



Congratulations on the birth of your baby



How to get a Birth Certificate

If your child was born in a Bremen hospital or birth centre, it will notify the Register Office of the birth of your child in writing.

If your child was born at home, the birth of your child must be registered with the Register Office by you or another person, who knows about the birth, **within one week**. You need a birth confirmation letter from your midwife for this purpose.

Required documents:

All certificates, documents and identification papers must be presented to the Register Office as originals and not as copies.

Foreign documents must be translated into the German language by a sworn translator.

Please bring the ID cards / passports or, if applicable, the foreign passports and the electronic residence titles of both parents with you when submitting the documents to the Register Office.

Further documents will often be needed if you are foreign nationals or were born abroad.

You can also submit all documents to the hospital. It will then pass the documents on to the Register Office. The Register Office will send the Birth Certificates to your home address or will make an appointment with you.

General Notes:

Fees:

You will get 3 Birth Certificates earmarked for maternity allowance, child benefit and parenting benefit free of charge. Each further certificate will cost EUR 15.00 or EUR 8.00.

Please bring an interpreter along if you need one for your visit to the Register Office.

The Register Office will handle the registration of your child with the Residence Registration Office.

 You can reach the Bremen City Register Office by telephone on 115.

 geburten@inneres.bremen.de

You can find further information at:

www.service.bremen.de

○ **For married parents:**

Form: Statement about the first name(s) of a child

If the marriage was concluded in Germany:

- *Birth Certificate of both parents*, with translation* if applicable and
- *Marriage Certificate* or
- *Certified copy from the marriage register*

If the marriage was concluded abroad:

- *Marriage Certificate* with translation* and
- *Birth Certificate* of both parents, with translation* if applicable

In the case of civil unions:

- *Birth Certificate* of the mother, with translation* if applicable
- *Civil Union Certificate*, with translation* if applicable

○ **For parents not married to each other:**

Form: Statement about the first name(s) of a child

Form: Statement about the surname given to the child

In the case of unmarried mothers:

- *Birth certificate* of the mother, with translation* if applicable

In the case of divorced mothers:

- *Birth Certificate* of the mother, with translation* if applicable
- *Marriage Certificate*
- *Marriage Certificate* of the dissolved marriage with translation* if marriage was concluded abroad
- *Divorce decree* with res judicata note (*Decree absolute*), with a *Surname Change Certificate* if applicable
- *Surname Change Certificate* if applicable

In the case of unmarried fathers:

- *Birth Certificate*, with translation* if applicable
- *Paternity Acknowledgement Certificate and Mother's Consent*
- *In the case of joint custody, also the Declaration of Parental Responsibility*

○ **Acknowledgement of Paternity at the Register Office:**

Personal appearance of both **father** and **mother** is necessary for the acknowledgement of paternity.

Please bring the following documents along:

- *ID card / passport of both parents*
- *Birth Certificate of both parents*, with translation* if applicable

*from a sworn translator