

The Rotenburg (Wümme) registry office informs:



Dear Mother, Dear Father, Dear Parents!

We are very pleased that you gave birth to your baby in the district town of Rotenburg (Wümme).

There are a few things you need to know to ensure your child's birth is notarized in a proper manner. Please take the time to read this information and the birth announcement carefully. Particular attention should be paid to the back of the birth announcement with regard to the naming and the required signatures of **both parents**.

Below is a list of what needs to be provided for the birth certificate in each individual case:

1. Obligatory notification: The Agaplesion Diakonieklinikum Rotenburg notifies the registry office of the birth of your child in writing. The child's father or another person must then submit the documents necessary for certification.

2. Documents required for certification of birth

Note: Please provide **original documents** and, if necessary, **original translations!** You will receive all documents back.

What must be submitted:

- Birth certificate from the doctor or midwife
- Valid identity card/passport of mother and father
- If applicable, naturalization certificate (Einbürgerungsurkunde)
- The residence permit if you have foreign citizenship

The Parents are married

- certified copy from the marriage register with information section
- or**
- Marriage certificate and birth certificates of both parents
- or**
- certified copy from the family register

The Mother is unmarried

- birth certificates of both parents

If paternity was recognized before the birth of the child:

- the certificate of recognition of paternity with declaration of consent from the mother
- If necessary, a note, before the birth of the child, given by the youth welfare office (Jugendamt) or a notary, that declares custody.

The Mother is divorced or widowed

- Marriage certificate
- Proof of marriage dissolution
- If applicable, Certificate of the mother's current name
- Birth certificates of mother and father
- Regarding recognition of paternity/declaration of custody:
see: **the mother is unmarried**

Special circumstances

In cases involving foreign contacts and other special circumstances, please inquire at the registry office in Rotenburg (Wümme) about the documents to be submitted. The registrars will be happy to answer any further questions you may have.

We are there for you in city hall, ground floor, room 16,

Große Straße 1, Rotenburg (Wümme) during the following opening times:

Monday, Wednesday and Friday from 8:30 a.m. to 12 p.m

and

Thursday from 8:30 a.m. to 6 p.m

Closed on Tuesdays!!!

(Appointments are possible outside opening hours)

Your registry office

the city of Rotenburg (Wümme)

Heidi Laurinat: Contact: 04261-71187

Maria Plischka: Contact: 04261-71127

Hartwig Röhrs: Contact: 04261-71126

Sebastian Bottke: Contact: 04261-71128

Malte Sperling: Contact: 04261-71184

You will incur the following fees for the birth certificate:

First certificate: €15; Each additional birth certificate in the same process: €7.50