

*Hello, I will soon be there!*

The folder for parents



		4th week		
12th week	7th week		1st week	

**Dear parents-to-be,**

It will soon be time for your family to welcome a new addition. I can imagine how much you are already looking forward to meeting the baby. I would like to wish you all the best for your future together and I hope that you enjoy good fortune and experience many happy moments together!

The birth of a child is a very special event. To make the formalities that must be completed as easy and transparent as possible for you, we have compiled the parent folder for you. In the parent folder, we have outlined which documents you need for pre-registering the birth of your child, for example if you would like to give birth in a hospital in Wiesbaden.

I recommend pre-registering the birth of your child at Wiesbaden Registry Office so that you can concentrate entirely on your new domestic happiness after the birth. Our visualisations in the folder or our explanatory video will give you an overview of what you can do before the birth and what further options exist after the birth in collaboration with the employees of the registry office.

Take advantage of the opportunity to register your baby even before it is born. Send us your documents digitally and we will prepare everything for you. Use our digital mailbox for this: [portal.wiesbaden.de](https://portal.wiesbaden.de) -> Standesamt -> Digitaler Briefkasten. Please specify the baby's due date and the hospital in which the delivery is to take place.

For acknowledgements of paternity, you need a personal appointment at the registry office. To arrange an appointment, please send an email to [geburten@wiesbaden.de](mailto:geburten@wiesbaden.de).

Our information sheets will tell you everything you need to know about the acknowledgement of paternity, naming a child and the conferral of the surname of the parent without custody. An overview of the procedure is outlined in the enclosed timeline.

After your baby is born, please complete the birth announcement in full and legibly at the hospital and hand it in there. The hospital will send it to us within a week.

The registry office processes birth announcements as quickly as possible.

We will send you three free birth certificates, each for a specific purpose, by post

1. for child benefit (Family Benefits Office)
2. for parental allowance (Hesse Office for Welfare and Social Affairs)
3. for assistance with pregnancy and motherhood  
(for presentation to your health insurance provider)

If you require additional birth certificates, you can easily order these in the citizen service portal. To do this, simply use the following link: [portal.wiesbaden.de](https://portal.wiesbaden.de).



Maral Koohestanian  
Head of the Department for Smart City, Europe and Order

Explanatory video



## Timeline

Here you will find an overview of all the steps that you need to take before and after your child is born.



*Hello, I am here*

	Birth		Approx. 7 - 10 days after the birth	
Approx. 6 weeks before the birth		In the hospital		

Pre-register the birth  
 Acknowledgement of paternity if applicable  
 Consider names  
 Custody declaration if applicable  
 Obtain applications for:  
 -child benefit  
 -parental allowance  
 -assistance in pregnancy and  
 motherhood  
 and prepare them at home

The hospital sends the birth announcement  
 to the Registry Office

## Certification

The registry office will send you 3 birth certificates for:






- parental allowance
- child benefit
- assistance with pregnancy and motherhood



## The documents that you need in order to register your child

You have already registered a child in Wiesbaden or got married here and your personal information hasn't changed? Then you do not need to register the birth in advance. Please complete the birth announcement in full and legibly at the hospital. If you are unmarried parents, please take note of our information sheet on the acknowledgement of paternity and naming the child. If you are same-sex parents, we will be happy to advise you.

We need you to provide us with the following documents (X):

	Mother single	Mother divorced	Parents married	Parents unmarried	Done
 Personal ID; passport in the case of foreign nationals	X	X	X	X	<input type="checkbox"/>
 Birth certificate of the mother (unless the place of birth was Wiesbaden)	X	X	X	X	<input type="checkbox"/>
 Birth certificate of the father (unless the place of birth was Wiesbaden)			X	X	<input type="checkbox"/>
 Marriage certificate (unless the marriage took place in Wiesbaden)		X	X		<input type="checkbox"/>
 Decree of divorce and, if applicable, certificate of the readoption of the birth name		X			<input type="checkbox"/>

Foreign certificates must come with a German translation by a translator (in accordance with the ISO standard) or in an international format.

We will contact you if we require additional documents.



## Information sheet on naming the child

### First name(s)

The parents with custody or the sole parent with custody decide the child's first name(s).

In Germany, the right to name the child is not regulated by law. Nevertheless, there are certain guidelines that must be observed. For example, the name must be recognisable as a name. When seeking a suitable name for your baby, you should think primarily of the wellbeing of your child and not do them harm with your choice of name.

If you have questions about the permissibility and origin of names, contact the *Gesellschaft für deutsche Sprache* (Association for the German Language).

The information is subject to a fee: Gesellschaft für deutsche Sprache e.V.  
Spiegelgasse 11, 65183 Wiesbaden  
Tel.: 0900 1888128 (€ 1.86/min.)

### Surname

#### **The parents are married and have the same married name:**

The child is given this married name as their surname.

#### **The parents are married and do not have the same married name:**

When the first child is born, the parents must decide whether to give the child the mother's surname or the father's surname. This decision has a binding effect for all subsequent siblings.

#### **The mother is single:**

The child is given the mother's surname at the time of the child's birth.

#### **The parents are not married and an acknowledgement of paternity is available:**

The child is given the mother's surname at the time of the child's birth.

#### **The parents are unmarried and an acknowledgement of paternity and a prenatal conferral of the father's surname are available:**

The child is given the father's surname (see information sheet on conferral of the surname of the parent without custody).

#### **The parents are unmarried and an acknowledgement of paternity and a prenatal custody declaration are available:**

When the first child is born, the parents must decide whether to give the child the mother's surname or the father's surname. This decision has a binding effect for all subsequent siblings.

You will decide the child's first name(s) and surname at the hospital after they are born (birth announcement) and confirm this with your signatures.

Please note that deviations to the rules regarding the naming of the child are possible under foreign law. We will be happy to advise you about this.

## Information sheet on the acknowledgement of paternity

### What is it for

The acknowledgement of paternity allows the father's name to be entered in the child's birth certificate. The acknowledgement of paternity gives rise to a familial relationship between the father and the child with consequences relating to child maintenance and inheritance law. The acknowledgement of paternity does not give the father custody rights.

### Validity

The acknowledgement of paternity is permissible before the birth, but only takes effect after the child is born.

The child's mother must consent to the acknowledgement of paternity in order for it to take effect.

If the child's mother and/or father is a minor, their legal representatives must give their consent.

An acknowledgement of paternity shall not take effect as long as another man has paternity rights.

### Special case

**Qualified acknowledgement of paternity: if a child is born during divorce proceedings.** The registry office will be happy to advise you about this.

### Where can it be obtained and costs

Youth welfare office – free of charge

Registry office – free of charge

Notary's office – please ask your desired notary's office about the costs

Legal basis:

Section 1592 et seq. German Civil Code, Art. 19 Introductory Act to the German Civil Code,

Section 44 German Civil Status Act



## Information sheet on the conferral of the surname of the parent without custody

### What is it for

Through the conferral of a surname, the parent with custody (generally the mother) gives the child the surname of the parent without custody (generally the father). The conferral of the father's surname requires an acknowledgement of paternity.

A conferral of the father's surname does not automatically give the father custody rights. The conferral of a surname is irrevocable.

### Validity

The conferral of the surname of the parent without custody is permissible before the birth, but only takes effect after the child is born.

The father of the child must agree to the conferral of his surname in order for it to take effect.

### Where is it obtained and costs

Registry office – € 23.50

Notary's office – please ask your desired notary's office about the costs

Legal basis:

Section 1617a (2) German Civil Code, Art. 10 (1) and (3) in conjunction with Art. 5 (1) Introductory Act to the German Civil Code,

Section 45 German Civil Status Act



## Frequently asked questions

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FAQ

We have compiled a list of the most important addresses relating to the subject of children. If you have further questions, you can contact your registry office.

### Parental allowance

You will receive a birth certificate from the registry office. You can use this to apply for the parental allowance from the Hesse Office for Welfare and Social Affairs.

Hessisches Amt für Versorgung und Soziales  
Mainzer Str. 35, 65185 Wiesbaden  
Tel.: 0611 71570 - email: [poststelle@havs-wie.hessen.de](mailto:poststelle@havs-wie.hessen.de)

### Child benefit

You will receive a birth certificate from the Registry Office. You can use this to apply for child benefit from the family benefits office.

Familienkasse -Kindergeldstelle-, Agentur für Arbeit  
Klarenthaler Str. 34, 65197 Wiesbaden  
Tel.: 0800 45555-30 - email: [Familienkasse-Hessen@arbeitsagentur.de](mailto:Familienkasse-Hessen@arbeitsagentur.de)

### Motherhood assistance

You will receive a birth certificate from the registry office. You can use this to apply for assistance with pregnancy and motherhood from the mother's health insurance provider.

### Custody declaration

Parental custody means that the parents have the right and the obligation to look after the child.

If the parents are married to one another, they both have parental custody. If the parents are not married to one another when the child is born, they can take on joint custody. A custody declaration is required for this. The custody declaration can be submitted to a youth welfare office (free of charge) or a notary (for a fee) – even before the child is born.

Otherwise, the mother has custody.

The youth welfare offices provide advice about the custody declaration.  
Wiesbaden Youth Welfare Office: Tel: 0611 313452 – email: [sozialdienst@wiesbaden.de](mailto:sozialdienst@wiesbaden.de)

### Ordering certificates

How can I order certificates?

Certificates can be ordered online in the citizen service portal ([portal.wiesbaden.de](http://portal.wiesbaden.de)).





Issuing certificates costs € 12, each additional certificate of the same kind costs € 6. You can receive the certificates free of charge for social security purposes.

**Who can order certificates?**

Certificates can only be ordered by those with the right to do so. These are generally the persons to whom the certificate relates as well as their spouses, ancestors and descendants. Other persons only have the right to order certificates if they can provide evidence of a legal interest or if they are authorised by a person who has a right to order the certificate. Please specify your right to order the certificate.

*There are two things children  
should get from their parents:  
roots and wings,*  
J. Wolfgang von Goethe

36th week		24th week	
		32nd week	

	40th week

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