

Important informations for the certification of a birth

Confirmation of first name(s)

Kindly indicate the complete name(s) of the child on the enclosed confirmation for giving first name(s). This confirmation has to be signed by both parents if married. In case of not married parents it has to be signed only by the mother.

Required documents

- a) When reporting the child's birth by married parents, there is to submit the **marriage certificate, the birth certificates of both parents and the identity cards or the passports of both parents**. In case of foreign documents, the German translation must also be submitted. Alternatively, international documents can be presented.
- b) When reporting the child's birth of **not married parents**, the common attendance of both parents is mandatory if the acknowledgement of paternity should be declared before the child's birth certification.
- The child's **mother** has to submit her **birth certificate** (if divorced or widowed: her previous marriage certificate as well as her divorce certificate or death certificate)
- The child's **father** has also to submit his **birth certificate**.
- For a parent born abroad or married abroad, the original documents including a certified German translation or an international document has to be submitted.
- If an acknowledgement of paternity, a name declaration or a declaration of joint custody was submitted before the birth of the child, these documents have to be presented as well.
- Both parents have to identify themselves by passport or identity card.**

Special declaration (The presence of both parents is mandatory!):

Married parents not bearing a common family name have to declare the child's surname to the registry office. This also applies to parents who are not married to each other and who have submitted a declaration of joint custody at the youth welfare office.

We would like to point out that the submission of further documents may be required in individual cases.

Registration deadline:

The birth has to be reported to the registry office **only by e-mail in advance within one week**. Please send **all required documents** as a scan or photo to standesamt@heinsberg.de as well as your **cel phone number**. The registry office will prepare the process accordingly and arrange an appointment.

The registry office is located in the City Hall Heinsberg, Apfelstraße 60, 52525 Heinsberg, ground floor, room nos. 110 to 114.

Contact nos.: +49(0)2452/14-3231 following to 14-3236

The office hours are as follows:

monday - friday	8.00 – 12.00 h
monday afternoon	14.00 –16.30 h
thursday afternoon	14.00 –15.30 h