

# Guide for New Parents

Process for and information on registering the birth of your child

The purpose of this guide is to help new parents submit documents to the registry office to register the birth of a child.



## Dear parents, mothers and fathers,

The birth of a child can be an incredibly emotional and even dramatic time in our lives. I would like to sincerely congratulate you as you come through this experience.

As I know all too well from my own experience, these tiny beings not only take hearts by storm but turn entire worlds upside down in the blink of an eye.

We have put together this informational brochure to offer you some relief during this exciting time immediately following the birth of your child. It is intended to help you take care of the necessary formalities and includes important information on how to register your child's birth, naming your child, and the documents you will need.

I would like to take this opportunity to wish you and your little one a great start to this new adventure.

Yours sincerely,

Peter Boch  
Mayor



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“Sometimes the smallest things  
take up the most room in your heart.”

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Winnie the Pooh

# Process for and information on registering the birth of your child

## Process

The hospital notifies the registry office (Standesamt) of your child's birth and securely sends all documentation on your behalf, along with the attached form designating your child's name, to be completed and signed by you, to the registry office by hospital courier. To find out which documents you will need to submit, please see the checklist on page 3. All of your documents will be returned to you upon completion of the registration process, together with your child's birth certificates.

## Birth certificates

You will receive three designated birth certificates from us, free of charge:

- one for Child Benefit (Kindergeld)
- one for Parental Allowance (Elterngeld)
- one to submit to your health insurance provider (for pregnancy/maternity benefits)

Any additional birth certificates required for your private records will incur a fee of EUR 20 per certificate, plus postage (recorded delivery). This fee is payable directly at the hospital. You can specify this on the next page.

Should you need to order another copy at a later date, simply visit [www.pforzheim.de/urkunden](http://www.pforzheim.de/urkunden) (website in German only) to order one online.

The process can take up to 4 weeks. We kindly ask that you refrain from querying the process with the registry office during this period.

# Checklist of required documents



**Have you already registered a child in Pforzheim, or have you gotten married here and the information we hold is still current?** Please let us know. This means that we already have your documents on file in the registry office so you will not need to submit them again.



If translations are required, documents in foreign languages must be translated according to ISO standards by a sworn translator in Germany. A list of translators is available at [www.olg-stuttgart.de](http://www.olg-stuttgart.de) (website in German only).



Where applicable, foreign documents may need to be notarized and/or apostilled. Please check with the registry office.



**All documents must be submitted as original documents. We cannot accept copies.**

	Mother single	Mother divorced	Parents married	Parents not married	Completed
A copy of ID card; if applicant is a foreign national: copy of passport	X	X	X	X	
Mother's birth certificate (if born outside of Pforzheim)	X	X		X	
Father's birth certificate (if born outside of Pforzheim)				X	
Marriage certificate		X	X		
<b>Legally binding</b> divorce decree		X			
Acknowledgment of paternity, if applicable				X	
If applicable, custody declaration or name designation				X	
Accompanying document	X	X	X	X	

Order more birth certificates

	DIN A4	Register	International	Each document EUR 20	Total
Please enter the number					

**If you have any questions, please contact:**

The City of Pforzheim | Marktplatz 1 | 75175 Pforzheim, Germany  
 Tel.: +49 7231 39-3093 | +49 7231 39-2634 | +49 7231 39-1720  
[geburten@pforzheim.de](mailto:geburten@pforzheim.de) | [www.pforzheim.de](http://www.pforzheim.de)

# Information on acknowledging paternity

## **When is an acknowledgment of paternity necessary?**

An acknowledgment of paternity allows the person recognized as the child's father to be listed on the child's birth certificate. This forms the basis for legal paternity, i.e. the consequences of paternity in terms of support and inheritance. Acknowledging paternity does not automatically entitle the father to custody. This must be declared separately in a joint custody declaration. If the parents are married, no acknowledgment of paternity is necessary. The husband is automatically listed as the child's father.

## **When acknowledgment of paternity enters into force**

Paternity can be acknowledged prior to the child's birth, but only enters into force once the child is born. **In addition, the mother of the child must consent to acknowledgment of paternity.** If the parents are minors, their legal representatives must give their consent.

An acknowledgment of paternity cannot enter into effect if another man has already officially acknowledged paternity, e.g. if the mother is married to another man when the child is born, or if the divorce is recognized in Germany.

If the child's mother is still married, but her husband is not the father, a special case may be considered in favor of qualified third-party acknowledgment of paternity. Please contact the registry office (Standesamt) with any queries.

## **Contact**

Acknowledgment of paternity can be declared at **any registry office**, at the **Youth Welfare Office (Jugendamt)**, or in the presence of a **notary** (for a fee). If you would also like to submit a **custody declaration**, we recommend having an acknowledgement of paternity recorded at the Youth Welfare Office (Jugendamt), as this is the only office that can also accept custody declarations.

### **Pforzheim Registry Office (Standesamt)** (free)

Tel.: +49 7231 39-2635 | geburten@pforzheim.de

If an interpreter is required, we currently charge a fee of EUR 35.

### **Pforzheim Youth Welfare Office (Jugendamt)** (free)

Fax: +49 7231 39-2540 | jsa@stadt-pforzheim.de





# Information on naming rights (right of designation)

## First names

A child's first names are chosen by their legal parents or by one parent with sole custody. There are no clear legal regulations regarding the naming of children. Generally, however, a child's first name should be recognizable as such, and should not negatively impact the welfare of the child.

If you have any questions about whether a name is legally permitted or the origin of a name, please contact: Gesellschaft für deutsche Sprache e.V., <https://gfds.de/#> (website in German only).

## Surnames

- Parents are married and share a common family name: The child is given that common family name as their surname.
- Parents are married and have different surnames: The child may be given the mother's or father's surname. **The decision as to the naming of the first child is binding and applies to any subsequent children born to those parents.**
- Parents are not married; paternity is acknowledged: The child is given the mother's surname.
- Parents are not married, paternity is acknowledged **and consent declared to use their surname prior to birth:** The child is given the father's surname. This consent is irrevocable and is subject to a EUR 40 fee.
- Parents are not married, paternity is acknowledged **and a custody declaration has been arranged prior to birth:** The child may be given the mother's or father's surname. The family name chosen for the first child is binding and applies to any subsequent children born to those parents. However, an acknowledgment of paternity and custody declaration must be made for each child.



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All of the information provided is based on German law, specifically naming rights in Germany. Depending on your nationality, legal provisions from your home country and foreign naming laws may apply. If you have any questions in this regard, please contact the registry office (Standesamt).



Use the **document attached** to choose your child's first name(s) and surname(s) after their birth, and to notify us of their birth. This form is included in this guide.

# Important contact details

## **Parental Allowance (Elterngeld)**

For Parental Allowance queries in Baden-Württemberg, please contact L-Bank (the state bank for Baden-Württemberg). General information and application available at:  
<https://www.l-bank.de/produkte/familienfoerderung/elterngeld.html> (website in German only)

## **Child Benefit (Kindergeld)**

German Federal Employment Agency (Agentur für Arbeit) – Nagold Family Welfare Office (Familienkasse)  
Bahnhofstr. 37 | 72202 Nagold, Germany  
Tel.: 0800 4 5555 30 | 07452 829 266  
[familienkasse-baden-wuerttemberg-west@arbeitsagentur.de](mailto:familienkasse-baden-wuerttemberg-west@arbeitsagentur.de)

## **Maternity benefits**

Apply with your health insurer. Information is also available at:  
<https://www.familie-pforzheim.de/eltern/finanzielle-hilfen.html> (website in German only)

## **Custody declaration**

## **Youth and Social Welfare Office (Jugend- und Sozialamt)**

Social Services (Soziale Dienste)  
Östliche Karl-Friedrich-Str. 2 | 75175 Pforzheim, Germany  
Tel.: 07231 39-1415 | 07231 39-3102  
[jsa@pforzheim.de](mailto:jsa@pforzheim.de)

## **Children, Youth and Family Helpdesk (Beratungsstelle für Kinder, Jugendliche und deren Familien)**

Baumgässchen 3 (Melanchthonhaus) | 75172 Pforzheim, Germany  
Tel.: 07231 28170 0  
[info@beratung-pf.de](mailto:info@beratung-pf.de)

## **Pro Familia – Pforzheim Information Center**

Parkstrasse 19-21 | 75175 Pforzheim, Germany  
Tel.: 07231 6075860  
[pforzheim@profamilia.de](mailto:pforzheim@profamilia.de)



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Additional information is available through “Pforzheim for Families” (“Pforzheim für Familien”). Simply scan the QR code.

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