

Information on birth certification and issuing birth certificates at the registry office

Dear Parents,

the Garmisch-Partenkirchen registry office warmly congratulates you to the birth of your child.

So that the birth certification can be carried out quickly for you, we ask you to note the following:

Birth announcement and name declaration

The clinic will record a birth notification (birth announcement) of your child's birth. With the birth announcement you should also fill out a name declaration (form) for the child. Please make sure to enter the child's name completely and legibly. Unfortunately, once the birth has been certified, changes to the child's name are no longer possible.

If you have any questions about naming your child, you are welcome to contact the registry office at +498821/910-3110, -3112, -3113, -3114 or by email at standesamt@gapa.de.

If additional explanations are still required for the certification, the registry office will contact you directly.

Please always provide us with a callback telephone number or, if necessary, an email address in the birth announcement.

Documents and certificates to be presented

Depending on the marital status and nationalities of the parents various documents (for example: birth certificates, marriage certificates, divorce decrees, copy of passports, copy of identity cards, if necessary acknowledgment of paternity, declaration of custody,) must be presented. Which exact documents you need to submit depends on your individual family circumstances, nationality... and can only be finally checked and determined at the registry office.

The patient administration at the clinic will advise you in advance and make copies of the original documents to be submitted to the registry office.

However, foreign civil status certificates and documents must always be submitted to the clinic **in the original** and, if necessary, **with a translation into German** and then sent to the registry office. You will then receive the original documents back after the birth has been certified. This does not apply to passports. Copies are made of these and will be sent to the registry office.

If documents are missing or additional documents are required for certification, the registry office will contact you directly.

Birth certificate

The clinic forwards the birth notice, documents and copies via a messenger directly to the registry office in Garmisch-Partenkirchen for examination and certification.

If the certification can be carried out directly, the birth certificates for your child will then be automatically sent by post to your registration address specified in the birth notification. If the certificates should be sent to a different address, please inform the patient administration in the clinic separately.

If the certification cannot be carried out directly, the registry office will inform you and, if necessary, point out any missing documents or missing declarations.

Applying for birth certificates

After the certification, you will automatically receive three free birth certificates for your child (for presentation to the health insurance company (maternity benefit - Mutterschaftshilfe) and for applying for parental allowance and child benefit - zur Beantragung von Eltern- und Kindergeld), which will be sent to you by post.

If you would like to have birth certificates issued for a fee for your own documents or for other purposes (e.g. for a passport application at the consulate or embassy of your home country...), these certificates can be obtained via the website below.

Website of the registry office -
<https://markt.gapa.de>

Link to the online application:
<https://markt.gapa.de/buerger-verwaltung/online-buergerdienste/standesamt/>
(You will then be redirected to the website of the commissioned service provider/company "Komuna")

The documents requested here will then also be sent directly to your address.

As soon as the certification has been carried out in the electronic birth register of the Garmisch-Partenkirchen registry office, you can also apply for the issuance of fee-based birth certificates for your child at the registry office in your place of residence, providing your place of residence is in Bavaria.

Contact details to the Garmisch-Partenkirchen registry office

Tel.: +498821/910-3110, -3112, -3113, -3114

Fax: +498821/910-3002

E-Mail: standesamt@gapa.de

If you would like to speak to us in person at the registry office, you will need to make an appointment. Appointments can be made during general business and opening hours at the above numbers.

If you do not speak German sufficiently, you must bring a translator with you to each appointment. Anyone of legal age who can translate well from their home language into German can translate. These people must be able to identify themselves and must not be related or related by marriage to either parent.