



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

Room 4 or 5  
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## Declaration of Child's Name Married parents

Please read the explanations on page 4. All information refers to the time of the child's birth. Please fill out using uppercase block letters. If you have questions, please call the registry office for information before your visit.

### Mother

|  |             |               |
|--|-------------|---------------|
| Surname                                  | Name(s)     | Birth name    |
| Citizenship                              | Birthplace  | Date of birth |
| Street address                           | Postal code | City          |
| Telephone                                | E-mail      |               |
| Should religious affiliation be entered? | no          | yes           |
| If so, which: _____                      |             |               |

### Father

|  |             |               |
|--|-------------|---------------|
| Surname                                  | Name(s)     | Birth name    |
| Citizenship                              | Birthplace  | Date of birth |
| Street address                           | Postal code | City          |
| Telephone                                | E-mail      |               |
| Should religious affiliation be entered? | no          | yes           |
| If so, which: _____                      |             |               |

The number of children born by the mother: \_\_\_\_\_ includes \_\_\_\_\_ stillbirth(s)

The mother's previous child was born on \_\_\_\_\_ in \_\_\_\_\_

Joint child of the parents indicated above? no yes

### Declaration of Child's Name

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

|   |  |
|---|--|
| Child's date of birth ____ . ____ . 20 ____   | male    female    other    not specified |
| I/We determine the child's surname (name at birth) according to the<br><br>German right to bear a name<br><br>_____ right to bear a name. |  |
| The child shall receive the surname of: <b>the mother</b> <b>the father.</b>  |  |

### Name(s) of the child

|   |
|---|
| Surname(s), Birth name (Name, Apellidos, επώνυμο, Cognome, Naam, Apelidos, Soyadı, Prezim, фамилии и ИМЕ) |
| Name(s) (first & middle name, Nombre propio, Όνόματα, Prenomi, Voornamen, Nome próprio, Adı, İme, İmiona) |
| Foreign name components (e.g. father's name (Фикрет), proper names, name chain)                           |

### Important note

Please inquire at the registry office whether the name that you have selected is legally possible. If you are unsure, you can leave the name field open and postpone the notarization. However, you must report the child's name directly to the registry office within 1 month.

By signing, you acknowledge that the spelling of the names and the indication of foreign special characters (á, à, ç, ğ, ş, š, ı = i without dot, etc.) is correct.

Please note that, in principle, changes or additions are no longer possible after notarization by the registry office. A fee-based name change under public law would only be possible under certain conditions.

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City | Date

Signature of the mother

Signature of the father/husband

## Mandatory request of certificates at the Mainz registry office

We issue your **certificates free of charge** for child allowance, maternity benefit (statutory health insurance) and parental benefit. These free certificates must be submitted to the competent authorities, to be retained there.

In addition, you need more fee-based certificates, such as those for the employer, the income tax card office, the consulate, for private insurance policies and the Windelsack waste management system in the Mainz-Bingen administrative district.

The following fee-based certificates are ordered:

### Certificate for the family register

|   |        |
|---|--------|
| 1 birth certificate in register format DIN A5 | 12 EUR |
|---|--------|

### Birth certificates

|                      |        |
|----------------------|--------|
| 1 birth certificate  | 12 EUR |
| 2 birth certificates | 18 EUR |
| 3 birth certificates | 24 EUR |
| 4 birth certificates | 30 EUR |
| 5 birth certificates | 36 EUR |

### International or multilingual birth certificates

(English, Turkish, French, Italian, Spanish, Portuguese, Greek, Dutch, Croatian, Polish)

|                                    |        |
|------------------------------------|--------|
| 1 international birth certificate  | 12 EUR |
| 2 international birth certificates | 18 EUR |
| 3 international birth certificates | 24 EUR |
| 4 international birth certificates | 30 EUR |
| 5 international birth certificates | 36 EUR |

### Birth register printout

(e.g. the American passport, French authorities, persons with unclear identity)

|                            |        |
|----------------------------|--------|
| 1 birth register printout  | 12 EUR |
| 2 birth register printouts | 18 EUR |
| 3 birth register printouts | 24 EUR |
| 4 birth register printouts | 30 EUR |
| 5 birth register printouts | 36 EUR |

The certificates can be paid locally in cash or with an EC card. Credit cards are not accepted.

The paid certificates are sent to you by mail.

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City | Date

Signature

## Further indications regarding the choice of a name

The information given on pages 1 to 3 is needed for processing the following tasks: Entry in the register of births, issuance of certificates, notifications to domestic and foreign authorities due to intergovernmental agreements.

### The following documents are needed for notarizing births:

(Originals of all certificates and documents must be submitted, foreign certificates always with German translation if the certificate does not include German)

- **The identification cards or passports of both** (if appropriate, with residence permit)
- **If marriage took place in Germany after 31 Dec. 2008:**  
Current copy of the marriage register or current marriage certificate and also the birth certificates of the parents.
- **If marriage took place in Germany before 1 Jan. 2009:**  
Current copy of the marriage entry
- **If marriage took place abroad:**  
Original marriage certificate with official translation or issued on an international printed form in case the marriage was entered in a German registry office, see “marriage took place in Germany”
- Birth certificates if the parents were born in Germany (except if the birthplace was Mainz).
- Additional certificates and documents regarding the personal relationship of the parents are possibly needed for the notarization.

### The child's name

The right to give the child a name is a joint parental right. Designations that according to their nature are no names may not be chosen. Two names can be combined to one single name. The usual short form of a name is also allowed as an independent name. Only male names are allowed for boys and only female names for girls. If a name puts the child's gender in doubt, we recommend adding another one to rule out any doubt. In cases of doubt, the registry office will be glad to provide information.

### Married parents giving their child a surname

1. **The child of German parents** receives the joint surname (married name) of the parents as name at birth. If the parents do not use a joint married name, then they choose the surname that the father or mother used at the time the declaration is made, as the child's name at birth. This determination applies automatically for all other children as well.
1. **If the child is from foreign parents or one foreign parent**, the child's name is basically subject to the law of the country he/she belongs to.
  - a. If the parents are from different countries or one of them has multiple citizenships, then the right of each of these countries can also be selected (if the citizenship can be proven with a passport).
  - b. If one of the parents habitually resides in Germany, then German law can also be selected.

Therefore, the name given to a child is determined according to the stipulations of the selected law. If German law is chosen for the child's name, number 1 is to be followed.

Parents must submit both the declaration about the law selected as well as the declaration of the chosen name before the child's birth is notarized. The registrar notarizing the child's birth is responsible for accepting declarations regarding the determination of a child's name.

The home country whose citizenship the child has acquired with his/her birth does not always recognize the name chosen by the parents or a determination of the surname according to German law. The designation of a name that does not correspond to the home country law should be coordinated with the competent home country authority or the consular representation of the home country.

### Acquisition of German citizenship for the child

The child of foreign parents acquires German citizenship if one parent has a right of permanent residence and had been legally and habitually residing in Germany for eight or more years when the child was born. Moreover, there are special regulations with Switzerland. The registrar must regularly obtain the respective information from the competent immigration authority located where the parents are domiciled. This can delay the notarization of the child's birth.

### Please drop by without appointment during our business hours:

Visits                      Monday, Thursday and Friday 8:30 am-12:00 noon, Tuesday 8:30 am-12:00 noon and 1:30-5:30 pm  
Closed on Wednesdays. For more information, visit: [www.mainz.de](http://www.mainz.de)

For information about the use of your data, visit: [www.mainz.de/dsgvo](http://www.mainz.de/dsgvo).