

## Important administrative procedures after the birth of a child

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

Consent of the mother is required (in writing!)	District Court Notary		-Birth certificates or 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	