's birth, please make an appointment online	<ul style="list-style-type: none"> <li>▪ Identity card or passport of parent who is obliged to pay maintenance</li> <li>▪ Proof of net income for the last twelve months</li> <li>▪ Child maintenance decision (certificate, court settlement, judgement) if available</li> </ul>
<b>Advance on maintenance</b>  Application for advance maintenance payment ( <i>Unterhaltsvorschuss</i> )	Youth welfare office:  Jugendamt Sachgebiet Unterhaltsvorschuss Seidnitz Center Dresden Enderstraße 59, Haus C 01277 Dresden Tel. no.: (03 51) 4 88 47 37, (03 51) 4 88 56 17 E-mail: jugendamt@dresden.de	from birth until the child turns 19, please make an appointment online	<ul style="list-style-type: none"> <li>▪ Application form from youth welfare office or any citizens' office (<i>Bürgerbüro</i>) or online at <a href="http://www.dresden.de/unterhalt">www.dresden.de/unterhalt</a></li> <li>▪ Identity card or passport of applicant</li> <li>▪ Child's birth certificate (copy)</li> <li>▪ Proof of paternity</li> <li>▪ Maintenance order (certificate, court settlement, judgement)</li> <li>▪ Proof of maintenance payments or receipt of half-orphan's pension</li> </ul>
<b>Place in pre-school day care</b>	Office for child day care services:  Amt für Kindertagesbetreuung Zentrale Beratungs- und Vermittlungsstelle Breitscheidstraße 78 01237 Dresden Tel. no.: (03 51) 4 88 50 51 E-mail: kindertagesbetreuung@dresden.de	possible from birth, application recommended eight months before desired start of care	<ul style="list-style-type: none"> <li>▪ Register online via the parents' portal: <a href="http://kita-anmeldung.dresden.de">kita-anmeldung.dresden.de</a></li> <li>▪ The central advice and placement office provides personal advice and help with applications</li> <li>▪ Fill in the pre-school day care application form "<i>Antrag auf Inanspruchnahme eines Kindertagesbetreuungsplatzes</i>"</li> <li>▪ Legal entitlement from the age of one</li> </ul>