



State capital Düsseldorf residents' registration office

Information sheet for registering/deregistering at the registration authority

Please read the following information carefully before filling out the registration forms!

This also applies if the registration data is collected by the registration authority in automated form or electronically and it is therefore not necessary to fill out a registration form. Your registration authority will provide you with further information on the following information upon request.

The completed registration form can also be submitted to the registration authority by third parties with informal authorization from the person required to register, possibly a person with authority to care for the person, by presenting the identity document of the person required to register and the authorized representative.

Persons required to report can be represented by a person authorized to do so if the power of attorney is public or certified by the notary at the care authority in accordance with Section 7 Paragraph 1 of the Care Organization Act.

Your rights and obligations

Obligation to register and deregister/obligation to provide information

According to the Federal Registration Act (BMG), anyone who moves into an apartment must register within two weeks. This also applies when changing residence within the same municipality. Anyone who moves out of an apartment and does not move into a new apartment within Germany must deregister within two weeks. Please make sure that you do not exceed the aforementioned deadline, otherwise you will be acting in violation of the regulations and will be subject to a fine. Registering or deregistering with the registration authority does not release you from the obligation to notify other authorities of your change of residence.

If requested to do so by the registration authority, you are legally obliged to provide the information necessary for the proper maintenance of the registration register, to submit the documents required to prove your information and to appear in person.

Your right to information, correction and information

You have the right to free written information from the registration authority about the data and related information stored about you. Upon request, you can also be provided with information about the purpose and legal basis for storage. If the data stored about you is incorrect or incomplete, the registration authority must correct or supplement it upon your request.

The registration authority must inform you immediately if it has provided a private person or private body with so-called extended registration information about you. However, this does not apply if a legal interest in providing the information has been credibly demonstrated.

Your right to block information

If there are concrete indications that you or another person, especially a family member, would be at risk of death or other serious danger if information was provided concerning you, you can apply to your registration authority to set up a block on information free of charge.

You have the right to object to the transfer of your data:

«to parties, voter groups and other sponsors
election proposals in connection with elections and votes at the state and local level, «to a public religious society, if

As family members (spouses, minor children) of members of a public religious society, you do not belong to the same religious society or to no religious society. This does not apply if data is transmitted for the purposes of the tax collection law of the respective religious society,

«on the basis of Section 58c Paragraph 1 Sentence 1 of the Soldiers Act the Federal Office for Personnel Management of the Bundeswehr for the purpose of sending information material to persons with German citizenship who will come of age next year (Section 36 Paragraph 2 Sentence 1 BMG)

«information to elected officials as well as the press and radio
about marriage and retirement anniversaries

«Address book publishers for the purpose of publication in printed address books

You can exercise your right to object by making a statement on the attached supplementary sheet when registering or at a later date.

For co-registered family members, you can obtain relevant forms from the registration authority upon request.

Admissibility of data transfers to public bodies

Your registration data may be transmitted by the registration authority to the previously responsible registration authority and the registration authorities responsible for other apartments to ensure the accuracy of the registration register and to other authorities and public bodies to lawfully fulfill their tasks.

Reporting data is regularly transmitted to public bodies, in particular:

«to monitor general compulsory education and the

Compulsory vocational schooling

«for honoring old age anniversaries and married couples

for marriage anniversaries and married couples for

marriage anniversaries, «for health supervision purposes, «

for taxation tasks,

«for tasks under immigration law, «for

police tasks,

«for the tasks of the courts and public prosecutor's

offices, «for tasks under road traffic law,

«for recording publicly subsidized housing, «for supply

management tasks,

«for determining the obligation to pay broadcasting fees

(formerly GEZ),

«to send information material to the

Federal Office for Personnel Management of the

Bundeswehr,

«for tasks of the Federal Employment Agency, «

for tasks of the pension insurance providers,

«for tasks of public religious associations

companies.

Information for housing providers

According to Section 19 of the Federal Registration Act, the housing provider has an obligation to cooperate with the registration, re-registration or de-registration of those required to register.

A landlord is someone who actually lets another person use an apartment, regardless of whether there is an effective legal relationship (e.g. rental agreement). The housing provider is, for example, the owner of an apartment who rents it out or the person or body commissioned by the owner to rent out the apartment (housing associations, property management companies, etc.). For people who live as subtenants, the main tenant is the landlord.

The landlord's obligation to cooperate extends to issuing a landlord's confirmation when moving in or out of his apartment. This must be given to the person required to register when registering or deregistering with the registration authority. It must be sent in advance to the registration authority when moving in or out ~~not~~ necessary.

A move-out confirmation is only required if you are not moving into a new apartment within Germany.

When filling out the registration form, please note the following explanations!

1. Members of a family or civil partnership those with the same previous and future apartments should use a registration form together; It is sufficient if only one person signs the registration form. If more than four people need to register, please use another registration form! Spouses or life partners living in the same household must be entered in fields 1 and 2, and their unmarried, minor children must be entered in fields 3 and 4. Adult children and other people living in the household should fill out their own registration form!

2. Previous apartment/additional apartment

Please enter your previous apartment even if you want to keep it. If there are additional apartments, please enter them on the supplementary sheet in the space provided. The same procedure should be followed if the existing apartment is not retained, but additional apartments still exist.

3. Main apartment

The "main apartment" or secondary apartment only comes into consideration if you and the people registered at the same time have several apartments in Germany; Apartments abroad are not taken into account for registration purposes.

The main residence is usually the apartment that is primarily used. If this cannot be answered with certainty, the main residence is where the focus of life relationships lies. The registration authority determines which apartment is to be regarded as the main residence based on its tasks and the actual circumstances. You are obliged to inform the registration authority responsible for the new main residence of any future changes to your main residence!

4. Marriage

The information about the day and place of your (last) marriage and the family register are required for the continuation of the family register at the registry office that is now responsible due to your move or the transfer of your main residence to a new place of residence. The day of the marriage is also required for the honor on the occasion of marriage anniversaries.

5. Order and artist names

Please indicate any religious or artist names on the supplementary sheet. If requested by the registration authority, you must provide them with credible evidence that you appear and are known under this name in general or in certain areas of life.

6. Minor children or family members who are not registered

To do this, you only need to provide information on the supplementary sheet regarding family members who are not registered for the new apartment!

Please note the information sheet!

If you have more than four family members, please use an additional registration form!

Please fill out the supplementary sheet (only when registering) if:

- Objection to data transfer should be lodged

- Family members or legal representatives should not be registered

☐ Registration (New flat)

the new apartment is		<input type="checkbox"/> sole Apartment	<input type="checkbox"/> Main-apartment	<input type="checkbox"/> Next to-apartment
Move-in day	Postal code	Community		
Street, house number, additions				
Will be the previous one Keep your apartment?		<input type="checkbox"/> No	<input type="checkbox"/> Yes, as	<input type="checkbox"/> Main-apartment <input type="checkbox"/> Next to-apartment
Do the people listed below have other apartments in Germany?		<input type="checkbox"/> No	<input type="checkbox"/> Yes	(if yes, please Supplementary sheet fill out!)

Previous residence

The (last) previous one Apartment (domestic) was		<input type="checkbox"/> sole Apartment	<input type="checkbox"/> Main-apartment	<input type="checkbox"/> Next to-apartment
Day of departure	Zip code, municipality, district, country			
Street, house number, additions				
When moving from abroad: Please provide state and last domestic address				

☐ signing off (Previous residence)

Day of departure	
Postal code	Community
Street, house number, additions	
The previous apartment was	
<input type="checkbox"/> sole Apartment	<input type="checkbox"/> Main-apartment <input type="checkbox"/> Next to-apartment

future apartment

Postal code, municipality, district, country (if abroad: state)	
Street, house number, additions	
This apartment has already existed	
<input type="checkbox"/> No	<input type="checkbox"/> Yes, as <input type="checkbox"/> Main-apartment <input type="checkbox"/> Next to-apartment
The future apartment will be	
<input type="checkbox"/> sole Apartment	<input type="checkbox"/> Main-apartment <input type="checkbox"/> Next to-apartment

person 1	Last name, doctoral degree if applicable		
Birth Name		Order/artist name	
First names (underline first names)		<input type="checkbox"/> male lich	<input type="checkbox"/> woman-lich <input type="checkbox"/> di-verse
day of birth	Birthplace country		
Marital status		<input type="checkbox"/> single	<input type="checkbox"/> ver-marries <input type="checkbox"/> ge-divorced <input type="checkbox"/> ver-widow
Civil partnership		<input type="checkbox"/> leading	<input type="checkbox"/> on-lifted <input type="checkbox"/> ver-died
Belonging to a religious community		If yes, which?	
Nationalities (please state all nationalities)		<input type="checkbox"/> German	<input type="checkbox"/> Other: <input type="text"/>

person 2	Last name, doctoral degree if applicable		
Birth Name		Order/artist name	
First names (underline first names)		<input type="checkbox"/> male lich	<input type="checkbox"/> woman-lich <input type="checkbox"/> di-verse
day of birth	Birthplace country		
Marital status		<input type="checkbox"/> single	<input type="checkbox"/> ver-marries <input type="checkbox"/> ge-divorced <input type="checkbox"/> ver-widow
Civil partnership		<input type="checkbox"/> leading	<input type="checkbox"/> on-lifted <input type="checkbox"/> ver-died
Belonging to a religious community		If yes, which?	
Nationalities (please state all nationalities)		<input type="checkbox"/> German	<input type="checkbox"/> Other: <input type="text"/>

ID cards: PA = ID card, RP = passport, KP = child passport

Art	Issuing authority, date, serial number.	Date of Expiry

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Art	Issuing authority, date, serial number.	Date of Expiry

For people who are married, widowed or in a civil partnership

Date and place of marriage/establishment of civil partnership	If applicable, the first and last name of the deceased spouse/partner	Day of death
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Minors, unmarried children

person 3	family name		
Order/artist name			
First names (underline first names)		<input type="checkbox"/> male lich	<input type="checkbox"/> woman-lich <input type="checkbox"/> di-verse
day of birth	Place of birth, district, country		
Belonging to a religious community		If yes, which?	
Nationalities (please state all nationalities)		<input type="checkbox"/> German	<input type="checkbox"/> Other: <input type="text"/>

person 4	family name		
Order/artist name			
First names (underline first names)		<input type="checkbox"/> male lich	<input type="checkbox"/> woman-lich <input type="checkbox"/> di-verse
day of birth	Place of birth, district, country		
Belonging to a religious community		If yes, which?	
Nationalities (please state all nationalities)		<input type="checkbox"/> German	<input type="checkbox"/> Other: <input type="text"/>

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Art	Issuing authority, date, serial number.	Date of Expiry

Date, signature of one of the persons required to report

Date, signature of a person with power of attorney

Supplement for registration

Person(s) who will be registered

person 1	Surname first name
2	
3	
4	

1. More flats(in Germany)

person 1	Address(Street, house number, postal code, municipality, district)			
	This apartment was <input type="checkbox"/> sole apartment <input type="checkbox"/> Main residence <input type="checkbox"/> Secondary apartment		This apartment is future <input type="checkbox"/> Main residence <input type="checkbox"/> Secondary apartment	
person 2	Address(Street, house number, postal code, municipality, district)			
	This apartment was <input type="checkbox"/> sole apartment <input type="checkbox"/> Main residence <input type="checkbox"/> Secondary apartment		This apartment is future <input type="checkbox"/> Main residence <input type="checkbox"/> Secondary apartment	
person 3	Address(Street, house number, postal code, municipality, district)			
	This apartment was <input type="checkbox"/> sole apartment <input type="checkbox"/> Main residence <input type="checkbox"/> Secondary apartment		This apartment is future <input type="checkbox"/> Main residence <input type="checkbox"/> Secondary apartment	
person 4	Address(Street, house number, postal code, municipality, district)			
	This apartment was <input type="checkbox"/> sole apartment <input type="checkbox"/> Main residence <input type="checkbox"/> Secondary apartment		This apartment is future <input type="checkbox"/> Main residence <input type="checkbox"/> Secondary apartment	

2. Family members or legal representatives not registered

2.1 Spouse or life partner who is not co-registered

First and last name, doctoral degree if applicable	day of birth	<input type="checkbox"/> male <input type="checkbox"/> female <input type="checkbox"/> various
Address (street, house number, postal code, municipality, district)		

2.2 Minor children not registered

Legal status
(Enter the appropriate number!) 1 = biological child, 2 = stepchild

First and last name	day of birth	<input type="checkbox"/> male <input type="checkbox"/> female <input type="checkbox"/> various	to father to mother	
		<input type="checkbox"/> male <input type="checkbox"/> female <input type="checkbox"/> various		
		<input type="checkbox"/> male <input type="checkbox"/> female <input type="checkbox"/> various		

2.3 Parents of minor children who are not registered, other legal representatives

Father(First and last name, doctoral degree if applicable)		day of birth
Address (street, house number, postal code, municipality, district)		
Mother(First and last name, doctoral degree if applicable)		day of birth
Address (street, house number, postal code, municipality, district)		

3. People from displacement areas

To person No. <input type="checkbox"/>	Address on September 1, 1939 (municipality, district, country)
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4. Objection to data transfer(See leaflet!)

I/we object to information provided in the registration register					
To person	at	at	at	at	at
	Religious societies	the Federal Office for Military administration	Parties or other sponsors of election proposals	elected officials, press, radio, directory publishers	
1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Date, signature of one of the persons required to report	Date, signature of a person with power of attorney
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Confirmation of housing provider

(§ 19 Federal Registration Act)

1. Information about the apartment provider (Owner, property management, main tenant)

☐ Private individual/property management/company

☐ by the person commissioned by the housing provider

Family name, first name of the apartment provider or the person commissioned/name of the property management company or company

Address:

Street

House number

Postal code

Location

☐ The apartment provider is also the owner of the apartment.

☐ The apartment provider is **not** at the same time the owner of the apartment.

Information about the owner:

Family name, first name of the owner/name of the property management company or company

Address:

Street

House number

Postal code

Location

2. Information about the apartment

The

☐ Indent

☐ abstract

took place on:

Move-in/move-out date

Address:

Street, house number

Postal code

Location

c/o, at or app. no.

3. The following people have moved in/out of the apartment mentioned:

family name

First name

A notice:

It is forbidden to offer or make available an apartment address for registration if actual occupation of the apartment is neither taking place nor intended. A violation of this constitutes an administrative offense and can be punished with a fine of up to 50,000 euros. Failure to confirm the move in or move out as well as incorrect or late confirmation of this can be punished as an administrative offense with a fine of up to 1,000 euros (Section 54 Paragraph 3 of the Federal Registration Act).

With my signature I confirm that the information provided above corresponds to the facts.

place, date

Signature of the apartment provider