



Congratulations on the birth of your child!

With this information sheet we want to show you how to register the birth of your child in three steps and how to get the birth certificates for your child.

Step 1:

Please send us the documents required for the registration (see overleaf) by post or put them in a sealed envelope in the mailbox in the New Town Hall.

The address is: Standesamt Ingolstadt
Geburtenabteilung
Rathausplatz 4
85049 Ingolstadt

Enjoy the time with your child - **if a personal appearance at the registry office is necessary, we will contact you.**

Documents submitted in person cannot be processed immediately and do not lead to faster processing; **please do not come to the registry office without an appointment.**

Step 2:

We will check the documents you have submitted.

If the documents are **complete**, you will receive the free birth certificates for applying for child benefit, parental benefit and maternity allowance after approximately three weeks of processing time. We kindly ask you to refrain from enquiries during this time. In individual cases, processing may take a longer period of time.

If the documents are **incomplete**, we will contact you by phone or email and, if necessary, arrange an appointment with you at the registry office.

Step 3:

At the same time you can apply for additional birth certificates (e.g. for personal use) online: www.ingolstadt.de/geburtsurkunde#/ or scan the QR-Code



These certificate(s) will be sent to your home by post after processing, together with the free certificates .

If you have any questions, you can contact us (only in German language!):



(0841) 305 -1585, -1586, -1587



geburten@ingolstadt.de

Mo	8 a.m. – 12:30 p.m. and 1:30 p.m. – 4 p.m.
Tu, We	8 a.m. – 12:30 p.m.
Th	8 a.m. – 12:30 p.m. and 1:30 p.m. – 5:30 p.m.
Fr	8 a.m. – 12:30 p.m.

Please turn over



Required documents for the registry of the birth of your child

The required documents for registering the birth of your child depend on your personal circumstances.

You will receive a list of the necessary documents through our questionnaire.

To do so, scan the QR code shown here or visit the following website:

<https://formularcenter.ingolstadt.de/formcycle/form/provide/4071/?lang=en>



Please note that this is an automatically generated list and therefore non-binding. In individual cases, the registry office may request additional documents, such as name declarations, apostilles/legalizations on foreign documents, etc. Therefore, please always provide a telephone number and E-Mail address on the submitted documents.



All listed documents must be submitted in their **original form**, unless copies of your documents are explicitly required. The original documents submitted will be returned to you after the registration (except for birth notification questionnaires, copies of paternity acknowledgment, and custody declarations).



Furthermore, any document not written in German must be submitted with a **translation into the German language**. A translation is **not necessary** if a so-called **multilingual ("international") certificate** in accordance with the CIEC Convention No. 16 is submitted or if the document is accompanied by a multilingual form as a translation aid in accordance with the provisions of Regulation (EU) 2016/1191.

The translation can be provided either by a **publicly appointed and sworn translator in Germany** or, for documents falling within the scope of Regulation (EU) 2016/1191 from Member States of the European Union, by individuals qualified under the law of a Member State of the European Union.