

Important informations for certification of birth

Confirmation of giving firstname

On the backside mentioned confirmation for giving firstname there are to register the name (s) of the child. This confirmation has to be signed in case of married parents by each parent, in case of not married parents only by the mother.

Necessary documents

- a) Noticing the birth of a child of married parents there is to present the registry office the **marriage certificate, the certificates of birth and the identity card or the passports, all that of both parents.**

According foreign documents have to be given in original being translated in german language.

- b) Noticing the birth of a child of **not married parents** the common attendance in the registry office of both parents is necessary, if the acknowledgement of paternity should be declared before the child's birth.

The mother of the child has to present her certificate of birth (or a certified copy of a previous marriage registration in case of earlier marriage).

The father of the child has to present his certificate of birth too (also a certified copy of a previous marriage registration, if being married or having been married).

For a parent being born in foreign countries or having married in foreign countries the original documents including a corresponding german translation or alternatively international documents are needed.

In case of declared acknowledgement of paternity, naming, and / or custody declaration the corresponding documents have to be given too.

The child's parents have to identify by personal card or passport.

Special declaration (visit of both parents is necessary):

Parents not bearing common names have to declare the registry office the naming of the child. The same goes for not married parents having declared the common custody in government office for youth welfare.

Time to register:

The birth has to be registered within one week's time in the city government, registry office, Apfelstr. 60, 52525 Heinsberg, groundfloor, office No. 110 to 114 (first possible by phone No.02452/14-3231 following to 14-3236)

I point out that in special cases the presentation of further documents can be demanded.

The registry's office public opening times

monday - Friday	8.00 – 12.00 o' clock
monday afternoon	14.00 – 16.30 o'clock
thursday afternoon	14.00 – 15.30 o' clock