

Important administrative procedures after the birth of a child

What	Where	When	Required Documents
Birth certificate	Registry office or often directly in the hospital	<p>Within a week after birth</p> <p>The name and surname of the child are binding</p>	<p>-Birth certificate of the clinic/birthplace</p> <p>-Identity card</p> <p>-Marriage certificate or certified copy from the family book</p> <p>not married:</p> <p>-Identity card</p> <p>-Birth certificate mother</p> <p>-Acknowledgement of paternity, if any</p>
Registration of the child	Registry office, this task is often takes on by the hospital directly	as soon as possible after the birth	<p>- Birth certificates of parents and child</p> <p>- Hospital certification</p> <p>- Identity card or passport</p> <p>- Marriage certificate</p> <p>- Possible certificate of acknowledgement of paternity</p> <p>- Care declaration</p>
Apply for a child passport	Registration office	three months before use	<p>-Photo of the child</p> <p>- Possible proof of custody</p>
Health insurance	request application form by telephoning the health insurance company	as soon as possible after the birth	<p>-Birth certificate</p> <p>- The registry office will issue a health insurance certificate</p>
Parental benefits	Parental Benefit Office district Heidekreis	<p>Within the first months after birth</p> <p>in the case of adoption, the date of the household intake is relevant</p>	<p>Birth certificate of the child with the note "Use for parental allowance" (original)</p> <p>-Copy of identity card or passport and current residence permit</p> <p>-Certificate from the health insurance company about maternity pay</p> <p>-Certificate from the employer about the maternity allowance after childbirth</p> <p>-Proof of the parental leave granted by the employer</p> <p>Income statement or payroll statements</p>
Child benefit	Family cash office for work	within the first six months after the birth	-Birth certificate
Aknowledgmont of paternity	Registry office Youth Welfare Office District Court		<p>-Certificates of both parents</p> <p>-Birth certificates or</p>

Consent of the mother is required (in writing!)	Notary		certificates of descent for both parents -Birth certificate of the child
Parental leave	Employer	The duration of parental leave is also set no later than seven weeks before the scheduled start of parental leave	