

service portal
Berlin

appointment confirmation

Name: Xuezhou Fan

Email: alexia.fan@protonmail.ch
Cancel code: df09

Your transaction number:

197105

Services:

- Registration of an apartment

Location:

Citizens' Registration Office Hohenzollerndamm -
preferred dates - Hohenzollerndamm 177, 10713
Berlin

Date / Time:

Mon. May 16, 2022 / 11:12

Payment options:



EC und Bar

You can pay in cash and with a girocard (with PIN)
(formerly EC card) at the location.

Access:



Explanation of the symbols

Access via Mansfelder / corner of Brienner Straße

Registration of an apartment:

requirements

Personal appearance (representation possible)

You can only register on site or be represented by another person on site. To do this, you must give the other person power of attorney and the completed registration form. You must sign this form yourself. The registration form can be found in the "Forms" section.

Required documents

proof of identity

Identity card, passport, children's passport for German nationals or national passport or passport replacement documents for foreign nationals.

Please bring all the documents mentioned and those you have with you for all people moving.

Supplement for registration/declaration of main residence (in the case of several apartments)

Only if you do not want to give up your previous home in Germany and want to register your new home as well, does a home have to be designated as the main home for you and any family members who may be moving with you.

registration form

Members of a family who are moving from the previous apartment to the new apartment together can use one registration form together.

If there are more than 2 people to be registered, please use an additional registration form.

Please note the "Further information on registration" in the "Further information" area.

civil status certificate

For your first registration in Berlin, it may also be necessary to present civil status documents (e.g. marriage or birth certificates).

Existing certificates should therefore be brought with you as a precaution.

Confirmation of moving in from the landlord/landlord

Since November 1, 2015, the landlord has been obliged to confirm the move-in in writing with a signature to the person subject to the registration obligation within two weeks of moving in. The confirmation must contain the following data: name and address of the landlord and, if he is not the owner, also the name of the owner, move-in date, address of the apartment and names of the persons subject to registration. The submission of a rental agreement does not replace the move-in confirmation.

A template for the confirmation of moving in from the landlord is available under "Forms".

if applicable, the declaration of consent of the absent parent and their passport or identity card

A template for the declaration of consent from the legal guardian is available under "Forms".

fees

no
