



Citizen services

The citizens' services take care of many things.

When a child is born, the parents have to register it at the registry office. This is called "notarising the birth".

If you want to get married, you also register this at the registry office.

Registration

If you have a new flat in Dortmund, you must register. You must do this no later than two weeks after moving in.

You can only register if you are already living in the flat.

Important: After moving in and registering, your **name** must be on the **doorbell** and **letterbox**. This is the only way your mail will arrive correctly.

Please bring your national passport with you when you register.

All persons who wish to register must come in person.

You will need

- the identity cards of all family members
- a landlord's confirmation of residence

You will receive the landlord's confirmation of residence from the person who rents you the flat.

If you come from a country that does not belong to the European Union, you must register with the Citizens' Services International at the [Foreigners' Registration Office](#).

Note for nationals of other EU countries:

Immigration from within Germany:

The registration procedure described above applies here. A photograph of all persons to be registered must also be submitted.

Immigration from abroad:

Citizens of member states of the European Union who are moving from abroad can **only register at the Citizens' Services in the city centre**. Married persons are required to present their marriage certificate; children up to the age of 18 must present a birth certificate. The international agreements on the handling of international documents in German legal transactions apply.

The following documents must be brought along:

Moving from within Germany:

- Fully completed landlord's confirmation of residence
- Valid national passport
- Current passport photo



Moving from abroad:

- Fully completed landlord's confirmation of residence
- Valid national passport
- Current passport photo
- Married persons are required to submit their marriage certificate; children up to the age of 18 must submit a birth certificate. The international agreements on the handling of international documents in German legal transactions apply.

Further information can be found here: [Initial registration of EU citizens | dortmund.de](https://www.dortmund.de/initial-registration-of-eu-citizens)

Here you can find out which documents you need to bring with you,
when the opening hours are,
how much the fees cost
and how you can make an appointment online.

Important tasks of the citizens' services at a glance

- Residents' registration matters
- Marriages
- Name changes
- Issuing of certificates (birth certificate, death certificate, marriage certificate)
- Residents' parking permits
- Driving licence applications
- Registration of motor vehicles
- Insurance matters (pension)
- Lost property office

Citizens' services are centrally located in the city centre and decentralised in the city districts. You can find our opening hours and services as well as the addresses of our locations online.

You can also make an appointment online:

+++ [To make an appointment online](#) +++

City of Dortmund - Citizens' Services

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