

99027002012000

Request a birth certificate

Heruntergeladen am 06.07.2025

<https://fimportal.de/xzufi-services/6000898-99027002012000/L100009>

| Modul | Sachverhalt |
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| Leistungsschlüssel | 99027002012000 |
| Leistungsbezeichnung I | Request a birth certificate |
| Leistungsbezeichnung II | Request a birth certificate |
| Typisierung | 2/3 - Bund: Regelung (2 oder 3), Land/Kommune: Vollzug |
| Quellredaktion | Sachsen |
| Freigabestatus Katalog | unbestimmter Freigabestatus |
| Freigabestatus Bibliothek | unbestimmter Freigabestatus |
| Begriffe im Kontext | |
| Leistungstyp | |
| Leistungsgruppierung | |
| Verrichtungskennung | |
| SDG-Informationsbereich | |
| Lagen Portalverbund | |
| Einheitlicher Ansprechpartner | |
| Fachlich freigegeben am | |

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Fachlich freigegeben durch
Handlungsgrundlage

- § 55 Personenstandsgesetz (PStG) – Personenstandsurkunden
- § 59 PStG – Geburtsurkunde
- § 62 PStG – Urkundenerteilung, Auskunft, Einsicht
- Anlage 1 zu § 1 Sächsisches Kostenverzeichnis (SächsKVZ), Lfd. Nr. 75 Personenstandsrecht, öffentliches Namensrecht
- § 64 Sozialgesetzbuch Zehntes Buch (SGB X) – Gebührenfreiheit

Teaser

The birth certificate proves the birth of a person, their first names and surnames and the details of their parents. You can have a birth certificate issued on the basis of the birth register kept at the relevant registry office.

Volltext

Application for the issue of civil status certificates in accordance with Section 55 of the Civil Status Act (PStG), birth certificate

The birth certificate proves the birth of a person, their first names and surnames and the details of their parents. You can have a birth certificate issued on the basis of the birth register kept at the relevant registry office.

The birth certificate is issued by the registry office that notarised the birth. In federal states where there is a centralised register network, it is also possible to obtain the birth certificate from any other registry office. The Free State of Saxony does not maintain a centralised register.

Erforderliche Unterlagen

- Identity card or passport (if applying in writing: certified copy)
- for collection by a representative: written authorisation from the authorised person, their ID (original or certified copy) and their own ID
- for other persons: Proof of legal interest

Voraussetzungen

Civil status certificates contain personal data, so their issue is subject to data protection restrictions. Register extracts can therefore only be issued

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- for persons to whom the entry relates

and for their

- spouse,
- civil partner (within the meaning of the LPartG),
- ancestors and descendants (such as children and grandchildren),
- siblings, if they can prove a legitimate interest.

Other persons, including close relatives such as aunts and uncles, will only receive a certificate if they can credibly demonstrate a legal interest (examples: letter from the probate court, letter from the estate administrator, letter from the estate administrator, etc.): Letter from the probate court, court judgement or enforceable title).

Note: Applicants must be at least 16 years old.

Kosten

- Birth certificate (first copy): EUR 15.00
- if further copies are requested at the same time: EUR 7.00 each
- issue for statutory pension insurance: free of charge

Verfahrensablauf
Personal application

- Go to the relevant registry office.
- Present your identity card or passport to prove your identity.
- You usually pay the fee in advance when applying at the registry office.

In addition to yourself, a person you trust may also order and collect the certificate on your behalf. In addition to a written power of attorney, they must present your identity card or passport (original or certified copy) and their own identity card or passport.

Application by post or e-mail

- send an informal letter to the relevant registry office asking them to issue you with a birth certificate.
- Depending on the services offered by the city or

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municipality, you can also find application forms on the Internet.

- Your letter must contain the following information: surname, first name date and place of birth surname, first name of parents if known: Registry office and notarisation number
- Please enclose a notarised copy of your identity card or passport with the letter.
- You will receive a notification of fees when the certificate is sent to you.

Depending on the services offered by the city or municipality, you can also submit the application online.

Bearbeitungsdauer

Frist

The civil status registers are only kept in the registry office for a limited period of time: • birth register: 110 years • marriage register: 80 years • civil partnership register: 80 years • death register: 30 years After this period has expired, the civil registers are handed over to the municipal or city archives. Requests for documents held in the archive are automatically forwarded there. There is no notification of submission.

weiterführende Informationen

Hinweise

International birth certificate

A birth certificate can also be issued on a multilingual form, particularly for use abroad (international birth certificate in accordance with the Convention of 8 September 1976 on the issue of multilingual extracts from civil status records).

You can use the international birth certificate abroad without a translation. It is issued by the registry office that notarised your birth.

Parentage certificate

Compared to a birth certificate, a certified printout from the register of births (formerly the register of

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| | <p>births) shows all the data entered by the registry office in connection with the birth. The certified printout from the register thus replaces the former certificate of parentage (abolished on 1 January 2009).</p> <p>Special local features: none</p> |
| Rechtsbehelf | not applicable |
| Kurztext | |
| Ansprechpunkt | |
| Zuständige Stelle | |
| Formulare | |
| Ursprungsportal | |