99008001012001

Applying for an ID card for the first time or after expiry

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Modul	Sachverhalt
Leistungsschlüssel	99008001012001
Leistungsbezeichnung I	Applying for an ID card for the first time or after expiry
Leistungsbezeichnung II	Applying for an ID card for the first time or after expiry
Typisierung	2/3 - Bund: Regelung (2 oder 3), Land/Kommune: Vollzug
Quellredaktion	Baden-Württemberg
Freigabestatus Katalog	unbestimmter Freigabestatus
Freigabestatus Bibliothek	unbestimmter Freigabestatus
Begriffe im Kontext	
Leistungstyp	
Leistungsgruppierung	
Verrichtungskennung	
SDG-Informationsbereich	
Lagen Portalverbund	
Einheitlicher	

Modul	Sachverhalt
Ansprechpartner	
Fachlich freigegeben am	
Fachlich freigegen durch	
Handlungsgrundlage	Personalausweisgesetz (PAuswG): • § 1 Ausweispflicht; Ausweisrecht • § 6 Gültigkeitsdauer des Ausweises; vorzeitige Beantragung; räumliche Beschränkungen • § 7 Sachliche Zuständigkeit • § 8 Örtliche Zuständigkeit; Tätigwerden bei örtlicher Unzuständigkeit • § 9 Ausstellung des Ausweises • § 10 Einschaltung, Sperrung und Entsperrung der Funktion des elektronischen Identitätsnachweises mit dem Personalausweis • § 27 Pflichten des Ausweisinhabers Verordnung über Gebühren für Personalausweise und eID-Karten für Unionsbürger und Angehörige des Europäischen Wirtschaftsraums (Personalasuweis- und eID-Karten-Gebührenverordnung-PAuswGebV)
Teaser	German citizens are required to have a valid identity card from the age of 16. The identification requirement is also fulfilled if you have a valid German passport. However, you are not obliged to carry your identity card with you at all times.
Volltext	German citizens are required to have a valid identity card from the age of 16. The identification requirement is also fulfilled if you have a valid German passport. However, you are not obliged to carry your identity card with you at all times. Children and young people under the age of 16 may be issued with an identity card on application. German nationals without a residence in Germany can also be issued an identity card on application. The identity card is issued in cheque card format. Your personal data, your photograph and your

Modul	Sachverhalt
	fingerprints are also stored in the ID card chip. The photograph and fingerprints are only accessible to public authorities such as the police and border authorities. The chip also offers two other functions: • electronic proof of identity (eID function) or the online ID function and • the signature/signature function Since 15 July 2017, the eID function has always been activated in ID cards if you are at least 16 years old.
Erforderliche Unterlagen	• Identity card, passport or , if applicable, birth certificate • a current biometric photograph • for children and young people under the age of 16: If both custodial parents submit the application: Parents' identity cards or passports. If only one parent with custody is making the application: additionally written declaration of consent from the other custodial parent Copy of the identity card or passport of the other legal guardian for a custodial parent with sole custody: additionally Declaration of custody or, if none is available, a written declaration of sole custody. Some municipalities require negative certificates in this regard. If applicable, legally binding divorce decree with custody order or subsequent order of the family court regarding sole custody or provisional custody order of the local court (if both parents live in Germany). in the case of guardianship: additionally Certificate of appointment as guardian Notes: • The biometric photographs must comply with the relevant formal requirements. The photo sample chart for identity documents provides assistance in this regard. • From 1 May 2025, only digital photographs will be accepted for ID card applications. Depending on the equipment at the authority, you can take the photo when applying on site or you can have the photo taken in advance by a certified service provider (e.g.

photographer or photo service at dm drugstores). The photo is then stored by the service provider in a secure cloud. You will receive a printout of a data matrix code (similar to a QR code), which the authorities canuse to retrieveyour photograph from the cloud . During the transition period, a paper-based photograph may also be accepted in exceptional cases and under certain conditions. Please contact your local authority in advance to find out about the options available to you!

Attention:

• Further documents may be required for the first issue (in some municipalities also for the first issue after immigration), such as civil status documents.
• When applying for the first time for a child born abroad, the original birth certificate and the German translation must be submitted.
• When applying for an identity card at an identity card authority in Germany (non-competent authority), further documents may need to be submitted.

Tip: Enquire in advance at the identity card authority about the documents required in your individual case.

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Voraussetzungen	• You have German citizenship. • There must be no grounds for refusing to issue an identity card.
Kosten	• applicant aged 24 or over: since 1 January 2021: EUR 37.00 • applicant under the age of 24: EUR 22.80 • for photo production at the authority when using the Bundesdruckerei photo technology: EUR 6.00 • for the optional direct dispatch: EUR 15.00 • Switching on the online ID function is free of charge in the following cases: first-time activation at the time of issue switching on for the first time from the age of 16 Blocking the online ID function in the event of loss Changing the transport PIN to a personal PIN subsequent activation of the online ID function Changing the PIN at the Citizens' Registration Office (e.g. forgotten PIN) Unblocking the online ID function • Costs for an electronic signature certificate: determined by the respective provider

	Please note: • For some of these services, a surcharge of EUR 13.00 will be levied for processing outside office hours or when visiting an office without jurisdiction. • You can also submit the application to an identity card authority that is not locally competent. This authority must process your application if you provide important reasons. The authority may also charge a surcharge of EUR 13 for this processing, or EUR 30 for German nationals living abroad. • A different fee may be charged if the photo capture technology of a manufacturer other than Bundesdruckerei is used at the authority.
Verfahrensablauf	• You must apply for an identity card in person at the relevant identity card authority. • You must provide a formally valid signature and complete the declaration of German citizenship. A signature is required for children aged 10 and over. • When applying, you can have the photograph taken on site - depending on the facilities at the authority - or you can have the photograph taken in advance by a certified service provider (e.g. photographer or photo service at dm drugstores). The service provider will send you a printout of a data matrix code (similar to a QR code), which the authority can use to retrieve your photo from the cloud. • Since 2 August 2021, fingerprinting has been mandatory for people aged 6 and over. They are stored on the ID chip. If an index finger is missing, the quality of the fingerprint is insufficient or the fingertip is damaged, another fingerprint is taken as a substitute. Fingerprints are only not taken if this is impossible for medical, permanent reasons. • Since 17 February 2025, you will receivea PIN letter when you apply for your ID card - regardless of your age. This contains a secret number (five-digit one-time PIN) and an unlock number (PUK) for using the online ID card function. You can use the online ID card from the age of 16 as soon as you have set your self-selected, six-digit PIN. When the new ID card is issued, you will receive a letter with the blocking password so that you can block the online ID card if

necessary (for example, if you lose the document).
• The ID card is produced centrally by Bundesdruckerei in Berlin.
• You can collect the finished ID card from the authorities in due course. Depending on the municipality, you will be notified as soon as you can collect your ID card. The notification information from the ID card authority usually also contains a form for authorisation to collect your ID card. This allows you to collect your ID card yourself or have it collected by an authorised person. The authorised person must identify themselves to the ID card authority beforehand and present the authorisation to collect.
• You must hand in your old ID card when you receive the new document. If you wish, you can take your old ID card back with you as a souvenir.
• From 1 May 2025, you can also select the "direct delivery" option in the application process, which is subject to a charge, and receive the document delivered to your home address where it can be delivered. You must be at least 16 years old and submit the ID card application within Germany to the authority at your place of residence. In addition, you must personally identify yourself to the postal delivery service at your front door with a valid German ID document (in this case: passport) and have the old ID card cancelled when applying for the new ID card. Residents of Büsingen (Hochrhein) and Helgoland cannot use the direct delivery service.

Note: Young people aged 16 and over can apply for an ID card themselves. If young people aged 16 and under do not fulfil this obligation, their legal representative must submit the application. Legal representatives are normally the parents. One parent can be represented by the other with a power of attorney when submitting the application. If the young person has reached the age of 16, the application must be submitted within six weeks.

For children and young people under the age of 16, both parents submit the application jointly if they have joint custody. The children and young people for whom the application is made must always appear in person, as the competent authority must check their identity.

Modul	Sachverhalt
Bearbeitungsdauer	about three to six weeks
Frist	Application: • in good time before fulfilment of the legal obligation to provide identification • Application obligation of persons with custody or carers for young people aged 16 and over and under 18: within six weeks after the young person has turned 16 and has not submitted an application themselves and the identification obligation cannot be fulfilled by a valid German passport. Period of validity: The period of validity of the new ID card depends on your age: • under 24 years of age: ID card is valid for six years. • from the age of 24: ID card is valid for ten years. It is not possible to extend the period of validity of the ID card.
weiterführende Informationen	
Hinweise	• You must hand in your old ID card or have it cancelled at the latest when you receive your new ID card. • If entries in the ID card have become incorrect, you must present the ID card to the relevant office. • If you move house or move abroad, your address will be changed(change of address on the ID card). • It is not possible to change the name on the ID card. In this case, you must apply for a new ID card. You can find details on this in the texts: Identity card - apply for issue due to name change on marriage, Identity card - apply for issue due to name change on divorce. • You are obliged to report the loss of your identity card to the identity card authority immediately. If you use the electronic proof of identity or the signature function, you must have these functions blocked immediately. You can find details on this in the text"ID card - applying for issue due to loss".
Rechtsbehelf	• Opposition • Action
Kurztext	
Ansprechpunkt	
Zuständige Stelle	

Modul	Sachverhalt
Formulare	
Ursprungsportal	