



Stadtverwaltung Mainz  
Standes-, Rechts-und Ordnungsamt  
Stadthaus, Kreyßig-Flügel  
Kaiserstraße 3 – 5  
55116 Mainz

Zimmer 4 oder 5  
Tel 06131 12-3599  
Fax 06131 12-3077  
geburten@stadt.mainz.de



## Declaration of a child's name Unmarried parents

Please note the explanations on pp. 3-4 and fill out this application in BLOCK CAPITALS.  
All information refers to the time of the child's birth.  
If you have any questions, please contact the registry office by phone or email.

### Mother

Surname	First name(s)	Name at birth
Citizenship	Place of birth	Date of birth
Address	Postcode	Town
Telephone number	Email address	
Marital status <input type="checkbox"/> unmarried <input type="checkbox"/> widowed <input type="checkbox"/> divorced		

### Father

Surname	First name(s)	Name at birth
Citizenship	Place of birth	Date of birth
Address	Postcode	Town
Telephone number	Email address	

Has paternity been acknowledged? <input type="checkbox"/> Yes* <input type="checkbox"/> No	<input type="checkbox"/> The father intends to acknowledge paternity before the child's birth is registered; I / We request that the registration be postponed.
Has a custody declaration been submitted? <input type="checkbox"/> Yes* <input type="checkbox"/> No	
*Please attach certificate(s)	
The mother has now given birth to _____ children, of which stillbirths: _____	
The mother's previous child was born on _____ in _____	
Was it the joint child of the parents indicated above? <input type="checkbox"/> no <input type="checkbox"/> yes	

### Declaration of the child's name

Art. 10 of the Introductory Act to the German Civil Code (EGBGB), Section 1617 of the German Civil Code (BGB)

Child's date of birth ____/____/20____ Day Month Year	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other <input type="checkbox"/> Prefer not to say
I / We wish to determine the child's surname (name at birth) according to the <input type="checkbox"/> naming conventions under the laws of Germany. <input type="checkbox"/> naming conventions under the laws of _____.	
The child shall be given the surname of <input type="checkbox"/> the mother <input type="checkbox"/> the father The child shall be given a double surname <input type="checkbox"/> with a hyphen <input type="checkbox"/> without a hyphen	

### Name(s) of the child

Surname(s), Name at birth (Familiennamen, Geburtsname, Αρellidos, επώνυμο, Cognome, Naam, Apelidos, Soyadı, Prezim, фамилии и ИМЕ)
First name(s) (Vorname/n, Nombre propio, Όνόματ, Prenomi, Voornamen, Nome próprio, Adı, İme, Imiona)
Foreign name components (e.g. father's name (Φικρετ), proper names, name chain)

### Important note

Please ask the registry office whether your chosen name is legally possible. If you are unsure, you can leave the name field empty and postpone the registration process. However, you must report the child's name to the registry office within 1 month.

The leaflets on our website contain more information about the options available under the new German naming conventions. There you will also find a link to the name configurator.

By signing below, you confirm that all names have been spelled correctly and that any non-German special characters (â, à, ç, ğ, ş, š, ı = i without dot, etc.) have been indicated as intended.

Please note that you will generally not be able to make any changes or additions to the child's name after it has been recorded at the registry office. This will only be possible if certain requirements are met under public law in return for a fee.

You can find more information about the use of your data here: [www.mainz.de/dsgvo](http://www.mainz.de/dsgvo).

Place | Date

Signature of mother

Signature of father (if he has custody of the child)

## Procedure for recording a birth at the registry office in Mainz

When requesting birth certificates for a child, parents should note the following:

The registry office does not have any open consultation hours at the moment.

Please complete this form, attach the documents needed to register the child's birth and submit everything to the hospital. The hospital will send your documents to the registry office via courier.

The specific documents you need will depend on your marital status, citizenship, place of birth and marriage, and whether you have registered any other children in Mainz in the past. Please read through the information leaflets on the mainz.de website (search for "Geburtsbeurkundung - Geburt in einer Klinik anzeigen").

When providing the university hospital with documents indicating your civil status, please submit the original copies in an envelope. Marienhaus Klinikum Mainz (MKM) does not accept originals. There you will have to submit copies and then submit your original documents to the registry office.

Please make sure that you only enclose a copy of your identity documents (e.g. identity card, passport and residence permit) and always copy all printed pages or the front and back of your identity cards.

When submitting original documents to the registry office, you are welcome to use the postal service (please refer to the address on p. 1). Alternatively, you can post your envelope in the letterbox for the Department of Births in the foyer of Stadthaus Kreyßig-Flügel (Mondays to Fridays from 8:30 am to 4:30 pm). Please remember to write your child's name and date of birth on the envelope, so that we know where to put your documents.

Please enter your telephone number and email address on p. 1 of this form, so that we can contact you if we have any questions.

Please make sure that this form is signed by both parents. You should complete the form at home and take it to the hospital with you.

If a personal meeting is absolutely necessary in your case (e.g. for certifying foreign identity cards or passports, recording name declarations or taking sworn statements), the registry office will contact you to arrange an appointment.

You will only be allowed in the building if your appointment has been confirmed in writing.

### **You will receive the following certificates from us:**

The registry office will return the original documents you have submitted in addition to three free certificates for child benefits, parental benefits and health insurance. These three certificates are automatically issued for every child free of charge; they must be submitted to the competent authorities, where they will be kept.

You will also need other documents that are subject to a fee (e.g. for your own files, for your employer, for the office responsible for issuing your income tax card, for the consulate, for private insurance and for the nappy disposal service in the Mainz-Bingen district).

If you wish to request additional certificates for a fee, you can order the number and type of certificates you need online and pay online by entering "Geburtsurkunde beantragen" in the search bar at [www.mainz.de](http://www.mainz.de) or by using this link: [www.mainz.de/geburtsurkunde](http://www.mainz.de/geburtsurkunde).

You can choose between standard birth certificates (DIN A4), punched family register certificates (DIN A5), multilingual certificates and transcripts from the birth register.

The certificates you order will then be sent to you as requested.

## Other information

The information you provide on pp. 1-2 is required for us to perform the following tasks: to enter the name in the register of births, to issue certificates, and to submit notifications to domestic and foreign authorities based on international agreements.

**The following documents are required for a birth to be registered:**

Please note that all certificates and documents must be submitted in the original; a German translation must be attached to any foreign certificates, unless the original contains a German translation.

**Both identity cards or passports of the child's mother and father** (including residence permit, if any)

- **If the child's mother is unmarried:** birth certificate (unless the place of birth was Mainz)
- **If the child's mother is divorced or widowed:** if the marriage took place in Germany, a current transcript from the marriage register (including an entry pertaining to the divorce or death of the spouse and a possible name change following the dissolution of the marriage); if the marriage took place abroad, the marriage certificate and divorce decree or death certificate of the spouse, including a German translation or issued on an international form.
- **If the child's father is unmarried:** birth certificate (unless the place of birth was Mainz)
- **If the child's father is married, divorced or widowed:** see "child's mother" (if the father's surname has changed)
- **A certificate relating to the acknowledgement of paternity and, where appropriate, a joint custody certificate** (The mother's local youth welfare office will be happy to provide more information regarding the significance and notarisation of the acknowledgement of paternity and the custody declaration)
- Additional certificates and documents may be required for registration purposes depending on the personal relationship between the parents. For more detailed information (in German) about the documents needed to register a birth, please enter the search term "Geburt in einer Klinik anzeigen" on our website ([www.mainz.de](http://www.mainz.de)).

## Notes on naming conventions

### First names

The parents are jointly entitled to choose the child's first name(s). They must not use any words that are not first names by nature. Two names can be combined to form one single first name. The common short form of a name may also be chosen as a first name in its own right. Boys may only be given male names; girls may only be given female names. If a name puts the child's gender in doubt, we recommend adding another one to rule out any doubts. If you have any questions in this regard, the registry office will be happy to provide more information.

### Surname of a child with unmarried parents

#### 1. German law

If the mother has sole custody, the child shall be given the surname used by the mother at the time the birth is registered, unless the mother gives the child the father's name at the registry office. If the parents have joint custody, they shall decide whether the child is to be given the surname used by the mother or father at the time the birth is registered. The chosen surname shall then be assigned **automatically** to any other children in the parents' joint custody.

The leaflets on our website contain detailed information about the additional options available under the new German naming conventions (e.g. double surnames). There you will also find a link to the name configurator.

#### 2. Foreign law

If one or both parents hold foreign citizenship, the parents can choose whether to name their child according to the German conventions – provided that they have their habitual residence in Germany – or according to the conventions applicable in any of their home countries, in which case they must prove their citizenship with a valid ID or passport. The naming conventions of the chosen foreign legal system will then apply. If German law is chosen for the designation of the child's name, please note the information in point 1.

As with the choice of name, the parents must submit a declaration specifying the choice of law before the child's birth is registered. The registrar who is to record the child's birth shall be responsible for accepting declarations regarding the determination of the child's name.

The home country whose citizenship the child has acquired at birth may not always recognise the first name(s) or surname designated by the parents under German law. If the names given to the child do not satisfy the legal requirements in your home country, you should discuss the issue with the competent authorities in your home country or the consulate for your home country.

### Acquisition of German citizenship for a child

If a child has foreign parents, the child shall acquire German citizenship at birth if one parent holds a permanent right of residence and has been legally and habitually residing in Germany for at least eight years at the time the child is born. Please note that there are special agreements with Switzerland. For this purpose, the registrar will generally have to obtain the relevant information from the parents' local immigration authority. This may delay the registration of the child's birth.