

99008001012003, 99008001012003

# Applying for an identity card due to loss

Heruntergeladen am 28.06.2025

<https://fimportal.de/xzufi-services/387415100/L100008>

Modul	Sachverhalt
Leistungsschlüssel	99008001012003, 99008001012003
Leistungsbezeichnung I	Applying for an identity card due to loss
Leistungsbezeichnung II	
Typisierung	2/3 - Bund: Regelung (2 oder 3), Land/Kommune: Vollzug
Quellredaktion	Sachsen-Anhalt
Freigabestatus Katalog	unbestimmter Freigabestatus
Freigabestatus Bibliothek	unbestimmter Freigabestatus
Begriffe im Kontext	
Leistungstyp	Leistungsobjekt mit Verrichtung
Leistungsgruppierung	Personalausweis (008)
Verrichtungskennung	Ausstellung (012)
SDG-Informationsbereich	Dokumente, die von Unionsbürgern, ihren Familienmitgliedern, die keine Unionsbürger sind, allein reisenden Minderjährigen und Nicht-Unionsbürgern bei grenzüberschreitenden

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	Reisen innerhalb der Union verlangt werden (Personalausweis, Visum, Pass)
Lagen Portalverbund	Ausweise (1070100)
Einheitlicher Ansprechpartner	Nein
Fachlich freigegeben am	03.06.2021
Fachlich freigegeben durch	Federal Ministry of the Interior, Building and Community
Handlungsgrundlage	<a href="https://www.gesetze-im-internet.de/pauswg/_9.html">https://www.gesetze-im-internet.de/pauswg/_9.html</a> <a href="https://www.gesetze-im-internet.de/pauswg/_9.html">https://www.gesetze-im-internet.de/pauswg/_9.html</a>
Teaser	Have you lost your identity card? Then you need to report it. In addition, you will need to apply for a new identity card if you are over 16 years old and do not have another valid passport document.
Volltext	<p>You can report the loss</p> <ul style="list-style-type: none"> <li>• at any identity card authority, usually the local citizens' office, or</li> <li>• with every police force.</li> </ul> <p>In addition, you must apply for a new identity card if you are over 16 years old and do not have a valid passport document, i.e. passport or temporary passport. This is possible at the Bürgeramt at your main residence. If you do not apply for your identity card at your main residence, you need an important reason. In addition, a surcharge of EUR 13.00 will be charged to the fee. If you contact the Bürgeramt you have selected in advance, you can find out whether and to what extent the Bürgeramt acknowledges your reason. In the event that you find your ID card again, you must report this personally to your identity card authority. Only when you have officially reported your identity card as "found" will a corresponding entry with the police be deleted. If you have not applied for a new identity card, you can continue to use your ID card in Germany, which has been registered as recovered, without restriction until the end of its validity.</p>

## Modul

## Sachverhalt

### Erforderliche Unterlagen

- Biometric passport photo: The photo must be up-to-date and meet the requirements for photos for electronic identity cards.
- if available and not yet validated: old passport or children's passport (valid or already expired)
- if no valid passport or children's passport is available: birth certificate or marriage certificate
- if available: police loss report
- in the case of children under the age of 16: if applicable, declaration of consent from the parent with custody who is not present in the case of only one legal guardian, additional proof of custody

### Voraussetzungen

The obligation to apply for an identity card applies to you if you

- have German nationality,
- have reached the age of 16,
- are registered in Germany and
- do not have a valid passport document, i.e. passport or temporary passport.

For applications outside your main residence:

- You must be able to explain an important reason why you do not apply for the identity card to the identity card authority responsible at your main residence.
- Exception: The temporary identity card cannot be applied for abroad.

### Kosten

- EUR 37.00 for applicants aged 24 and over
- EUR 22.80 for applicants under the age of 24
- EUR 10.00 for the temporary identity card
- EUR 13.00 surcharge for applications outside working hours or not at the main residence
- EUR 30.00 surcharge for issuance by consular or diplomatic mission abroad

Fee reduction or exemption is possible for those in need. This is at the discretion of the identity card authority.

### Verfahrensablauf

To apply for a new id card after loss, follow these steps:

- Report the loss to an identity card authority, usually

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	<p>the Bürgeramt, or to the police. You can submit the loss report informally in writing or in person.</p> <ul style="list-style-type: none"> <li>• If you want to apply for a new ID card at the Bürgeramt at the same time, you must do so personally and bring the necessary documents with you.</li> <li>• Your Citizens' Office will inform you when you apply when you can pick up your identity card. As a rule, it takes at least two weeks.</li> <li>• Your identity card is produced centrally by Bundesdruckerei GmbH.</li> <li>• At many citizens' offices, you can arrange a pick-up appointment online, by e-mail or by telephone. You can find out what options your Citizens' Office offers, for example, on its website.</li> </ul>
Bearbeitungsdauer	From the time of application, it usually takes at least 2 weeks until you can pick up your identity card at the Bürgeramt.
Frist	You must report the loss as soon as possible.
weiterführende Informationen	
Hinweise	
Rechtsbehelf	
Kurztext	<ul style="list-style-type: none"> <li>• Identity card issued new due to loss</li> <li>• Loss of identity card must be reported to Police or Identity card authority, for example Citizens' Office</li> <li>• Costs for applying for a new identity card: EUR 37.00 for applicants aged 24 and over EUR 22.80 for applicants under the age of 24 EUR 10.00 for the temporary identity card EUR 13.00 surcharge for applications outside working hours or not at the main residence EUR 30.00 surcharge for issuance by consular or diplomatic mission abroad</li> <li>• Processing time: at least 2 weeks from application</li> <li>• Retrieval must also be reported to the identity card authority</li> <li>• responsible: Bürgeramt at your main residence or any other Bürgeramt</li> </ul>
Ansprechpunkt	Contact the Citizens' Office of your municipality or city.

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Zuständige Stelle	
Formulare	
Ursprungsportal	Applying for an identity card due to loss, Personalausweis beantragen wegen Verlust