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Any person moving into a dwelling has to register with the Residents' Registration Bureau within two weeks (Registration Act, sect. 17 [1])

## Registration - Please only use the German form!

The legal basis for collecting the following data is Sect. 24 in conjunction with Sect. 3 of the Registration Act dated 3 May 2013 (Federal Law Gazette 2013, part 1, p. 1084 et seq. as revised at the time. Any violation is on pain of a fine (Registration Act, sect. 54 [2]).

**Before filling in this form, please read the instructions as well as the notes under data protection law on how to file objections.**  
 Figures in a circle refer to the respective box.

<b>New address</b>		Community code <b>3</b>	<b>Old address</b> <b>4</b>		Community code <b>3</b>	
Date of moving in: <input type="text"/>		<b>08.1.11.000</b>	Leave empty if old address is being kept.			
Postcode, place <b>Stuttgart</b>		Postcode, place, state (if you are moving from abroad, name the country)				
Local district, street, house number (+ suffix), apartment number		Street, house number (+ suffix), apartment number				
		If you are moving from abroad, last address on German territory				
Ref. to No.	<b>Only fill in if the persons listed below have other addresses on German territory apart from the new place of residence.</b> <b>5</b>					
	Postcode, place, street, house number					
	For married/registered couples not living apart: <b>Which address is mainly used by the family or by the married/registered couple?</b>					
	Until now:		In future:			
	For minors: <b>Which address is mainly used by the parent/guardian?</b>					
	Until now:		In future:			
	For all other persons: <b>Which address is mainly used?</b>					
	Until now:		In future:			
No.	<b>This registration is for the following persons:</b>				Date of birth	
	Family name (and name at birth, if different)		First name(s) (underline name used)		DD   MM   YY	
	1		Sex:		2	
1			<input type="checkbox"/>	M		
			<input type="checkbox"/>	F		
2			<input type="checkbox"/>	M		
			<input type="checkbox"/>	F		
3			<input type="checkbox"/>	M		
			<input type="checkbox"/>	F		
4			<input type="checkbox"/>	M		
			<input type="checkbox"/>	F		
No.	Place of birth (Place, county, country if abroad)	Civil status* since		Place of marriage/ creation of registered partnership	Reli- gion**	Citizenship <b>6</b>
	3	4	5	6	7	8
1						
2						
3						
4						
Ref. to No.	Address on 1 September 1939 <b>7</b>			** Public religious society		* <b>Civil status</b> (col. 4) LD = single VH = married VW = widowed GS = divorced LP = registered partnership LV = partner deceased LA = registered partnership dissolved
	9					
No.	Identity card/passport/substitute PA = ID card/VP = provisional ID card/RP = passport/KP = child's passport/PE = substitute passport (col. 10)					
	Type	Serial number	Issued by		Date of issue	Expiry date
	10	11	12		13	14
1						
2						
3						
4						
Ref. to No.	<b>Only fill in if spouse (E), registered partner (LP) - former spouse/LP if widowed - children under 18 (K) and their parent(s) or guardian(s) (statutory representative) are not being registered, or are being registered on a separate form.</b>					
	E/LP/K/ stat. Rep.	Family name(s), first name(s)	Sex	Date of birth	Reli- gion**	Postcode, place, street, house number
			<input type="checkbox"/>			
			<input type="checkbox"/>			
			<input type="checkbox"/>			
			<input type="checkbox"/>			

Place, date

Signature of person registering

**Stuttgart,**

## Please read these important instructions before filling in this registration form!

1. A separate form has to be used for each person being registered. Members of the same family may be registered on a joint registration form. The registration form must be submitted together with the written confirmation by the landlord/lessor and a valid identity document.
2. The registration form must be clearly and legibly filled in, **accurately** and **in full**. If a question does not need to be answered, or if an answer does not apply, please enter a dash. At the request of the Residents' Registration Bureau, additional documents may have to be presented to substantiate the particulars given.
- 3 Please **leave empty**. The community code number, which is for statistical purposes and not identical with the postcode, will be filled in by the Residents' Registration Bureau if it is not already printed on the form.
- 4 For your former place of abode, please just give one address which no longer applies in future. Under certain circumstances, your current place of abode may be entered as former place of abode, if this address is abroad and you have not previously been registered as living on German territory, and provided you agree in advance to these data being collected.
- 5 Every time you register, you have to state any further dwellings you have on German territory, and which one is your **main place of abode**.

When you move into a dwelling for an **indefinite period**, your main place of abode is the address where you spend most of your time during the year; otherwise it is the address mainly used during the period of occupancy. For **married or registered couples** where a person does not live apart from his/her family or registered partner, the main place of abode is the address where most time is spent by the family or registered partners during the year. For **minors**, the exception laid down in Sect. 22 (2) of the Registration Act [*Meldegesetz*] applies, which states that their main place of abode is identical with that of their respective parent or guardian. For **single persons or persons living apart from their family**, the main place of abode is the place where they work or are having educational or vocational training, provided they spend most of their time there. Your main place of abode is only at the centre of your vital interests if none of several addresses applying is the one that is used most of the time. If you live on German territory, all your addresses apart from the one used most of the time ("main place of abode") are so-called "secondary places of residence".

- 6 Column 8 (Citizenship):  
If you hold **citizenship in more than one country**, you must list all of them.
- 7 Column 9 (Address on 1 September 1939):  
This column only has to be filled in by persons originating from the territories listed in Sect. 1 (2) no. 3 of the Law on Expelled Persons [*Bundesvertriebenengesetz*]: East German territories formerly under foreign rule, Gdansk, Estonia, Latvia, Lithuania, the former Soviet Union, Poland, the Czech Republic, Slovakia, Hungary, Romania, Bulgaria, the former Yugoslavia, Albania, China.

This question is to verify that certain data on these persons can be transmitted to the tracing services (home town indexes) for further processing in accordance with Sect. 45 of the Registration Act.

## Further important notes

1. **Appeal against the transmittal of data to the Federal Office of Personnel Management of the German Armed Forces**

Under Sect. 58b of the German Military Code, women and men who are Germans in accordance with the Basic Law can commit themselves to doing voluntary military service, subject to their fitness for military service. For the purpose of sending information material, under Sect. 58c (1) of the German Military Code, the Residents' Registration Bureau may send the Federal Office of Personnel Management of the German Armed Forces, by 31 March of each year, the following data concerning German nationals who are going to complete the age of 18 the following year:

1. Family name;
2. First name(s);
3. Current address.

Appeals result in the non-transmittal of data. The appeal must be lodged with the Residents' Registration Bureau of the sole or main residence. It shall remain in force until the Residents' Registration Bureau receives written revocation thereof.

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## 2. **Appeal against the transmittal of data to a public religious society by a family member of a member of said public religious society**

Whenever family members of members of public religious societies, who do not belong to the same or no public religious society at all, in accordance with Sect. 42 (2) Registration Act and Sect. 55 (2) Registration Act in conjunction with Sect. 18 (2) Notification Ordinance of Baden-Württemberg, the Residents' Registration Bureau may communicate the following data to these family members:

1. Family name and first name(s)
2. Previous names;
3. Date and place of birth;
4. Gender;
5. Membership of a public religious society;
6. Current home address(es) and last registered address;
7. Legal ban on the communication of data in accordance with Sect. 50 (5) in conjunction with (2) Registration Act and non-disclosure in accordance with Sect. 51 Registration Act;
8. Current citizenship(s);
9. Date of death.

The appeal against the communication of data does not prevent the transfer of data to the public religious society concerned for the purpose of tax-raising powers. This specified and explicit purpose shall be communicated to the addressee of the data. The appeal must be lodged with the Residents' Registration Bureau of the sole or main residence. It shall remain in force until the Residents' Registration Bureau receives written revocation thereof.

## 3. **Appeal against the transmittal of data to political parties, groups of voters and other bodies putting up candidates for the purpose of elections and referenda**

In accordance with Sect. 50 (1) of the Registration Act, in the six months prior to national, state, and local elections as well as referenda, the Residents' Registration Bureau may provide political parties, groups of voters and other bodies putting up candidates with certain data retrieved from the municipal registry as specified in Sect. 44 (1) [1] of the Registration Act related to the age of inhabitants eligible to vote. The dates of birth may not be communicated. The person or authority/office to whom/which these data are provided may use these data solely for the purpose of campaigning for an election or a referendum and has to delete or destroy them within one month following the election or referendum in question. You may file an appeal if you do not want your information to be provided or your data to be used in this way. The appeal must be lodged with the Residents' Registration Bureau of the sole or main residence. It shall remain in force until the Residents' Registration Bureau receives written revocation thereof.

In accordance with Sect. 2 (3) of the Baden-Württemberg implementing law of the Registration Act, Residents' Registration Bureaus may, for electoral or referendum purposes, in which non-national EU citizens may also take part, use the aforementioned data in order to provide them with information from parties, groups of voters and other bodies putting up candidates. You may file an appeal if you do not want your data to be used in this way. The appeal must be lodged with the Residents' Registration Bureau of the sole or main residence. It shall remain in force until the Residents' Registration Bureau receives written revocation thereof.

## 4. **Appeal against the transmittal of data of persons celebrating a special birthday or wedding anniversary to elected officials, press and broadcasters**

Upon request by elected officials, press and broadcasters, under Sect. 50 (2) of the Registration Act, the Residents' Registration Bureau may communicate the following data to them:

1. Family name;
2. First name(s);
3. Doctoral degree(s);
4. Current address;
5. Date and type of jubilee event.

Special birthdays are the 70<sup>th</sup> birthday, every 5<sup>th</sup> birthday following the 70<sup>th</sup> birthday, and, starting with the 100<sup>th</sup> birthday, every birthday following the 100<sup>th</sup> birthday; special wedding anniversaries are the 50<sup>th</sup> (golden) anniversary, and every wedding anniversary thereafter. You may file an appeal if you do not want your information to be provided or your data to be used in this way. The appeal must be lodged with every Residents' Registration Bureau where the individual is registered. It shall remain in force until written notice of its revocation.

### **Appeal against the transmittal of data of persons celebrating a special birthday or wedding anniversary to the State Ministry of Baden-Württemberg [*Staatsministerium Baden-Württemberg*]**

In accordance with Sect. 12 of the Notification Ordinance of Baden-Württemberg, the Residents' Registration Bureau may communicate certain data of persons celebrating a special birthday or wedding anniversary to the State Ministry of Baden-Württemberg. You may file an appeal if you do not want your information to be provided or your data to be used in this way. The appeal must be lodged with the Residents' Registration Bureaus of every Registration Bureau where the individual is registered. It shall remain in force until written notice of its revocation.

5. **Appeal against the transmittal of data to directory publishers**

In accordance with Sect. 50 (3) of the Registration Act, the Residents' Registration Bureau may communicate certain data about residents who have completed the age of 18, namely:

1. Family name;
2. First name(s);
3. Doctoral degree(s);
4. Current residences.

These data may only be used for publishing directories (address directories in book form). You may file an appeal if you do not want your information to be provided or your data to be used in this way. The appeal must be lodged with the Residents' Registration Bureaus of every Registration Bureau where the individual is registered. It shall remain in force until written notice of its revocation.

6. **Instructions regarding the legal ramifications of Sect. 202a of the German Criminal Code [*Strafgesetzbuch*] in accordance with Sect. 23 (5) of the Registration Act**

An instruction is made in accordance with Sect. 202a of the German Criminal Code, if the registering person is registering several persons in accordance with Sect. 23 (5) Registration Act: "By signing this document, you confirm that you are entitled to receive the data of all persons registered on the registration form [*Anmeldung*] liable to register. Whosoever unlawfully obtains data for himself or another that were not intended for him and were especially protected against unauthorised access, if he has circumvented the protection, under Sect. 202a of the German Criminal Code shall be liable to imprisonment not exceeding three years or a fine."

7. If you wish to exercise your **right to appeal** as provided for in **nos. 1 - 5** above, please submit a statement to that effect to the Residents' Registration Bureau at the time of registering or at a later date.
8. If you have more than one dwelling, please note that any change in the main place of abode at any future date has to be reported in writing within two weeks to the Residents' Registration Bureau at your new main place of abode.