

Notify change of domicile or place of residence as professional support

Are you registered as a professional caregiver? If you change your place of business or place of residence, you must notify the home authority.

Competent Department

- [Örtliche Betreuungsbehörde](#)

Basic information

Once you have registered as a professional caregiver, you have notification and verification obligations.

Professional caregivers must notify the home authority immediately of any change of registered office or place of residence.

You must submit the notifications and proof of these changes yourself. There is no reminder to submit them.

The authority in whose district your registered office is located has local jurisdiction. If you do not have a place of business, the care authority at your place of residence is responsible.

Requirements

- You are registered as a professional caregiver.

What documents do I need?

- Proof of change of your place of business or residence

Procedure

You can send proof of the change to the home authority in the following ways

- in writing by post
- by e-mail
- via the special electronic public authority mailbox (beBPo)

You can find the contact details under "Responsible authority".

Legal bases

- [§ 25 Absatz 1 Satz 2 Betreuungsorganisationsgesetz \(BtOG\)](#)

What deadlines must be paid attention to?

If you change your place of business or place of residence, you must inform the home authority immediately.

How long does it take to process

None.

What are the costs?

gebührenfrei