

Letter of authorisation for submission to the registration authority (Registration)



**City of Munich
Department of Public
Order**

This is to certify that, I

Family name (married name)	First name(s)	Date of Birth
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authorise

Family name (married name)	First name(s)	Date of Birth
Address (zip code, city, street/place, number)		

to represent me in all actions and declarations in connection with the registration of place of residence by presenting the required documents (registration documents) at the Munich Citizens' Office.

Place, date	Signature of the registrable person
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Letter of authorisation for submission to the registration authority

Instructions

The following documents have to be presented:

- registration form filled out and signed by the appointer; in cases of several places of residence in Germany, please also submit the application for registration of several residences in Germany or change of main residence,
- conformation of the landlord or property owner confirming the moving-in date (Wohnungsgeberbestätigung), as a substitute an explanation form about the lack of confirmation (Erklärung zur fehlenden Wohnungsgeberbestätigung),
- valid passport or ID of all persons listed on the registration form and
- valid passport or ID of the person holding the proxy statement.

Contact

Service call number: +49(0)89/23396000 (general information)

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Registration form (Application for registration to the registration authority)



City of Munich
Department of Public Order

Please take note of the instructions for filling out the form (*). Regarding your rights to protest against the transfer of private information in certain cases, please read the instructions, too. For more than 4 persons, please use more registration forms.

The following data will be collected in accordance with the federal registration law (Bundesmeldegesetz - BMG):

Date of relocation:	Day	Month	Year	Municipality code				Date stamp of the registry office
				09	1	62	000	

New residence (street/place, number, floor)	Previous residence (street/place, number, floor)
(post code) (town, municipality) München	(post code, town, municipality, county; from abroad: state)
New residence in Germany is the <input type="checkbox"/> only residence <input type="checkbox"/> main residence <input type="checkbox"/> second residence	If you intend to keep your previous main residence in Germany or if you have any other residence here, please fill out the additional form (Anmeldung bei weiteren Wohnungen im Inland)
Fill out only if you are moving from abroad: last residence in Germany (post code, town, street/place, number)	

Pos.	Surname (family name)	Other names used in the past (e.g. birth name)	First name(s)
1			
2			
3			
4			

Pos.	Doctorate	Civil status*	Sex*	Date of birth	Place of birth (town, municipality, county; from abroad: state)
1			<input type="checkbox"/> M <input type="checkbox"/> W <input type="checkbox"/> o.A. <input type="checkbox"/> D		
2			<input type="checkbox"/> M <input type="checkbox"/> W <input type="checkbox"/> o.A. <input type="checkbox"/> D		
3			<input type="checkbox"/> M <input type="checkbox"/> W <input type="checkbox"/> o.A. <input type="checkbox"/> D		
4			<input type="checkbox"/> M <input type="checkbox"/> W <input type="checkbox"/> o.A. <input type="checkbox"/> D		

Pos.	Artist's name/Monastic name	Nationality(ies)	Religion*	Date and place of marriage/same-sex union
1				
2				
3				
4				

Pos.	Dates of Identification/Pass: ID (PA), Passport (RP), Child passport (KRP), Child ID (KA), Proof of arrival (AKN)				Date of issue	Date of expiry	For refugees/displaced persons: Residence on 1st Sept. 1939 (town, county, province)
	Type	ID/Passport number	Authority				
1							
2							
3							
4							

Legal guardian (given name, surname, doctorate, date of birth, possibly the description of legal person)

Information about the spouse or registered partner which doesn't move Do you live permanently separated from your spouse or registered partner? yes no

Surname (family name)		Other names used in the past (e.g. birth name)		Given name(s)	
Doctorate	Sex* <input type="checkbox"/> M <input type="checkbox"/> W <input type="checkbox"/> o.A. <input type="checkbox"/> D	Date of birth	Place of birth (town, municipality, county; from abroad: state)		
Residence (street/place, number, floor)			(postcode, town, municipality, county; from abroad: state)		

Place, Date	Signature of the registrable/authorized person
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1 General information

- 1.1 Anyone who takes residence has to apply for registration to the registry office within two weeks of moving in. The registration has to be truthfully completed, signed, and submitted together with your identity card, recognized and valid passport or substitute passport, and the landlord's confirmation document.
- 1.2 A separate form has to be completed for every person to be registered. Spouses, life partners and family members with the same relocation details (moving-in date as well as former and current residences), please jointly complete one registration form. In this case it is sufficient if one of the registering persons completes the form. If more than four family members move in, please use an additional registration form.
- 1.3 Registration of persons under 16 years of age rests on those in whose place of residence the persons under 16 years of age move in. If a nurse or caregiver, who has been appointed for an adult person, has the right to determine the residence, registration rests with this nurse or caregiver.
- 1.4 You will receive a copy of the certificate of registration or a separate print-out from the registry office containing all the data as a confirmation of your registration.
- 1.5 If you have any other residence in Germany in addition to your new residence, please complete the additional registration form "Application for Registration of several Residences in Germany or change of main Residence".
- 1.6 Your registration with the registry office does not exempt you from your obligation to notify possible other authorities (e.g. the vehicle registration office) of your change of residence.
- 1.7 You are entitled to object to the following data transfers and exchanges of information:
 - to political parties, constituencies and other carriers of proposals relating to general elections and referendums at state or municipal level (Sections 50.1 and 50.5 of the Federal Registration Act (BMG));
 - to public religious societies if, as a family member, you do not belong to any or not the same public religious society as your spouse or minor children. If you are a minor, you are additionally entitled to object to data transfers to the public religious societies of your parents. This right of objection does not apply if the data are transferred for tax-raising purposes of the respective religious society (Section 42.3 of the BMG).;
 - about age and marriage anniversaries to elected representatives, print media and radio stations (Sections 50.2 and 50.5 of the BMG);
 - to address book publishers (Sections 50.3 and 50.5 of the BMG);
 - to the Federal Office of Personnel Management of the Bundeswehr for the purpose of sending information material for voluntary military service (Section 58c.1 of the Legal Status of Military Personnel Act, Section 36.2 of the BMG).If you wish to object to the provision of information or transfer of data from the register in one or more of the above cases, the registry office will provide you with the appropriate form.

2 Completing the registration form

- 2.1 Date of relocation: Order day - month - year
- 2.2 Only residence: If you have only one residence in Germany, then this is your only residence, not your main residence.
- 2.3 Main residence: This is the apartment mainly used by the inhabitant. The main residence of a married person or a resident leading a civil partnership, who is not permanently separated from his or her family or his or her life partner, is the predominantly used residence of the family or life partner. With under-age persons, the main residence is the residence of the legal guardians. If the legal guardians are separated, the main residence is that legal guardian's residence that is mainly used by the minor. Upon a corresponding request, this provision applies to persons with disabilities up to the age of 25, even if they live in an institution for the disabled. If in doubt, the predominantly used residence is where the focal point of the resident's personal relationship lies.
- 2.4 Second residence: every other residence in Germany.
- 2.5 Family name: Please state the full current family name including parts of the name.
- 2.6 Forenames: State only in the form prescribed by the laws on personal status.
- 2.7 Doctoral degree (awarded within the federal territory): For registration purposes, a doctoral degree can be entered in the abbreviated form of "Dr." and "DR." without further additions (such as "med."). With honorary degrees please add one of the suffixes "hc.", "eh." or "Eh.".
- 2.8 Doctorate (awarded abroad): This can be entered in the register only if the person is entitled to hold the abbreviated title of "Dr." in the Federal Republic of Germany. Due to the legal requirements of the Bavarian Higher Education Act it is not possible to make a general statement on which foreign academic degrees are affected hereof. Verification of the entitlement to hold the abbreviated title of "Dr." and have it entered in the register is only possible by submitting the original promotion certificate together with a certified translation into German thereof.
- 2.9 Date of birth: Order day - month - year

2.10 Gender: For the indication of sex, please use the following abbreviations:

M	male
W	female
N/A	not stated
D	diverse (if the child cannot be assigned to either the female or the male gender, the civil status case can also be entered in the birth register without such information or with entry "divers" (Section 22 (3) PStG)).

2.11 Marital status: Enter the marital status here:

LD	single
VH	married
VW	widowed
GS	divorced
LP	registered partnership
LV	life partner died
LA	partnership cancelled
EA	marriage annulled
LE	life partner declared legally dead
NB	unknown

2.12 Information on permanent separation from your spouse or registered partner who is not relocating: The registration authorities require this information in order to determine the status of the residence (exclusive residence, main or second residence). This information will not be stored.

2.13 Nationality: If you have multiple nationalities, please state all of them; if you are stateless, please state your last nationality if applicable.

2.14 Religion: For registering purposes, merely your membership to a public religious society has to be stated. Please use the abbreviations below in the following cases:

rk	Roman Catholic
ak	Old Catholic
fa	Free religious community of Alzey
fb	Baden Free Religious State Community
fg	Palatinate Free Religious State Community
fm	Free religious community Mainz
fs	Free religious community Offenbach
-	not belonging to any tax-raising religious community
ev	Evangelical
lt	Evangelical Lutheran
rf	Evangelical Reformed
fr	French-reformed
ib	Jewish Religious Community of Baden
iw	Jewish Religious Community of Wuerttemberg
isby	National Association of Jewish communities in Bavaria
jh	Jewish Community of Hamburg
ishe	Jewish Community of Frankfurt
il	Jewish communities in the Hessian State Association
isnw	North Rhine-Westphalia: Israelite (Jewish)
isrp	Jewish religious communities of Bad Kreuznach and Koblenz
issl	Saarland: Israelite
oa	not belonging to any public religious community

If you belong to any other public religious society, please state its full name.

2.14 Permanent residence on 01.09.1939: This information is required for the Church Tracing Service.

2.15 Passport and ID card data: To indicate the type of identification document, please use the abbreviations below:

PA	Identity card
RP	Passport
KRP	Child passport
KA	Child's identity card
AKN	Proof of arrival

2.16 Legal representatives: The legal representatives have to be stated only when registering minors and persons for whom a caregiver has been appointed who has the right to determine the residence. This statement can be omitted in joint registrations of parents and children.

Vollmacht zur Vorlage bei der Meldebehörde (Anmeldung)



Landeshauptstadt
München
Kreisverwaltungsreferat

Hiermit bevollmächtige ich,

Familienname (Ehename)	Vorname(n)	Geburtsdatum
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Familienname (Ehename)	Vorname(n)	Geburtsdatum
Anschrift (PLZ, Ort, Straße/Platz, Hausnummer)		

mich bei der Abgabe des Meldescheins im Bürgerbüro München zu vertreten, die Meldebestätigung entgegenzunehmen und die Adresse im/in den deutschen Personalausweis/en, Reisepass/Reisepässen oder elektronischen Aufenthaltstitel/n zu ändern.

Ort, Datum	Unterschrift der meldepflichtigen Person
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Hinweise

Im Rahmen einer Bevollmächtigung müssen folgende Unterlagen zwingend vorgelegt werden:

- Vollständig ausgefülltes und von der/vom Vollmachtgeber*in unterschriebenes Anmeldeformular; gegebenenfalls ist bei weiteren Wohnungen im Inland zusätzlich der „Meldeschein (Anmeldung bei weiteren Wohnungen im Inland oder Änderung der Hauptwohnung)“ erforderlich,
- Bestätigung der/des Wohnungsgeber*in über den Bezug der Wohnung (ersatzweise die Erklärung zur fehlenden Wohnungsgeberbestätigung),
- gültiges Pass- und/oder Ausweisdokument der sich anmeldende/n Person/en und
- gültiges Pass- oder Ausweisdokument der/des Bevollmächtigten.

Kontakt

Servicetelefon: 089/23396000 (allgemeine Informationen)

Meldeschein (Anmeldung bei der Meldebehörde)



Landeshauptstadt
München
Kreisverwaltungsreferat

Bitte beachten Sie die Erläuterungen zum Ausfüllen des Meldescheins (*). Dies gilt auch für die Möglichkeit, Datenübermittlungen in bestimmten Fällen zu widersprechen. Verwenden Sie bei mehr als 4 anzumeldenden Personen weitere Meldescheine. Die nachstehenden Daten werden auf Grund des Bundesmeldegesetzes (BMG) erhoben:

Tag des Einzugs:	<table border="1"> <tr> <td>Tag</td> <td>Monat</td> <td>Jahr</td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> </table>	Tag	Monat	Jahr				<table border="1"> <tr> <td colspan="4">Gemeindeschlüssel</td> </tr> <tr> <td>09</td> <td>1</td> <td>62</td> <td>000</td> </tr> </table>	Gemeindeschlüssel				09	1	62	000	Tagesstempel der Meldebehörde
Tag	Monat	Jahr															
Gemeindeschlüssel																	
09	1	62	000														

Neue Wohnung (Straße/Platz, Hausnummer, Stockwerk)	Bisherige Hauptwohnung (Straße/Platz, Hausnummer, Stockwerk)
(PLZ) (Ort, Gemeinde) München	(PLZ, Ort, Gemeinde, Landkreis; falls Ausland: auch Staat angeben)
Die neue Wohnung ist im Bereich des Bundesgebietes die <input type="checkbox"/> alleinige Wohnung <input type="checkbox"/> Hauptwohnung <input type="checkbox"/> Nebenwohnung	
Haben Sie nicht „alleinige Wohnung“ angegeben, füllen Sie bitte zusätzlich den Meldeschein zur „Anmeldung bei weiteren Wohnungen im Inland“ aus.	
Wenn der Zuzug aus dem Ausland erfolgt: Letzte Anschrift im Inland (PLZ, Ort, Straße/Platz, Haus-Nr.)	

Lfd. Nr.	Familienname (Ehename)	Frühere Namen (z.B. Geburtsname)	Vorname(n) (Rufname unterstreichen)
1			
2			
3			
4			

Lfd. Nr.	Doktorgrad	Familienstand*	Geschlecht*	Geburtsdatum	Geburtsort (Gemeinde, Landkreis; falls Ausland: auch Staat angeben)
1			<input type="checkbox"/> M <input type="checkbox"/> W <input type="checkbox"/> o.A. <input type="checkbox"/> D		
2			<input type="checkbox"/> M <input type="checkbox"/> W <input type="checkbox"/> o.A. <input type="checkbox"/> D		
3			<input type="checkbox"/> M <input type="checkbox"/> W <input type="checkbox"/> o.A. <input type="checkbox"/> D		
4			<input type="checkbox"/> M <input type="checkbox"/> W <input type="checkbox"/> o.A. <input type="checkbox"/> D		

Lfd. Nr.	Ordens-/Künstlername	Staatsangehörigkeit(en)	Religion*	Datum und Ort der Eheschließung/ Begründung der Lebenspartnerschaft
1				
2				
3				
4				

Pass- und Ausweisdaten: Personalausweis (PA), Reisepass (RP), Kinderreisepass (KRP), Kinderausweis (KA) Ankunftsnachweis (AKN)						Für Flüchtlinge/Vertriebene: Wohnsitz am 01.09.1939 (Wohnort, Landkreis, Provinz)
Lfd. Nr.	Art	Seriennummer	Ausstellungsbehörde	Ausstellungsdatum	Gültig bis	
1						
2						
3						
4						

Gesetzliche Vertreter (Vor- und Familienname, Doktorgrad, Geburtsdatum, ggf. Bezeichnung der juristischen Person, Anschrift)

Angaben über nicht mitzuziehenden Ehe-, Lebenspartner*in			Leben Sie dauerhaft getrennt von Ihrem nicht mitzuziehenden Ehe-, Lebenspartner*in? <input type="checkbox"/> ja <input type="checkbox"/> nein	
Familienname (Ehename)		Frühere Namen (z.B. Geburtsname)		Vorname(n) (Rufname unterstreichen)
Doktorgrad	Geschlecht* <input type="checkbox"/> M <input type="checkbox"/> W <input type="checkbox"/> o.A. <input type="checkbox"/> D		Geburtsdatum	Geburtsort (Gemeinde, Landkreis; falls Ausland: auch Staat angeben)
Anschrift (Straße/Platz, Hausnummer, Stockwerk)			(PLZ, Ort, Gemeinde, Landkreis; falls Ausland: auch Staat angeben)	

Ort, Datum	Unterschrift der meldepflichtigen Person
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