



Information for refugees for the procurement of a birth certificate

Dear future parents,

our heartfelt congratulations to you as expecting parents.

During these happy and exciting times questions arise that you can answer only with the help of others. We want to help you with these informations:

1. Where and how do you get a birth certificate which tells where and when your child was born, which name it carries and who the parents are.

This very important document is given to you by the civil registry office (Standesamt) of the town/village where the child is born.

If your child is born in Schwäbisch Hall we ask you to come 3-4 months before the birth of the child to us, so we can tell you which documents we need and what you have to consider when giving your child a name.

If necessary bring somebody with you who can translate for you.

2. Which documents are necessary?

- declaration of first and last name of the child, you will get a form at the hospital
- Passport of your home country
- Document of the Ausländeramt (like Gestattung, ID)
- Marriage certificate of the parents (original and German translation)
- Birth certificate of mother and father (original and German translation)
- If the mother is divorced or a widow additional documents are necessary. Please ask about this at the civil registry office (Standesamt).
- This list is not comprehensive. Please ask for details at the civil registry office (Standesamt).

3. Peculiarities depending on your country of origin

As a consequence of experiences made in the last few years you will find here a list of special documents of different countries

Afghanistan

Taskira = Birth certificate, can be used as proof of identity (after additional check)

Iraq

ID card and certificate of citizenship can be used as an alternative for the birth certificate and as proof of identity (after additional check)

Syria

ID card can be used as proof of identity (after additional check)

4. Proof of genuineness of a document (additional check)

Depending on the country of origin the civil registry office (Standesamt) can ask for a proof of genuineness of documents by a German embassy or a lawyer or the police.

5. Recognition of paternity

If there is no marriage certificate or if the parents are not married, the father can acknowledge his paternity so he can be added in the birth certificate.

The mother must agree to the acknowledgement of paternity. We advise you to do this during pregnancy! You can declare this at a civil registry office (Standesamt) youth office (Jugendamt) or a notary public (here: you have to pay).

When declaring parenthood at a youth office (Jugendamt) you can also declare custody, so the parents can have joint custody of the child.

6. Rules of naming a child

If the citizenship of parents is evident through a passport, the rules of the country of origin apply. If the citizenship of the parents is not evident or unsure, German rules apply:

- Parents are married, one family name → child bears the family name
- Parents are married, no common family name or parents are not married, joint custody → parents can choose between family name of mother or father as family name of the child. This choice is only for the first child.
- Mother is in custody of the child, father acknowledges paternity → child bears family name of mother → parents can declare that father's family name should be given to the child.

7. Missing documents

If you are not able to procure documents (e.g. ID or marriage certificate) substituting documents can be used. This should be done only when it is sure that within the next 3-6 months no original documents can be procured. Any annotation about the substitutive character of documents should be considered as temporary solution and can be a barrier to naturalization.

8. Costs

Birth certificates are given out without cost for the application for Kindergeld, parent's allowance or health insurance (one copy each).

Any additional birth certificate costs 12.- €.

One birth certificates for the parents, for the declaration of name and for the translator are given out to refugees for free by the city of Schwäbisch Hall.

If there are additional questions please do not hesitate to contact us.

Your Civil Registry Office

Gymnasiumstrasse 2

74523 Schwäbisch Hall

Tel.: 0791-751-500

standesamt@schwaebischhall.de

Opening hours:

Monday thru Friday: 8:00 – 12:00

Tuesday: 2:00 pm – 4:00 pm

Thursday: 2:00 pm – 5:00 pm