

Apply for a registration certificate

For your purposes, you will receive a certificate from the population register about the personal data stored there.

From 21.02.2024, you will not need an appointment for this request at the BürgerServiceCenter Mitte and BürgerServiceCenter-Nord. You can complete this request without an appointment during the opening hours of the express counters (please note the different opening hours at the BSC-Mitte and BSC-Nord).

Important: You still need an appointment for this request at the BürgerServiceCenter Stresemannstraße

Competent Department

- [Bürgeramt](#)
- [BürgerServiceCenter-Mitte](#)
- [BürgerServiceCenter-Nord](#)
- [BürgerServiceCenter-Stresemannstraße](#)

Basic information

Registration certificates are generally subject to a fee.

However, in certain individual cases (e.g. if you are receiving benefits under SGB II or SGB XII or if you have a specific purpose), a fee waiver may be granted upon request. Please provide appropriate evidence.

For pension purposes, especially with an institution abroad, a certificate of registration can be issued, which is valid as a certificate of living.

For child benefits, a registration certificate can be issued which, in addition to personal data, includes information about the children who are registered at the same address as the applicant (so-called household certificate). Please bring the form you received from the child benefit office.

Requirements

Important: This is a service under municipal responsibility. Registration relationships of other municipalities cannot be certified.

What documents do I need?

- Identity card or passport

Procedure

Application with power of attorney is possible in principle.

Prerequisite:

- at least a copy of the identity card of the person granting the power of attorney
- Informal written power of attorney
- The holder of the power of attorney must be able to identify himself/herself

The certificate of registration is issued immediately.

The written application for a registration certificate is only possible in exceptional cases and in consultation with the Citizen Service Center.

What are the costs?

10,00 EUR

Free of charge for submission to German and foreign pension insurance institutions and to the child benefit office