



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

Room 4 or 5  
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standesamt@stadt.mainz.de



## Declaration of Child's Name Unmarried 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	
Marital status	unmarried    widowed    divorced    in registered partnership	
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: _____		

Paternity was recognized	yes*	no	The father intends to acknowledge the paternity before the child's birth is notarized, I/We request postponement of the notarization.
Declaration of parental custody was submitted	yes*	no	
*Please attach certificates			

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 German right to bear a name _____ 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, Prezím, фамилии и мЕ)
Name(s) (first & middle name, Nombre propio, Ὄνόματα, Prenomi, Voornamen, Nome próprio, Adı, İme, Imiona)
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.

City | Date

Signature of the mother

Signature of the father (if he is entitled to custody)

## 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
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### 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)

- Both identification cards or passports of the child's mother and the child's father (if appropriate, with residence permit)
- If the child's mother is unmarried: Birth certificate (except if the birthplace was Mainz)
- If the child's mother is divorced or widowed: If the marriage took place in Germany, current copy from the marriage register (including entry of the divorce or death of the spouse and a possible name change after dissolution of the marriage). If the marriage took place abroad, marriage certificate and divorce decree or death certificate of the spouse with German translation or issued on international printed form.
- If the child's father is unmarried: Birth certificate (unless the birthplace was Mainz)
- If the child's father is married, divorced or widowed: See "child's mother" (if the father's surname has changed)
- Certificate of the acknowledgement of paternity and if appropriate, certificate of joint custody
- (Information about the significance and notarization of the acknowledgement of paternity and custody is given by the youth welfare office competent for the mother's residence)\*
- Additional certificates and documents according to the personal relationship of the parents will possibly be needed for the notarization. The registry office provides the respective information for you.

### The child's name

The right to give the child a name is a joint parental right. Designations that according to their nature are not 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 to add another one to rule out any doubt. In cases of doubt, the registry office will be glad to provide information.

### Unmarried parents giving their child a surname

#### 1. German law

If the mother has sole custody, the child receives the surname that the mother used when the birth was notarized, except if the mother gives the child the father's name at the registry office. If the parents have joint custody, they decide which parental surname, either the father's or the mother's used at the time when the declaration was made, the child will carry at birth. This requirement also applies automatically to all other children when there is joint custody.

#### 2. Foreign law

The child's name is basically subject to the law of the country he/she belongs to. 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 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.

Like the chosen name, the parents must also submit the declaration about the law selected 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 has 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).