

99115005104000, 99115005104000

Residence registration

Heruntergeladen am 27.06.2025

<https://fimportal.de/xzufi-services/121407320/L100002>

Modul	Sachverhalt
Leistungsschlüssel	99115005104000, 99115005104000
Leistungsbezeichnung I	Residence registration
Leistungsbezeichnung II	Register apartment
Typisierung	3b - Bundesaufsichtsverwaltung: Regelung, Land: Ausführungsvorschriften, Kommune: Vollzug
Quellredaktion	Nordrhein-Westfalen
Freigabestatus Katalog	fachlich freigegeben (gold)
Freigabestatus Bibliothek	fachlich freigegeben (silber)
Begriffe im Kontext	
Leistungstyp	Leistungsobjekt mit Verrichtung
Leistungsgruppierung	Wohnsitz (115)
Verrichtungskennung	Anmeldung (104)
SDG-Informationsbereich	Vorübergehender oder dauerhafter Umzug in einen anderen Mitgliedstaat
Lagen Portalverbund	Hausbau und Immobilienerwerb (1050100), Wohnen und Umzug (1050200)
Einheitlicher	

Modul	Sachverhalt
Ansprechpartner	Nein
Fachlich freigegeben am	11.11.2021
Fachlich freigegeben durch	Ministry of the Interior of the State of North Rhine-Westphalia
Handlungsgrundlage	http://www.gesetze-im-internet.de/bmg/_17.html https://www.gesetze-im-internet.de/bmg/_19.html https://www.gesetze-im-internet.de/bmg/_24.html http://www.gesetze-im-internet.de/bmg/_17.html https://www.gesetze-im-internet.de/bmg/_19.html https://www.gesetze-im-internet.de/bmg/_24.html
Teaser	Are you moving into a new apartment? Then you must register with the registration office within two weeks of moving in. You can find out more here.
Volltext	<p>When you move into an apartment, you must register with the registration office.</p> <p>If you are under the age of 16, you must register with the person whose home you are moving into. Newborns born in Germany only need to be registered if they move into a home other than that of their parents or mother. If you are of legal age and a guardian or caretaker has been appointed for you who can determine your place of residence, this person is responsible for registration.</p> <p>If you have several residences in Germany, one of these residences is your main residence.</p> <p>The main residence is</p> <ul style="list-style-type: none"> • if you are married or living in a civil partnership: the home used primarily by both of you. This also applies if you are only living apart temporarily. • if you are married or in a civil partnership and live apart permanently: Your predominantly used home. • if you are a minor: the home mainly used by your parents or foster parents. If they live separately, the main residence is the home in which you mainly live. • Only if the predominantly used home cannot be determined beyond doubt should the focus of the

Modul

Sachverhalt

living relationships be taken into account. Indications for this are, for example, the type of home, personal ties, social and local political activities as well as membership in clubs and other organizations.

Secondary residence is

- any other residence in Germany.

Each time you register, you must inform the registration authority whether you have any other residences in Germany and, if so, which of these residences is your main residence.

When registering with the registration authority, you must submit written confirmation from the landlord or landlady or a person appointed by him or her (landlord confirmation) if you are not the owner of the apartment yourself.

The confirmation from the landlord or landlady must contain the following data:

1. Name and address of the landlord or landlady and, if the landlord or landlady is not the owner, also the name of the owner,
2. date of moving in,
3. address of the dwelling and
4. Names of persons required to register in accordance with § 17 Paragraph 1 of the Federal Registration Act (BMG).

To register, you must complete and sign a registration form.

You will receive written or electronic confirmation of your registration free of charge (official registration confirmation).

If, for certain reasons, you do not want your personal data to be passed on, in some cases you have the option of objecting to it being passed on.

Erforderliche Unterlagen

The following documents are required:

Modul	Sachverhalt
	<ul style="list-style-type: none"> • Registration form (may be provided by the municipalities for download or pre-filled), • Identity card and/or passport as proof of identity and to change the apartment details, • Confirmation from the landlord or corresponding allocation feature. <p>The following data or documents are also required from</p> <ul style="list-style-type: none"> • Persons under guardianship: written power of attorney or guardian's identity card, • Persons who cannot appear in person: written power of attorney and identification documents of the person to be registered. <p>Spouses, life partners and family members with the same move-in dates (move-in date and previous and current residences) should use one registration form.</p>
Voraussetzungen	<p>The following requirements must be met:</p> <ul style="list-style-type: none"> • You have moved into a new apartment.
Kosten	none
Verfahrensablauf	<p>The registration process is as follows:</p> <ul style="list-style-type: none"> • You present yourself in person. • You present your identity document and the landlord's confirmation of residence. • You or the registration office will fill out a registration form. • You will receive a written confirmation of registration from the registration office.
Bearbeitungsdauer	none (the registration confirmation is issued directly at the registration office)
Frist	Registration deadline after moving in: within 2 weeks.
weiterführende Informationen	<p>Information on the website of the Federal Ministry of the Interior, Building and Community:</p> <p>https://www.bmi.bund.de/DE/themen/moderne-verwaltung/verwaltungsrecht/meldewesen/meldewesen-node.html</p>

Modul	Sachverhalt
Hinweise	
Rechtsbehelf	<ul style="list-style-type: none"> • Opposition • Action for rescission • Compulsory action
Kurztext	<ul style="list-style-type: none"> • Apartment registration • Registering an apartment with the registration office • A main residence or secondary residence can be registered • Deadline: within 2 weeks of moving in • Responsible: Registration office of the new place of residence
Ansprechpunkt	
Zuständige Stelle	
Formulare	<p>Some registration authorities offer forms on the Internet.</p> <ul style="list-style-type: none"> • Online procedure possible: generally no • Written form required: yes • Personal appearance required: generally yes <p>If the registration office in your new place of residence has opened Internet access for registration, you can use this access to register.</p>
Ursprungsportal	Wohnsitz anmelden, Residence registration