

MAINZ



Landeshauptstadt
Mainz

*The Mainz city authority
compass – to help you
find your way around!*

Please note: The websites mentioned below are in German. Information on relevant telephone numbers and addresses in English can be found at www.mainz.de/contact.

Are you new to Mainz? Welcome! It is time to unpack the last few boxes and start building a life in your new hometown. But hang on, what was that important thing you had to remember? Oh yes, taking care of the administrative steps! To help you make a smooth start in your new town, we have put together this compass to summarise all the important items on your to-do list.

Tip! If you are short on time or cannot find the information you are looking for, just dial 115 and you will be put straight through to the city authority information hotline.

Registering where you live

You have to register your new address within two weeks of moving into your new home in Mainz. Registration must take place in person. You can book an appointment at www.mainz.de/terminvereinbarung or by dialling 115.

For more detailed information, see www.mainz.de/wohnsitzanmeldung

If you have German citizenship

German citizens can register either at the “Stadthaus Kaiserstraße” central town hall (address below) or in one of the local authority offices situated throughout the town.

Bürgerservice
Stadthaus Kaiserstraße
Kaiserstraße 3-5
55116 Mainz

You can find a list of the local authority offices at www.mainz.de/ortsverwaltungen

Registration



You will need to bring the following documents with you:

- confirmation of landlady or landlord (Wohnungsgeberbestätigung), stating the date you moved in (form can be found online)
- identity card or passport

If you are from another EU or non-EU country

Citizens of other EU or non-EU countries can only register at the central town hall.

Bürgerservice
Stadthaus Kaiserstraße
Kaiserstraße 3-5
55116 Mainz

You will need to bring the following documents:

- confirmation of landlady or landlord (Wohnungsgeberbestätigung), stating the date you moved in (form can be found online)
- identity card or passport

- proof of marital status (an official translation of your marriage or divorce certificate, if applicable)
- for children: identity card or passport and birth certificate

Registering at a school or kindergarten

If your move to Mainz requires a change of school for your child, make sure you allow sufficient time to register them at their new school.

Every primary school has its own catchment area. Which school your child can attend therefore depends on where you live. You can see a map of the catchment areas at www.mainz.de/schulbezirke.

If your child is of secondary school age, you should contact the school directly to apply for a place. If you have any other questions about schooling and education you can contact the Supervision and Service



Authority (Aufsichts- und Dienstleistungsdirektion (ADD)). See www.mainz.de/schulanmeldung for more information on school registration.

If your child is of preschool age (2-5 years), you might want to consider registering them at a kindergarten (known as “Kita”, short for Kindertagesstätte). As the state capital of Rheinland Pfalz, Mainz has around 60 kindergartens, which are run by the local areas in which they are situated. Registration at a kindergarten is a simple process involving filling out an online form. See www.mainz.de/kita-anmeldung for more information about registering your child at kindergarten.

Permit for subsidised housing

If you are still looking for a place to live, it is worth finding out if you

are eligible for subsidised housing. You need a permit for subsidised housing if your desired house or flat is publicly funded. The documents required for the application vary according to marital status and situation.

You can find more information here: www.mainz.de/wohnberechtigungsschein

Gas, water and electricity

You will need water and electricity to get off to a good start in your new home. The people to talk to are Mainzer Netze GmbH, a daughter company of the Mainzer Stadtwerke AG.

Electricity and gas can be provided through the regional supplier Mainzer Stadtwerke Vertrieb und Service GmbH.

See www.mainzerenergie.de for more information.



Registering for bin collection

Where does the rubbish go? The Mainz refuse collection service is here to help you. If you are a property owner, you will need to apply for a place for your rubbish bins. You will also need to notify the authorities if the number of bins changes.

The refuse collection service can also help with bulky items that do not fit into the household bins. You can either have them collected or take them to the recycling plant yourself.

See www.eb-mainz.de for more information.

Tip! Check out the Mainz Environment Shop (Mainzer Umweltladen) for advice and information on all topics relating to environmentally-friendly living, including house construction, waste management, saving water and energy, and more: www.mainz.de/umweltladen

Vehicle registration

Your vehicle now has a new home too – do not forget to re-register it. This can be done at the vehicle registration authority:

Kfz-Zulassungsbehörde
Elly-Beinhorn-Straße 16
55129 Mainz

You will need the following documents:

- valid identity card or passport (original)
- registration certificate part I (vehicle registration)
- registration certificate part II (vehicle registration accompanying documents)
- confirmation of vehicle insurance (7-digit eVB-Code)
- previous number plate (for registered vehicles)
- proof of inspection (if not already stated on the registration certificate part I)



Application

- SEPA direct debit mandate for vehicle tax (form can be found online or at the vehicle registration authority)

All information can be found here:
www.mainz.de/kfz-anmelden

Tip! Book your appointment at the vehicle registration authority online at
www.mainz.de/terminvereinbarung

Did you know?

Want to keep your old number plate? Since 2015 this is now possible. However, the vehicle must still be re-registered in Mainz.

Resident's parking permit

Many areas of Mainz have residents-only parking, so it is a good idea to find out if you are eligible for a resident's parking permit (Bewohnerparkausweis) in your area. The permit is issued on a per-vehicle

basis and is valid for two years. You can apply for a resident's parking permit at the Citizens' service centre (Bürgerservice, Stadthaus Kaiserstraße), at your local authority office, or at the traffic administration authority at the Zitadelle.

Even better, you can apply online from the comfort of your own living room:
www.mainz.de/bewohnerparken

To apply in person you will need the following documents:

- Identity card or passport (passport must be accompanied by your registration certificate (Meldebescheinigung))
- Driving licence
- Vehicle registration
- A signed document from the owner of the vehicle confirming that you are entitled to drive it (if the applicant is not the owner of the vehicle).

Application



If applying in person at the Citizens' service centre (Bürgerservice), you can book an appointment at www.mainz.de/terminvereinbarung or by dialling 115.

All information can be found here: www.mainz.de/bewohnerparken

Registering your dog

Do not forget that your dog is also new to Mainz and therefore needs to be registered! You have 14 days' time from the date of your arrival in which to do this.

Registration can take place:

- by post:
Landeshauptstadt Mainz
Steuerverwaltung
Postfach 3820
55028 Mainz
- by emailing
steuerverwaltung@stadt.mainz.de

- or in the relevant local authority office:
www.mainz.de/ortsverwaltungen

You will need the following documents:

- Registration form
- Copies of the relevant pages of the vaccination certificate which state the owner and breed of the dog

All information can be found here: www.mainz.de/hund-anmelden

Changing your identity card

Your new address must be visible on your identity card. The good news is that you do not have to get a new identity card in order to do this: the change of address can be recorded in the chip and on an address label. You can either apply for the change of address yourself or authorise someone else to do it for you.



You will need the following documents:

- Identity card
- confirmation of landlady or landlord (Wohnungsgeberbestätigung)
- If authorising someone else to apply on your behalf they will require a signed statement of authorisation from you and their own identity card.

All information can be found here:

**[www.mainz.de/
personalausweis-aendern](http://www.mainz.de/personalausweis-aendern)**

Tip! You can change your address on your identity card at the same time as registering where you live. That way you do not need to take any further action.

Applying for a residence permit as a foreign student

Have you come to Mainz from another country to study? In that case, you need to apply for a residence permit at the department for foreign affairs.

You will need the following documents:

- valid passport with at least 3 months remaining
- up-to-date certificate of study
- up-to-date proof of health insurance (membership certificate)
- a recent biometric passport photograph
- completed application form with signature
- up-to-date proof of financial support (locked account, commitment declaration or proof of scholarship funding)

All information can be found here:

**[www.mainz.de/
aufenthaltserlaubnis-studium](http://www.mainz.de/aufenthaltserlaubnis-studium)**

Virtual city

Further tips

To ensure that everything runs smoothly during your move and to avoid any nasty surprises due to delayed mail delivery or missed payments, you should think about the following:

- Apply for mail forwarding from Deutsche Post (for moves within Germany)
- Notify your health insurance provider, bank, media contribution service (Rundfunkbeitrag) etc. of your new address
- Make sure your name is on your letterbox and doorbell

At a glance

Do you want to find out the opening hours of the city authority, book an appointment online or get information about a particular service?

The virtual city authority services of the state capital of Mainz offers this and much more. All it takes is one click at www.mainz.de/aemter-und-buergerservice.

Your concerns from A to Z online

The virtual city authority presents the offices, the local authority offices and the Citizens' service online. Whether at home or out and about, you can find out whether what you need can be accomplished online. Simply type what you need into the search engine or read the website to get an overview of all services provided. Services are listed alphabetically and by topic at www.mainz.de/virtuelle-verwaltung

Tip! Call the central information hotline 115 to get advice on whatever questions you may have.

authority services



Online services and forms

You can also find an overview of online services at the virtual city authority, along with relevant forms and an interactive database covering a number of issues.

www.mainz.de/online-dienste

Here you can familiarise yourself with the various forms, which are available either online or to download:

www.mainz.de/formulare

Getting to know the town

Have you dealt with all the applications and registrations? Great – then it is time to get to know Mainz!

A great way to get to know the Mainz lifestyle, culture and 2,000-year history is to have a look at the official events calendar. Here you will find guided tours on specific

topics of historical or cultural interest, as well as information about exhibitions, parties, shows, and lots more.

You can find the official Mainz events calendar here:

www.mainz.de/veranstaltungskalender

Tip! Subscribe to the monthly newsletter “Mainz erleben” (Experience Mainz) – that way you will not miss any important events going on!

You can subscribe here:

www.mainz.de/newsletter

You can also get to know your new town with the Mainz Greeters: locals who take you on an individualised tour to show you their favourite spots around town.

More info at:

www.mainz-greeters.de

We've arrived!



Last but not least on your to-do list is learning to

love Mainz!

Of course, it will take a while for you to discover your favourite bakery, go-to café, top wine bar or most

trusted doctor's surgery. In the meantime, the Mainz city authority wishes you a successful start in your new home, and hopes that you will soon come to love both the place and the people in this beautiful state capital on the banks of the Rhine.





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Published by the State Capital Mainz
Citizens' Office | Public Relations | Business Development
P. O. Box 36 20
55028 Mainz
Design: State Capital Mainz in-house printers
Printing: Kunze and Partner
Photography: mainzplus Citymarketing/Dominik Ketz
First printed April 2021
Copies: 1,000