



Federal Government Commissioner
for Migration, Refugees and Integration
Office for the Equal Treatment of EU Workers



Office for
the equal treatment of
EU Workers

Guide to German authorities for EU citizens





What?	Which authority?	When?	Please note	You will receive
Residence				
Registering your place of residence	Registration office (Einwohnermeldeamt or Bürgeramt) for your place of residence	Within 14 days after entering the country, if you are moving to Germany	You (or a proxy) must appear in person. Bring confirmation with you from your landlord that you have moved in (Einzugsbestätigung)	Registration certificate (Meldebestätigung) (no charge)
Deregistering your place of residence (if you are moving abroad)	Registration office (Einwohnermeldeamt or Bürgeramt)	Up to 14 days after moving out	Not necessary if you are moving within Germany	Deregistration certificate (Abmeldebestätigung) (no charge)
Residence permit – NOT necessary for EU/EEA nationals			Sections 2 to 4 of the Freedom of Movement Act/EU (Freizügigkeits-gesetz/EU) apply to entry and residence	
Residence card – for family members from third countries	Foreigners authority (Ausländerbehörde) for your place of residence	After entering the country (with visa)	Only for EU citizens' family members who are third-country nationals! For periods of residence longer than three months!	Residence card (Aufenthaltskarte)



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Housing				
Social housing	Housing office (Wohnungsamt) for your place of residence : to obtain a certificate of eligibility or an RlvF scheme certificate	A certificate is required before you can access social housing!	Only possible up to a certain <u>income threshold</u> , which depends on the Land (federal state) in question, e.g. Berlin	Certificate of eligibility for social housing (WBS-Bescheinigung) (valid for 1 year)
Housing benefit (Wohngeld)	Housing office (Wohnungsamt) for your place of residence	Housing benefit is granted from the month in which you submit the application	Depends on your income, the size of your household, the amount you pay in rent	Housing benefit award letter (Wohngeld-bescheid) (valid for 1 year)



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Working				
Work permit	NOT required by EU/EEA nationals			
Recognition of foreign professional qualifications	The competent authorities can include, authorities at Land (federal state) level, chambers of crafts, or the IHK-Fosa: please use the Recognition Finder	Before taking up work	Whether recognition is required depends on the type of occupation (see the Recognition Finder)	Certificate of recognition (Anerkennungsbescheinigung)
Tax identification number	Federal Central Tax Office (Bonn)	This is automatically sent to you after you register your residence with the registration office	Notify your employer of your tax identification number	Tax identification number (Steuer-ID)
Social insurance card (Sozialversicherungsausweis), a document stating your pension insurance number	Deutsche Rentenversicherung Bund and regional providers (tool for finding providers and service hotline)	This is sent to you when your employer first registers you; issued automatically at birth to people born in or after 2005	Present it to (new) employers	Document stating your pension insurance number



What?	Which authority?	When?	Please note	You will receive
Working				
Health insurance	No authority exists in this case! Please see the list of statutory health insurance funds	Once you have taken up work in Germany and/or once you have moved to Germany	Register with the health insurance fund of your choice	Health insurance card
Setting up a business	Various authorities: please see this guide to the relevant authorities Information from the Federal Ministry for Economic Affairs and Energy (English, French, Italian, Russian and Turkish) on setting up a business		The guide is also available as an app	



What?	Which authority?	When?	Please note	You will receive
Unemployment benefit/social assistance				
Unemployment benefit (Arbeitslosengeld)	Employment Agency (Agentur für Arbeit) for your place of residence	Register as a jobseeker 3 months before your contract ends or as soon as possible after learning that you are to become unemployed	Register as a jobseeker + apply for unemployment benefit (both can be done online); please note the eligibility requirements	Unemployment benefit I award letter (Arbeitslosengeld I – Bescheid)
Unemployment benefit II (Arbeitslosengeld II, also known as Hartz IV)	Jobcentre for your place of residence		Claimants capable of work who are in need (see the eligibility requirements)	Unemployment benefit II award letter (Arbeitslosengeld II – Bescheid)
Social assistance (Sozialhilfe) (under Book XII of the Social Code)	Municipal social benefits office (Sozialamt) for your place of residence		Claimants not capable of work who are in need	Social assistance award letter (Sozialhilfe-Bescheid)



What?	Which authority?	When?	Please note	You will receive
Families/children				
Child benefit (Kindergeld)	<p>Family Benefits Office (Familienkasse) for your place of residence</p> <p>In <u>cross-border cases</u> (e.g. if the family is living apart), the office responsible depends on the country of origin:</p> <ul style="list-style-type: none"> - Belgium, Bulgaria, Luxembourg, Netherlands, Hungary - France, Switzerland, Czech Republic - Austria, Latvia, Slovakia, Greece, Croatia - Poland - all other EU/EEA countries <p>- Orphans and children who do not know where their parents are: North Bavaria Family Benefits Office, respectively</p>	Apply for child benefit as soon as you become resident in Germany. It can take several months for applications to be processed!	<p><u>Please note:</u> With effect from 1 January 2018, child benefit can only be backdated for six months! This is based on the date when the application was submitted.</p> <p><u>Cross-border cases:</u> e.g. when living and working in different countries, or if the family is living apart in different countries</p>	Child benefit award letter (Kindergeldbescheid)



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Families/children				
Parental allowance (Elterngeld) / parental leave	Parental Allowance Office (Elterngeldstelle) for your place of residence ; you should apply for parental leave from your employer	Applications for the parental allowance can be submitted from your child's birth until three months afterwards; applications for parental leave can be submitted to your employer until one week after the birth	<u>Please note:</u> The parental allowance can only be backdated three months from the date when the application is submitted! Information on the parental allowance	Parental allowance award letter (Elterngeldbescheid)
Registering with a child day care centre	Youth welfare office (Jugendamt) for your place of residence (find your local office)	Seek information from the youth welfare office well in advance	Information on how to register your child with a child day care centre	For example: a child day care centre voucher (Berlin)
School (registration)	Local education authority (Schulamt) for your place of residence ; registration takes place at the school itself	You will normally be sent a registration invitation by the local education authority well in advance (primary school)	Primary school: your child must be 6 years old on a specific date, which varies from one Land (federal state) to another. Information is available from the local education authorities	



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Families/children				
Births / marriage / divorce	Registry office (Standesamt) for your place of residence	For example to register the birth of a child, marriage		Birth certificate, marriage document

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Pensions				
Claiming your pension	German Statutory Pension Insurance (Deutsche Rentenversicherung) for your place of residence	At least three months before retirement	You can also submit your claim online	Pension award letter (Rentenbescheid)



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People with disabilities				
Severely disabled person's pass (Schwerbehindertenausweis)	Pension office (Versorgungsamt) for your place of residence		Degree of disability: 50% or more; the pass allows you to access certain advantages in relation to work, taxation, local transport, for example	Pass

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Naturalisation				
Naturalisation	Naturalisation / nationality authority (Einbürgerungs-/Staatsangehörigkeitsbehörde) (ask for information from the municipal or county administration for your place of residence, or the foreigners authority (Ausländerbehörde))	After you have been lawfully resident in Germany for 8 years	It is possible to retain your previous nationality; naturalisation requirements	Certificate of naturalisation and German passport (cost: around €250, around €50 for minor children)



What?	Which authority?	When?	Please note	You will receive
Miscellaneous				
Vehicle registration (registration, changes to your registration, deregistration)	Vehicle registration office (Kfz-Zulassungsstelle) for your place of residence	As soon as the vehicle which is to be used is there (plan on the process taking around 2-3 weeks)	Vehicle registration offices provide information online about what documents to bring with you (depending on the vehicle)	Registration document (Kfz-Zulassungsbescheinigung)
Certification	Official certification: Bürgeramt (office rendering administrative services for the public) or Rathaus (town/city hall) for your place of residence. Public certification (of a signature, e.g. for contracts): notaries		Official certification: this certifies that a copy is a true copy of the original. Bring the original and the copy with you	Certified copy (cost: around 5 – 10 euros)



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You can also find the authority you require using these sites:

behördenfinder
deutschland

Link to a general tool for finding authorities: <https://www.behördenfinder.de/opencms/searchjs.do>

handbook
germany

Local information on authorities: <https://handbookgermany.de/en/local-information.html>

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