

# Requesting information from the register of residents

The BürgerService facilities of the Bürgeramt may, among other things, provide you with information about the address of a specific resident within the framework of data protection regulations.

## **Competent Department**

- Bürgeramt
- BürgerServiceCenter-Mitte
- BürgerServiceCenter-Nord
- <u>BürgerServiceCenter-Stresemannstraße</u>

#### **Basic information**

Simple information from the population register

- For written requests for information, the corresponding application form "Application for simple information from the population register" must be used. The purpose of the request must be stated.
  - The form is available from the registration office or can be downloaded under "Forms".
- · Contains only the current address of a person

#### Extended registration register information

- · can contain more than just a person's current address, namely
  - previous first names and surnames
  - date and place of birth
  - legal representative
  - nationalities
  - previous addresses
  - date of moving in and out
  - marital status, limited to whether married or in a civil partnership or not
  - first names and surnames and address of spouse, civil partner
  - date and place of death
- · A legitimate interest must be substantiated

Registration register information for homeowners (home information)

Pursuant to Section 50 (4) of the Federal Registration Act (BMG), owners or landlords
of a dwelling have the right to obtain information free of charge about the surnames,
first names and doctor's degree of the residents registered in their dwelling if they can
substantiate a legal interest.

• The request must be accompanied by a copy of the identity card or passport and proof of ownership (from the land register). The legal interest must be substantiated.

#### What documents do I need?

· Proof of identity

(Presentation of a valid identity card or passport)

## **Procedure**

Simple and extended population register information can be requested in person, in writing, by fax or e-mail (if the request is attached to the e-mail as a scan or PDF).

Requests for home information can only be made in writing, by fax or e-mail (if the request is attached to the e-mail as a scan or PDF).

- The corresponding application form "Application for simple information from the population register" must be used to apply for simple information from the population register. You can download a fillable pdf file under "Forms".
- Please submit your application informally for requests for extended information from the register of residents or house information. The legitimate or legal interest must be substantiated.

Important: Each request must be accompanied by a copy of your identity card or passport.

It is not possible to obtain information by telephone.

#### More information

The registration authority may only pass on a person's data for the purposes of advertising or address trading in accordance with § 44 Para. 2 No. 2 of the Federal Registration Act (BMG) if the person has given their consent.

If a requested person has moved away, the requesting person or body will be informed of the address of departure

A neutral answer will be given if no person or several persons are found in the population register with the information provided by the person or body making the inquiry. A neutral answer will also be given if an information block according to § 51 BMG or a conditional blocking notice according to § 52 BMG exists or other interests worthy of protection according to § 8 BMG prevent the provision of information. The purpose of this is to prevent the response from the registration authority from inferring the existence of an information block or a conditional blocking notice. The neutral answer is:

" Information cannot be provided for factual or legal reasons or cannot be provided at present. be provided."

### What are the costs?

11,00 EUR for simple information

18,34 EUR for extended information

For applications received in writing, by fax or e-mail, an invoice for the relevant amount will be enclosed with the registration register information.