



Opening Hours

| | |
|-------------|---------------------------------------------|
| Mondays: | 7:30 – 12:30 hrs. |
| Tuesdays: | 7:30 – 12:30 hrs. |
| Wednesdays: | 8:30 – 12:30 hrs. and 14:00 – 18:00 hrs. |
| Thursdays: | 7:30 – 12:30 hrs. |
| Fridays: | 7:30 – 12:30 hrs. |

Contact Information

Street Address

Stadthaus Grafenstraße
Bürger- und Ordnungsamt
Abteilung Einwohnerwesen und Wahlen
Grafenstraße 30
64283 Darmstadt

Postal Address

Stadthaus Grafenstraße
Bürger- und Ordnungsamt
Abteilung Einwohnerwesen und Wahlen
Postfach 11 10 61
64225 Darmstadt

Published by

Darmstadt – City of Science
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Commissioner for „Intercultural Opening /
Culture of Welcome“
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64283 Darmstadt
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Internet www.darmstadt.de

Registration in Darmstadt

How to register correctly





Registration

Have you recently moved to Darmstadt or relocated to a new dwelling place within Darmstadt?

If so, please do pay attention to the following matters:

- Within 14 days, you need to register at the department “Einwohnerwesen und Wahlen” (Department for Civil Registration and Elections).
- Each relocation to a new dwelling place has to be registered. This rule applies all over Germany to all residents alike.
- The registration always has to be performed at the place of your new residence.

What do I need the registration confirmation for?

After your registration, the department “Einwohnerwesen und Wahlen” will provide you with a registration confirmation. This registration confirmation serves as proof of address.

The registration confirmation is required, for instance, in order to

- open a bank account
- matriculate at a university
- conclude contracts or
- obtain a residence authorisation.

...mit wird ein Einzug in Auszug aus folgender Wohnung bestätigt:

Postleitzahl, Ort, Straße, Hausnummer mit Zusatz

Stockwerk, Wohnungsnummer

In die oben genannte Wohnung ist / sind am _____ folgende Personen

eingezogen ausgezogen:

1. Familienname, Vorname

2. Familienname, Vorname

3. Familienname, Vorname

4. Familienname, Vorname

5. weitere Personen siehe Rückseite

... und Anschrift des Wohnungsgebers lauten:

Landlord's confirmation of residence

Which documents are needed for the registration?

Please bring **all** the documents for **all** relocating persons:

- Identity card, passport, child's passport for German citizens;
- National passport or documents in lieu of passport for foreign citizens, electronic residence title (eAT) or assignment to Darmstadt/proof of arrival;
- Landlord's confirmation of residence; this confirmation will be provided to you, in any case, by your landlord/lessor. **The landlord's confirmation of residence is essential, because without it you will not be able to register;**
- Marriage certificate as well as birth certificate as original document and certified translation (if applicable).

Informationen

If you are not able to appear in person, please authorize a third person to act on your behalf and provide this person also with your original identification document.

Should you leave Germany, you have to give notice of your departure to the department “Einwohnerwesen und Wahlen” (**at the earliest one week prior to the date you move**).