

Checklist: Organizational Matters during Pregnancy

The most important facts at a glance

TIP A tip for unmarried parents:
read our checklist
[🔗 Child Custody & Maintenance](#)

WHO AND WHEN?


Mother

 After identifying a pregnancy

Mother/parents on low incomes

 After identifying a pregnancy

Mother/parents

 Early in the pregnancy

WHAT?

Appointment for an initial **prenatal exam**

NOTE It is usually at this appointment that the maternal pass (*Mutterpass*) is issued.

Application for **financial support**

TIP The Federal Foundation – Mother and Child (*Bundesstiftung Mutter und Kind*) supports pregnant women in emergency situations. A flyer is available in several languages:
[🔗 www.bundesstiftung-mutter-und-kind.de](http://www.bundesstiftung-mutter-und-kind.de)

See a midwife for care during the pregnancy and after the birth, including a hospital midwife if desired

WHERE? WHERE TO GO FOR HELP?

Gynaecologist or midwife

[🔗 Pregnancy advice centres](#) (*Schwangerschaftsberatungsstellen*), which can file the application with the 'Bundesstiftung Mutter und Kind' and know about other options for financial support for pregnant women

Addresses are available at:

- [🔗 Pregnancy advice centres](#) (*Schwangerschaftsberatungsstellen*)
- Birthing clinics
- Gynaecological practices

TIP You will find the addresses of midwives in the whole of Germany at:
[🔗 hebammensuche.de](http://hebammensuche.de)

WHO AND WHEN?

Mother



Early in the pregnancy

Mother/parents

Mother/parents



Up to the 20th week of pregnancy

Mother



At least one week before the start of maternity protection period (*Mutterschutz*)

WHAT?

Informing your employer/training company/university/school about your pregnancy

NOTE A pregnant woman is not legally required to inform her place of work/the training company/her university or her school. But it can make sense so that she can be protected from hazards or threats to her health.

Selecting, and registering for, the place where the child is to be born

If you wish to give birth at a birthing centre or elsewhere with a midwife in attendance, early application is needed.

You can register later at a hospital. This registration is not binding.

Registering for ante-natal classes

TIPS

- In addition to ante-natal classes just for mothers there are also couples' classes and classes for fathers.
- There are often also courses addressing newborn care.

Applying for maternity benefit (*Mutterschaftsgeld*)

WHERE? WHERE TO GO FOR HELP?

Employer/training company/
university/school

Clinic/birthing centre/midwife

TIP Many clinics and birthing centres offer delivery room tours and information events.


- Midwifery practices
- [Hebammensuche.de](https://www.hebammensuche.de)
- Clinic/birthing centre
- Gynaecological practice
- Pregnancy advice centres

The mother's health fund (*Krankenkasse*)

NOTE A doctor's note about the expected due date is required.


WHO AND WHEN?

Father if he wants to go on parental leave right after the birth


 At least seven weeks before the expected due date

NOTE Legal protection against dismissal from work begins at the earliest eight weeks before the parental leave.

Mother

 Around four weeks prior to the expected due date


Mother, if she wants to take parental leave right after maternity protection period (*Mutterschutz*)

 No later than seven weeks prior to the end of the *Mutterschutz*

WHAT?

Applying for **parental leave** (*Elternzeit*)

NOTE When you apply for parental leave, you must already indicate what time periods you want to take off for two years from the start of the parental leave.

Final preparations for the delivery
Packing a  **bag for the clinic**


Registering for **parental leave** (*Elternzeit*)

NOTE When you register for parental leave, you have to decide already what periods you want to select for parental leave up until the child's second birthday.

WHERE? WHERE TO GO FOR HELP?


The father's employer

TIPS

- It has to be a written notice. You can find a template  [here](#).
- Send your notice by registered mail (make a copy of the documents for your own records first).
- If you want to work part-time during your parental leave, it is best to apply for this straight away too.

The mother's employer

TIPS

- It has to be a written notice. You can find a template  [here](#).
- Send your notice via registered mail (make a copy of the documents for your own records first).
- If you want to work part-time during your parental leave, it is best to apply for this straight away too.

The Federal Office for Migration and Refugees provides information about pregnancy, parenthood and family issues online: www.bamf.de/EN. It also offers a search engine for counseling services nearby. The website is available in several languages.