

Birth Certificate Information

Dear parents,

Congratulations on the birth of your child!

Due the corona pandemic, some of our working practices have undergone changes. We therefore kindly request you read the following information.

It is possible to issue a birth certificate for your child without you having to attend in person. The following documents are required: **(in copy)**:

<u>Necessary</u>		
For both parents: copy of identity card or passports and, if available, residence permit. The validity of the documents must be recognizable.		
<u>Additional</u>		
For married couples	For single mothers	For mothers , who have been married and have been legally divorced or widowed
• Birth certificate of the parents • Proof of marriage (marriage certificate/ marriage settlement/ proof of registration of marriage)	• Birth certificate of the mother • Proof of current marital status • If available: paternity recognition, proof of joint custody • Birth certificate of the father	• Birth certificate of the mother • marriage certificate • legal divorce certificate or • death certificate of the father/spouse

Additionally: Declaration of the naming of your child (family name of your child). You signed this document at the hospital.

You can also find the form on our website: <https://www.berlin.de/ba-lichtenberg/service/standesamt/artikel.321075.php>

IMPORTANT:

- All foreign certificates must be **authenticated** by your country of birth authorities (Apostille) or by the German embassy (Legalisation).
- The certificate must also be translated by a state-sworn interpreter.

If you have questions, you can contact the Standesamt (registry office):

- Mail: geburtenregister.standesamt@lichtenberg.berlin.de
- By phone: 030/ 90296 -3550 or 90296 -3586 or 90296 -7857

Standesamt Lichtenberg von Berlin
(registry office district Lichtenberg of Berlin)

You can request a telephone-translation-service in your native language if necessary.

Application for a birth certificate at the hospital:

- You can submit copies of the required documents before being discharged from hospital. You must also bring the originals to present them to the hospital administrators.
- The hospital will report the birth of your child and will send us the copies.

Important: Please leave your contact information, email and phone details at the hospital. We will contact you in case of any further questions.

Application after being discharged from hospital:

- Please send us the copies of the required documents. **Address:** Bezirksamt Lichtenberg, Standesamt/ Geburtenbuch, 10360 Berlin
- You can also leave a sealed envelope with the required documents in our mailbox.
Address: Egon-Erwin-Kisch-Str. 106, 13059 Berlin

IMPORTANT: Please provide the date of birth and the mother's full name.

- The registry office (Standesamt) will check the documents and issue the birth certificate. This will take up to 4 to 6 weeks. Unfortunately, it is currently not possible to accelerate this process.
- The certificates required for the application of child benefit, parent allowance and health insurance for your child will be sent to your address. There will be no charge for this.
- With regard to the issuance of the birth certificate, you must pay a fee of 12 euros. For each additional birth certificate, you will be charged a fee of 6 euros. Should you require additional certificates, simply inform us of the number. We will then send you an invoice.
- After receipt of the requested fee, we will send you the certificates.

If your personal attendance is necessary, we will contact you. It is therefore extremely important to leave your contact information at the hospital. We will offer you an appointment. There are currently no open consultation hours.

Important: For your appointment at the registry office (Standesamt) you need to bring:

1. The original documents and the originals of your translated documents.
2. In case of insufficient German language skills, an interpreter.