

# Checklist

## Registration

If you move within Hamburg or move from abroad to an apartment in Hamburg, you must register at one of the customer centers in Hamburg within two weeks.

To register your residence, please contact **a customer center of the Hamburg district offices**. To determine the nearest district office, proceed as follows:

1. Open the Authority Finder: <http://www.hamburg.de/behoerdenfinder>
2. Enter the term "customer centers" in the "search term" field and select "search"
3. Enter registration address in Hamburg (street and house number)
4. Press the red "Weiter" (next) button.

The authority finder will now show you the address, telephone number, e-mail address and opening hours of the relevant office. Please make an appointment [online](#).

Customers of the **Hamburg Welcome Center** can also register there.

The following **documents** are required for registration:

- completed and signed registration form\*
- completed and signed housing provider confirmation\*
- Federal identity card or passport of all persons subject to registration; in the case of children, if no identity card or passport is available, the birth certificate.
- When moving from abroad: In the case of children, the birth certificate must be presented in the appropriate form (international certificate or apostille/legalisation carried out by a sworn translator in Germany) and **all persons** subject to registration must be present in person.

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\*see attachment

In addition, further documents must be submitted in the case of:

- **Spouse:**
  - o Marriage certificate (original) with apostille / legalization.
- **Divorced persons:**
  - o legally binding divorce decree (original)
- **Widowed persons:**
  - o death certificate (original)
- **Holders of an electronic residence title (eAT):**
  - o the residence permit

An administrative fee of 12 euros will be charged.