

Ordinance Implementing the Civil Status Act (PStV)

Working Translation of

Verordnung zur Ausführung des Personenstandsgesetzes (Personenstandsverordnung - PStV)

Purpose:

The following text has mainly been translated for the purpose of the course "German Maritime Law".

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Ordinance Implementing the Civil Status Act (*Personenstandsverordnung, PStV*)

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Enacting clause

On the basis of section 73 of the Civil Status Act of 19 February 2007 (Federal Law Gazette I, p. 122), last amended by Article 2 (2) no. 2 of the Act of 13 March 2008 (Federal Law Gazette I, p. 313); of section 4 (3) sentence 3 of the Nationality Act, last amended by Article 5 of the Act of 19 August 2007 (Federal Law Gazette I, p. 1970); of Article 2 (1) of the Act on the Convention of 8 September 1976 on the Issue of Multilingual Extracts from Civil Status Records of 16 April 1997 (Federal Law Gazette 1997 II, p. 774); and of Article 2 (1) of the Act on the Convention of 5 September 1980 on the Issuance of a Certificate of Matrimonial Capacity of 5 June 1997 (Federal Law Gazette 1997 II, p. 1086), the Federal Ministry of the Interior in consultation with the Federal Ministry of Justice issues the following ordinance:

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Chapter 1

General provisions

Section 1 Registry office

(1) Every registry office has a name. Registry offices having the same name are to use an addendum to distinguish them from each other.

(2) The registry office's work premises are its official place of business.

Section 2 Translation into German

(1) If documents in a foreign language are presented to the registry office, a German translation is to be requested.

(2) If a participant does not understand German, an interpreter is to be present if the registrar or staff member dealing with the official act does not speak the participant's language. The interpreter is to make a declaration to the registrar in lieu of an oath stating that he or she will interpret faithfully and conscientiously. If the interpreter is sworn for interpreting of the relevant kind in a *Land* according to the law of that *Land*, reference to that oath suffices.

(3) A transcript is to be read aloud in the foreign language as well. A note indicating that this has been done is to be included at the end of the transcript. The transcript is to be signed by the interpreter as well.

Section 3 Disability, refusal to sign

(1) If a participant has a hearing or speech disability, and if written communication with him or her is not possible, a sign language interpreter is to be present. Section 2 applies accordingly.

(2) If a participant is unable to write, he or she is to make an identifying mark. If that is not possible or if a participant refuses to sign, this is to be noted along with the reason.

Section 4 Returning documents

(1) Documents presented by participants which were not issued specifically for presentation at the registry office are to be returned to the participants. The registry office is to retain a certified copy of documents which cannot be acquired again easily; when documents are converted into digital form, a note indicating when and by whom they were converted suffices.

(2) For documents in a foreign language which are accompanied by a translation, a certified copy of the document and of the translation is to remain with the registry office.

Section 5 Obligation of registrars to verify information

Entries in the civil status register and other records may not be made until the underlying facts have been investigated and verified.

Section 6 Reporting a vital event

(1) The registry office is to make a transcript of a vital event reported orally. The transcript must contain all the information required for an orderly record in the civil status register.

(2) For a birth or death reported in electronic form, the data exchange format XPersonenstand and the transmission control protocol OSCI-Transport in the valid version as announced in the Federal Gazette are to be used; section 63 (4) applies accordingly.

Section 7 Deferral of recording

(1) If information or proof needed to record a vital event is missing, the registry office may defer recording. In this case, the vital event is to be recorded within a reasonable period of time.

(2) The person reporting the vital event is to be issued a certificate upon request stating that the vital event was reported but was not yet able to be recorded.

Section 8 Examination of nationality

(1) The following documentation is to be presented for the examination of German nationality:

1. a national identity card or passport, or
2. an extended certificate from the registration authority indicating nationality.

If these documents leave doubts as to German nationality, a document related to nationality status is to be presented.

(2) Persons who are not Germans must prove their nationality by presenting one of the following documents:

1. passport or passport substitute,
2. official identity card of a member state of the European Union, another contracting state of the Convention on the European Economic Area or Switzerland, or
3. a certificate from the responsible authority of the person's country of nationality.

Chapter 2 Civil status registers

Division 1

Operation of digital civil status registers

Section 9 Civil status registers, register content

(1) Civil status registers to be kept in accordance with section 3 (1) of the Act consist of register entries which are to be stored in such a way that they are permanently readable and unalterable.

(2) Register entries contain the data required for recording vital events in accordance with the Act, including the permanently verifiable qualified electronic signature of the recording registrar, cross-references and the corresponding registration data referred to in section 16 (2) sentence 1.

(3) The registry office saves the recorded data in a structured form in the appropriate civil status register in extensible markup language (XML) format and additionally as a document in portable document format (PDF/A).

(4) Records as referred to in section 54 of the Act are the main entries and subsequent records saved in XML format.

Section 10 Requirements for the operation of civil status registers and back-up registers

(1) To operate civil status registers and back-up registers, the necessary and appropriate state-of-the-art technical and organisational measures are to be taken to ensure the availability, integrity, authenticity and confidentiality of the data stored. Only those systems and software programs may be used which meet the recognised technical requirements for the digital processing of highly sensitive data; all technical and organisational measures must adequately take into account the purpose for which the register data are to be permanently stored. The measures to be taken are to be documented in the operating and security strategy (section 13).

(2) In particular, it is necessary to ensure that

1. unauthorised persons have no access to data-processing facilities with which civil status data can be processed or used (physical access control);
2. no unauthorised use of the data processing systems for recording vital events is possible (system access control);
3. access authorisation is managed within the data processing system and access to data or system functions is only possible to the extent granted by the access authorisation after the user has proved to the system, using an automated check, that he or she is authorised (data access control);
4. the recorded data are stored in such a way that they can be verified and cannot be altered, and the chronological documentation of changes to entries in the civil status register and back-up register is ensured (auditability);
5. changes and additions to entries in the civil status register and back-up register are logged in the data processing system (accountability);
6. system components used may be restored without security risks (recovery);
7. appropriate technical review mechanisms are able to detect any corruption or falsification of stored data (integrity);
8. the data processing system functions properly, and any malfunctions are immediately reported (reliability);

9. state-of-the-art encryption is used when processing data in the system and if generally accessible networks are used (transmission security).

Section 11 Requirements for data processing procedures

- (1) Data processing procedures for civil status registers (register procedures) must ensure that
 1. recorded data and cross-references are stored in the proper data fields (Annex 1);
 2. a compilation of all recorded data is stored as a civil status entry according to the samples in annexes 2 to 5 in permanently unalterable form;
 3. the civil status entry includes the registration data referred to in section 16 (2) sentence 1;
 4. the required permanently verifiable electronic signature and the data necessary to ensure permanent verifiability are saved with the civil status entry;
 5. every change or addition to an existing register entry (subsequent record) is stored and electronically linked to the entry of the initial record (main entry) and to existing subsequent records of the main entry without overwriting or deleting the entry data which are already saved in the civil status register;
 6. the recorded data, listed as initial record and subsequent records, are made available for another subsequent record with the automatic assignment of a number as provided in section 17 sentence 1 and the entry concerned is blocked while it is being worked on in the civil status register;
 7. the authenticity of the entry is verified and a system-independent check is possible;
 8. register entries transferred to the responsible public archives after the retention periods have expired can be transferred to external data storage media and deleted from the civil status register;
- (2) data processing procedures for creating, updating, searching and displaying civil status entries (specialised IT applications) must ensure that the permanently verifiable qualified electronic signature required by this Ordinance is added before the entry is saved in the civil status register and that the signature is checked every time the register entry is made available for processing using the specialised IT application.
- (3) Specialised IT applications may only be connected to a data processing procedure for civil status registers (register procedure) through an interface which does not allow any changes to be made directly to data stored in the civil status register. This interface must ensure that
 1. specialised IT applications and register procedures can work together irrespective of systems or programming languages;
 2. data processed in a specialised IT application will be accepted by the civil status register, and that the associated permanently verifiable qualified electronic signature is transferred;
 3. the data in the civil status register will be accepted for processing in the specialised IT application;
 4. the data processed using a specialised IT application for transfer to the civil status register are adapted to the defined structures and formats of data in the civil status register;
 5. the information needed to check the authenticity of the civil status entry can be made available irrespective of the system.
- (4) Through publication in the Federal Gazette, the Federal Ministry of the Interior, Building and Community may declare any interface specification which satisfies the requirements of subsection (3) to be binding.

Section 12 Vendor declaration

For the processing of data to be registered pursuant to the Act and this Ordinance, only those software programs may be used whose vendors assure the users that the programs meet the requirements of the Act and this Ordinance for keeping registers.

Section 13 Operating and security strategy, data processing systems

(1) To operate civil status registers, an operating and security strategy is to be drawn up which specifies which technical and organisational measures will be taken to meet the requirements of the Act and this Ordinance subject to the time limits for updates under section 5 (5) of the Act.

(2) The functioning of the data processing systems used for the registers is to be checked at regular intervals. Register entries are to be transferred to state-of-the-art data storage media and systems. When transferring entries, the integrity of the transferred entries is to be checked and the fact that a check was carried out is to be documented. It is necessary to ensure that data are completely erased from data processing systems which have been taken out of service.

Section 14 Authorisation

(1) Data in the civil status register are accessed within a registry office according to the following levels of authorisation:

1. Level A allows a staff member to close an entry and enter it in the civil status register, to update entries by means of subsequent records, and to add cross-references and blocks on releasing information;
2. Level B allows a staff member to add or alter cross-references;
3. Level C allows a staff member to inspect an entry;
4. Level D allows a staff member to inspect the search index in order to determine whether the entry is kept by the registry office in question.

A higher level of authorisation includes the rights of all the levels below it.

(2) The director of the registry office determines the level of authorisation for each staff member in the registry office. Access authorisation for a central civil status register established under section 67 of the Act is governed by an ordinance of the *Land* government. The power to determine the level of access authorisation for staff members may be delegated to supreme *Land* authorities by ordinance.

Division 2

Managing civil status registers

Section 15 Civil status registers

(1) The civil status registers encompass the register entries with main entry, any subsequent records and cross-references of a registry office to similar vital events (birth, marriage, formation of a civil partnership, death). If civil status registers are managed electronically, signatures and search data for the unambiguous identification of entries and to search for names in the civil status register are stored along with blocks on releasing information which have been added to the individual entries and updates under section 64 of the Act.

(2) Civil status registers operated electronically are distinguished by the markings “E” for marriage registers, “G” for birth registers, “L” for civil partnership registers and “S” for death registers.

(3) The recorded data are to be written in Latin script; diacritical marks are to be reproduced without alteration. The set of characters specified in ISO/IEC 10646:2003 with UTF-8 encoding is to be used.

Section 16 Main entry

(1) A vital event is recorded for the first time in the main entry. The registrar closes the entry using his or her family name and permanently verifiable qualified electronic signature and saves it in the corresponding civil status register.

(2) The main entry is to be labelled with the name and number of the registry office, the marking of the relevant civil status register according to section 15 (2), the consecutive number of the entry and the year the vital event was first recorded (registration data). The marking of the civil status register, the entry number and the year the vital event was first recorded make up the register number. To display the main entry in the digital civil status register, the register number is followed by 0.

(3) If the entry number of a deactivated entry as referred to in section 47 (4) of the Act is used, the entry number is to be followed by a hyphen and a consecutive number starting with 1.

(4) The number of the registry office is based on the list of federal and *Länder* statistical offices.

Section 17 Subsequent records

To display subsequent records in the digital civil status register, the register number is followed by a consecutive number starting with 1. Section 16 applies accordingly to entering, marking, signing and saving subsequent records.

Section 18 Cross-references

(1) Civil status registers are to include references to register entries in other civil status registers using the name of the registry office, the register number as referred to in section 16 (2) sentence 2 and the date and place of the vital event; cross-references to the birth of a child are to include the child's given and family names.

(2) No electronic signature or numbering is needed.

Section 19 Structure and design of register entries

Register entries must be able to be displayed on a computer screen as shown in annexes 2 to 5; the display is to be adjusted to suit the content of the record and may be set up as required by the software program if this is necessary in the individual case.

Section 20 Back-up registers

(1) Section 15 applies accordingly to the structure of back-up registers. Register entries are to be saved in the corresponding back-up register when the record is closed.

(2) Transmission of data from the civil status register to the back-up register is to be protected against unauthorised use and loss of data. The back-up register is to be set up so that it is not affected if the systems or data of the civil status register are damaged; sections 11 and 12 apply accordingly.

Section 21 Closing the civil status registers

Registrars are to close civil status registers and back-up registers after the last entry of every calendar year with a note which indicates the number of main entries and is signed with the registrar's permanently verifiable qualified electronic signature. This note must include a list of entries deactivated under section 47 (4) of the Act during the calendar year and their entry numbers.

Section 22 Group files

Group files (section 6 of the Act) may also be kept in digital form or on microfilm or using another equally secure medium; in this case, section 13 applies accordingly. When data are transferred to a digital document, a note indicating when and by whom the data were transferred suffices.

Section 23 Names

(1) For persons who use a family name different from their name at birth as the result of marriage or the formation of a civil partnership, their name at birth is to be entered as well.

(2) For persons who do not use any given or family names or whose given and family names have additional elements, the name found in documents is to be entered in the civil status register along with all the additional elements.

(3) Names and additional elements as referred to in subsection (2) are to be identified with a note to describe what kind of foreign name they are.

(4) Subsections (1) to (3) and section 35 apply accordingly to names in records pursuant to family law.

Section 24 Recording data again after the loss of a civil status register

(1) In the event of the full or partial restoration of a civil status register, the registry office is to create a log showing that the civil status register was properly restored using data from the back-up register.

(2) If all or part of a register in paper form is lost, it may be restored by defining the back-up register as the civil status register. If the register in paper form is a family register (*Familienbuch*) updated as a marriage entry, the marriage entry in the marriage register (*Heiratsbuch*) is to be updated and continued if the family register is lost.

Section 25 Transferring registers and group files to archives

When civil status registers, back-up registers or group files are transferred to an archive, a written record is to be kept stating which archive the registers or files were transferred to.

Section 26 Search function

(1) Civil status registers to be kept pursuant to section 3 (1) of the Act are to include a search function which enables other registry offices to determine whether a civil status entry exists. Search criteria are data from the data fields marked in Annex 1 as searchable fields. Search results may only display the registry office and register number (section 16 (2) sentence 2) of the entry sought.

(2) For old registers and transitional records which have not been recorded in digital form, an index to answer search queries is to be kept; subsection (1) applies accordingly to its use.

Section 27 Lists at Registry Office I in Berlin

(1) A digital information system for digital lists kept by Registry Office I in Berlin pursuant to section 41 (2) sentence 4, section 42 (2) sentence 4, section 43 (2) sentence 5 and section 45 (2) sentence 4 of the Act and for lists concerning vital events abroad is to be set up which makes it possible to find a civil status entry or a declaration pursuant to the law on names.

(2) Registry offices and German missions abroad may inspect the lists set up under subsection (1) as needed to perform their tasks. Permitted search criteria and results are the registry office, register number, family names, name at birth, given names, date of birth, date of marriage, date on which a civil partnership was formed, date of death and place where the vital event occurred.

(3) The online database of Registry Office I in Berlin which was developed by the *Land* of Berlin for this purpose is used to conduct searches of the digital information system.

Chapter 3 Marriage

Section 28 Notification

(1) Persons who intend to marry are to notify the registry office of this in person. If one of the persons is unable to do so, he or she may give the intended spouse written authorisation for this purpose. If both persons who intend to marry are unable to appear at the registry office for important reasons, they may notify the registry office in writing or through an authorised representative of their intent to marry.

(2) A transcript of oral notification is to be made.

(3) If the marriage will not be performed at the registry office that was notified, the registry office that received the notification examines whether there is any impediment to the marriage. If there is no impediment to the marriage, the complete notification documents are to be sent with a note on the result of this examination to the registry office which is to perform the marriage. The notification data of the persons intending to marry are also to be transmitted electronically to the latter registry office; section 63 applies to the transmission.

Section 29 Marriage

(1) If the registry office has been notified by an authorised representative of the marriage, the declarations made in the notification must be confirmed in person by the person represented.

(2) The requirements for marriage are only to be examined again if the interview with the persons intending to marry reveals that matters of significance for determining whether an impediment to marriage exist have changed or if the registry office has learned of another reason to re-examine the requirements for marriage. If the marriage is not to be performed at the registry office that was notified, the notification documents are to be returned for re-examination.

(3) The transcript of the marriage is to be filled out according to the sample in Annex 10; the form is to be adjusted to suit the content of the record and may be set up as required by the software program if this is necessary in the individual case.

Chapter 4 Civil partnership

Section 30 Converting a civil partnership into a marriage

Sections 28 and 29 apply accordingly to converting a civil partnership into a marriage. The transcript of the conversion of a civil partnership into a marriage is to be filled out according to the sample in Annex 10; the form is to be adjusted to suit the content of the record and may be set up as required by the software program if this is necessary in the individual case.

Chapter 5 Births

Section 31 Live birth, stillbirth, miscarriage

(1) A live birth is defined as one in which, after the child is delivered from the mother, the child's heart beats, the umbilical cord pulses or the lungs have begun to function normally.

(2) If none of the signs of life referred to in subsection (1) occurs, then the foetus is considered stillborn as referred to in section 21 (2) of the Act if

1. the child weighs at least 500 grams, or
2. the child weighs less than 500 grams, but the pregnancy was carried to the 24th week,

otherwise the foetus is considered a miscarriage. A miscarriage is not recorded in the civil status register. A person who would have had custody of the child in the event of a live birth may report the miscarriage to the registry office responsible for the area where the miscarriage occurred. In this case and on request, the registry office issues the person reporting the miscarriage a certificate using a form according to the sample in Annex 11.

(3) In derogation from subsection (2) sentence 2, a miscarriage is to be reported as a stillbirth if it occurs in the context of a multiple birth in which at least one child is to be recorded under subsection (1) or (2); section 21 (2) of the Act applies accordingly.

Section 32 Births in vehicles

(1) A birth in an aircraft or terrestrial vehicle is recorded by the registry office responsible for the area where the mother exits the vehicle. A birth on an inland vessel is recorded by the registry office responsible for the area where the vessel anchors or docks first.

(2) If in the event of a birth under subsection (1) the place where the child was born is known, this place is to be entered in the civil status register; if the place is unknown, the place relevant for determining the area of responsibility is to be entered as the place of birth. If it is later found that the child was born in the area of responsibility of a different registry office, the birth is not recorded again; the place of birth is to be corrected.

(3) The treaty of 16 March 1880 among the countries bordering Lake Constance on the recording of births and deaths occurring on Lake Constance (*Übereinkommen der Bodenseeuferstaaten über die Beurkundung der auf dem Bodensee eingetretenen Geburten und Sterbefälle*, Baden gazette of laws and ordinances, p. 102, Württemberg government gazette, p. 171, Bavarian gazette of laws and ordinances, p. 133) remains unaffected.

Section 33 Documents when reporting births

If the birth of a child is reported, the registry office is to ask to see the following documents:

1. if the child's parents are married to each other: their marriage certificate or a certified copy from the marriage register as well as their birth certificates, if the registration data of the parents' birth is not apparent from the marriage certificate;
2. if the child's parents are not married to each other: the mother's birth certificate and, if paternity has already been acknowledged, this declaration and the father's birth certificate as well as any declaration of parental responsibility;
3. a national ID card, passport or other recognised passport substitute of the parents; and
4. if the birth is reported orally, a certificate confirming the birth which was issued by a doctor, midwife or maternity nurse who was present at the birth.

A marriage certificate required under no. 1 is to be presented even if the marriage has been dissolved. The registry office may ask to see additional documents if this is necessary to confirm information.

Section 34 Acquisition of German citizenship

(1) To examine whether a child of foreign parents has acquired German citizenship at birth according to section 4 (3) of the Nationality Act, the registry office asks when the birth is reported whether one parent has a permanent right of residence or as a national of Switzerland or as a family member of a national of Switzerland has a residence permit on the basis of the Agreement of 21 June 1999 between the European Community and its Member States, of the one part, and the Swiss Confederation, of the other, on the free movement of persons (Federal Law Gazette 2001 II, p. 810).

(2) If the requirements for the legal status or residence permit under subsection (1) are met, the registry office uses a form according to the sample in Annex 12 to request written information from the foreigners authority to confirm whether the information is correct and the parent had been a legal resident of Germany for eight years at the time of the child's birth. This information is to be requested even if the parents have not provided any information about their legal status or residence permit, or if the registry office doubts the accuracy of the information; in this case, information about both parents is to be requested.

(3) The registry office examines whether the child has acquired German citizenship by birth and notes the result of its examination in the form according to the sample in Annex 12 or in a separate note. The form or the separate note on the result of the examination is to be added to the group files of the birth entry.

(4) Subsections (1) to (3) apply accordingly in the event that the child's birth entry is followed by a subsequent record acknowledging or establishing paternity, or establishing the lack of a parent-child relationship under section 27 (1) and (3) no. 1 of the Act.

(5) The form according to the sample in Annex 12 is to be revised in line with the content and may be set up as required by the software program if this is necessary in the individual case. Section 63 applies to the transmission of data as far as the technical requirements are met.

Section 35 Special situations when recording

(1) If when recording the birth the registry office has no suitable confirmation of information about the child's parents, an explanation to this effect is to be added to the birth entry; section 7 remains unaffected. Until a supplementary subsequent record is entered concerning information about the parents, only a certified print-out of the register may be issued as a civil status document.

(2) In the case of births within Germany, changes under civil status law which took effect after the birth but before the birth was recorded are to be included in the main entry.

Section 36 Updating the birth register

(1) A change to a child's family name is to be entered as a subsequent record only if the change affects the child's name at birth.

(2) If the name of the parents and the child changes, the parents' name change is to be entered as a subsequent record even if it does not lead to the parents and child using the same name but is the result of declarations pursuant to Article 47 of the Introductory Act to the German Civil Code (*Einführungsgesetz zum Bürgerlichen Gesetzbuche*, EGBGB) or section 94 of the Federal Expellees Act (*Bundesvertriebenengesetz*, BVFG).

(3) Information concerning whether the child is a legal member of a religious community which is a corporation under public law is entered at the request of the person entitled to care and custody of the child; after the child's 14th birthday, this information is entered only at the request of the child. If the registry office receives notification that the child is no longer a member of that religious community, or has become a member of a different religious community, this is to be noted as well.

Chapter 6 Deaths

Section 37 Death in vehicles, mines or bodies of water; unknown place of death

(1) A death which occurs in a terrestrial vehicle, on an inland vessel or in an aircraft is recorded by the registry office responsible for the area where the deceased person is removed from the vehicle.

(2) A death in a mine is recorded by the registry office responsible for the area where the mine entrance is located.

(3) A death in a body of water is recorded by the registry office responsible for the area where the deceased is brought on land.

(4) If the place of death is impossible to determine, the death is recorded by the registry office responsible for the area where the deceased is found.

(5) If the place of death is known, this place is to be entered in the civil status register; if the place of death is unknown, the place relevant for determining the area of responsibility is to be entered as the place of death. Section 32 (2) sentence 1 applies accordingly.

(6) The treaty of 16 March 1880 among the countries bordering Lake Constance on the recording of births and deaths occurring on Lake Constance remains unaffected.

Section 38 Documents when reporting deaths

When a death is reported, the registry office asks to see

1. the certificate of marriage or civil partnership of the deceased's last marriage or civil partnership and proof of its dissolution, if applicable;
2. the deceased's birth certificate;
3. proof of the deceased's last legal residence;
4. a medical certificate confirming the death.

If the registration data of the deceased's birth are apparent from the deceased's certificate of marriage or civil partnership, the obligation to present a birth certificate pursuant to no. 2 may be waived. The registry office may ask to see additional documents if this is necessary to confirm information.

Section 39 (repealed)

Section 40 Special situations when recording

- (1) If the civil status of a deceased person is impossible to determine, the deceased is to be described in the entry as unknown. If the civil status of the deceased is identified after recording, the entry is to be corrected.
- (2) If the registry office has no suitable confirmation of information about the deceased at the time of recording, section 35 applies accordingly.
- (3) If the exact time of death is impossible to determine, either the approximate time of death or the period of time in which death occurred is to be entered.

Section 41 Collection of orders concerning declarations of death

- (1) Only copies of final and binding court decisions are to be included in the collection of orders concerning death and the official determination by a court of the time of death. If a court decision contained in the collection has been altered or suspended, a copy of the order to alter or annul is to be added to the collection.
- (2) The collection referred to in subsection (1) may be managed in digital form. In this case, the orders are digitised as image files. Data needed for unambiguous identification, to find an order and to produce a certificate as referred to in subsection (3) may be included in the digital index of Registry Office I in Berlin.
- (3) From the collection of orders concerning death and the official determination by a court of the time of death, Registry Office I in Berlin issues certificates or certified copies of court decisions or certified print-outs of court decisions saved in digital form upon request to authorised persons as defined in sections 62 to 66 of the Act; it suffices to provide credible evidence of a legitimate interest.
- (4) Subsections (2) and (3) are to be applied accordingly to the book for declarations of death (*Buch für Todeserklärungen*) kept until 31 December 2008.

Chapter 7

Special provisions on records and registers

Section 42 Family-law designations in the civil status entry

- (1) In civil status entries, spouses and civil partners, the parents of a child, and the last spouse or civil partner of the deceased are assigned a field for their designation under family law. The fields contain consecutive numbers starting with 1 and are linked to the cross-references in the register entry.
- (2) In the birth register, when initially recording the birth, the person who bore the child is assigned the number 1 and is entered in the data field for the term “mother” as defined in family law. The person who is the father of the child as defined in section 1592 of the Civil Code (*Bürgerliches Gesetzbuch*, BGB) is assigned the number 2 and is entered in the data field for the term “father” as defined in family law. Sentence 1 also applies to persons who are neither male nor female. Sentence 2 only applies to persons who are neither male nor female if paternity is established on the basis of section 1592 no. 3 of the Civil Code.
- (3) The adoption of a child is only documented in the birth register in a subsequent record, in which female adoptive parents are entered in the data field for the family-law term “mother” and male adoptive parents are entered in the data field for the family-law term “father”. If adoptive parents are neither male nor female, they are to be described as “parent”.
- (4) In the marriage register, spouses are assigned the numbers 1 and 2, males are entered in the data field for the family-law term “husband” and females are entered in the data field for the family-law term “wife”. If spouses are neither male nor female, they are to be described as “spouse”.

(5) In the civil partnership register, civil partners are assigned the numbers 1 and 2, males are entered in the data field for the family-law term “civil partner” and females are entered in the data field for the family-law term “civil partner”. If civil partners are neither male nor female, they are to be described as “civil partner”.

(6) In the death register, the last male spouse of the deceased is entered in the data field for the family-law term “husband” and the last female spouse is entered in the data field for the family-law term “wife”. The last male civil partner of the deceased is entered in the data field for the family-law term “civil partner” and the last female spouse is entered in the data field for the family-law term “civil partner”. If persons are neither male nor female, they are to be described as “spouse” or “civil partner”.

Section 43 Deaths in German concentration camps

(1) Along with the Special Registry Office in Bad Arolsen, the registry office responsible for the area where the person submitting the report is legally or usually resident is responsible for receiving reports of the death of inmates of German concentration camps before the end of the Second World War.

(2) The registry office receiving the report is to verify the information and investigate the facts as needed. The registry office may ask the person submitting the report and other persons to make a declaration in lieu of an oath to confirm the accuracy of the information.

(3) The registry office is to make a transcript of the report. The same applies to oral declarations made by other persons. The registry office sends the transcripts of the report and the oral declarations of other persons to the Special Registry Office in Bad Arolsen. At the same time, it informs the Special Registry Office in Bad Arolsen of the result of its other investigations.

(4) If the death in Germany has been recorded more than once, the first record is retained even if it was not created by the Special Registry Office in Bad Arolsen. The Special Registry Office in Bad Arolsen makes the wrongful entry null and void by creating a subsequent record in its place.

Section 44 Deaths of members of the German Wehrmacht

(1) Deaths as the result of the Second World War of members of the German Wehrmacht or of persons having an equivalent status under civil status law are to be recorded by the registry office responsible for the area where the deceased was last legally or usually resident; the same applies to deaths in Germany and elsewhere. If the deceased's last place of legal or usual residence is not in Germany, Registry Office I in Berlin records the death; the same applies if the last place of legal or usual residence is unknown.

(2) The Federal Archives are responsible for reporting deaths. If the Federal Archives receive a large quantity of data about deceased persons at the same time, forwarding the data suffices as a report. In this case, the death is only recorded if the deceased's spouse, ancestor or descendant so requests; any other person who can demonstrate a legitimate interest in having the death recorded is also entitled to make such a request.

(3) If the death occurred within Germany, it may be reported by anyone who was present at the death or had first-hand knowledge of it; in this case, the death is to be reported to the registry office responsible for the area where the death occurred. The registry office responsible for the place of death is to record the death.

Section 45 Adaptation of names

(1) Persons who acquired their names under foreign law and whose names are subject to German law following a change of statutes or choice of applicable law may choose their names according to Article 47 of the Introductory Act to the German Civil Code. The same applies to choosing the name of a child subject to German law if this name is to be based on the name of a parent acquired under foreign law.

(2) When choosing a name pursuant to Article 47 of the Introductory Act to the German Civil Code, the general principles of German law on names are to be respected. In particular, the family name should only comprise one name and should be distinguishable from the given names.

Section 46 Certification of declarations concerning the use of names

The registry office which

1. received a declaration or consent to the use of a name based on family law;
2. received a declaration under section 94 of the Federal Expellees Act, section 1 of the Act on Name Changes by Minorities (*Minderheiten-Namensänderungsgesetz*, *MinderNamÄndG*), or Article 47, 48 of the

Introductory Act to the German Civil Code;

3. received a declaration on the order of given names under section 45a of the Act; or
4. keeps a civil status register from which a name change pursuant to nos. 1 to 3 results, issues the person whose name has been changed a certificate to this effect on request.

Chapter 8 Corrections

Section 47 Corrections

- (1) The registry office which corrects a closed register entry itself or by court order must examine whether a correction must be made in other civil status registers. It informs the registry office which comes into question of the correction. A correction based on documents from the country of origin (section 47 (1) sentence 3 no. 2 of the Act) is only permitted if, before making the correction, the responsible foreigners authority was consulted and confirmed the connection between the documents presented and the return of the foreigner in question.
- (2) If the registry office notified an authority, a court or other official body as standard procedure and the entry is corrected, the recipient is to be informed of the correction.
- (3) This notification is to be carried out by sending a certified print-out of the register or by data transmission under section 63.
- (4) If names of elements or names under family law are incorrect or missing, the entry may be corrected according to section 47 (1) of the Act by means of a subsequent record. The same applies when updating cross-references. Corrections of this kind do not require notification as referred to in subsections (1) and (2).

Chapter 9

Civil status documents, use of the civil status registers, notifications

Division 1 Civil status documents

Section 48 Civil status documents

- (1) For civil status documents to be issued pursuant to section 55 (1) of the Act, the registry office is to use the forms corresponding to the samples in annexes 2 to 9 in DIN A4 format. The forms are to be adjusted to suit the content of the record and may be set up as required by the software program if this is necessary in the individual case. The forms corresponding to the samples in annexes 2 to 5 are to be marked with a note confirming that the print-out agrees with the register content. Forms corresponding to the samples in annexes 6 to 9 may also be produced in a smaller format; the arrangement of lines may be adjusted to suit the format.
- (2) If an application for a birth certificate requests that information under section 59 (1) no. 2, 4 or 5 be omitted, the form for the certificate omits the corresponding fields.

(3) Cross-references are only to be included in the certified print-out from the register on request. A cross-reference to a notification included in the index of wills is only to be included in the print-out from the register at the request of the person to whom the birth entry refers.

(4) The paper for documents must meet at least the quality requirements specified in DIN 19307 – ASM 80. The writing must be permanently legible and ensure the highest possible level of security against attempted falsification. Printers for producing civil status documents must be suitable for notarial use.

Section 49 (repealed)

Section 50 Multilingual extracts from the civil status register

(1) Sheets A, B and C of the Convention of 8 September 1976 on the issue of multilingual extracts from civil status records (Federal Law Gazette 1997 II, p. 774) are to be used in accordance with subsections (2) to (7) for issuing multilingual extracts from a civil status register.

(2) The unalterable wording of the extracts, excluding the symbols for the date, is to be given on the front of the sheets in German, French and English. The meaning of the symbols is to be given on the front of every sheet in the languages specified in Article 6 (2) of the Convention.

(3) The following is to be printed on the back of the sheets:

1. a reference to the Convention in the languages specified in Article 6 (2) of the Convention;
2. a translation of the unalterable wording of the extracts in the languages specified in Article 6 (2) of the Convention, with the exception of the languages given on the front of the sheet;
3. a summary of the content of articles 3, 4, 5 and 7 of the Convention in German.

(4) Persons who use a married or civil partnership name are to be entered in the multilingual extract from the civil status register with this name, if necessary with the addition of a name before or after it and with a reference to the name at birth. For persons who do not use any given or family names or whose given and family names have additional elements, the name found in the register entry is to be entered in the documents along with all the additional elements.

(5) In multilingual extracts from the birth entry (sheet A), a line is to be drawn through field 10 and the field is to be left blank.

(6) In multilingual extracts from the marriage entry (sheet B), in the case of existing marriages, the names used by the spouses at the time the document is issued in field 10. Information as to the dissolution or annulment of the marriage is to be entered in field 11.

(7) In multilingual extracts from the death entry (sheet C), a line is to be drawn through fields 7, 12 and 13 and the fields are to be left blank. Given and family names of previous spouses are only to be entered if the information is found in the death register.

Section 51 Multilingual certificates of no impediment

(1) When issuing a certificate of no impediment which a German needs to marry abroad, the sheet from the Convention of 5 September 1980 on the Issuance of a Certificate of Matrimonial Capacity (Federal Law Gazette II, p. 1086) is to be used in accordance with subsections (2) to (5).

(2) The unalterable wording of the certificate, excluding the symbols for the date, is to be given on the front of the sheet in German, French and English. The meaning of the symbols is to be given on the front of the sheet in the languages specified in Article 6 (2) of the Convention.

(3) The following is to be printed on the back of the sheet:

1. a reference to the Convention in the languages specified in Article 6 (2) of the Convention;
2. a translation of the unalterable wording of the certificate in the languages specified in Article 6 (2) of the Convention, with the exception of the languages given on the front of the sheet;
3. a summary of the content of articles 3, 4, 5 and 9 of the Convention in German.

(4) If one of the persons intending to marry uses a married or civil partnership name, this person is to be entered in field 5 of the sheet with this name, if necessary with the addition of a name before or after it and with a reference to the name at birth.

(5) If this information has been confirmed in a document, the place and number of a foreign family register is to be entered in field 11 of the sheet.

Section 52 International family records

Information about the birth of children born to married couples and about the death of spouses and their children may be entered in an international family record issued in a contracting state to the Convention of 12 September 1974 to create an international family record.

Division 2

Use of the civil status registers

Section 53 Use by individuals

(1) Section 63 (1) applies accordingly to information concerning data from a civil status register released in digital form to persons entitled under section 62 of the Act.

(2) The special provisions of the Act for use of civil status registers by siblings also apply to half-siblings.

Section 54 Use by foreign diplomatic and consular representations

Use by foreign diplomatic or consular representations in Germany under section 65 (3) is to be denied if the registry office is aware that the person concerned is a foreigner

1. who has been granted asylum under Article 16a of the Basic Law (*Grundgesetz*, GG), refugee status as defined in section 3 (1) of the Asylum Act (*Asylgesetz*, AsylG) or subsidiary protection as defined in section 4 (1) of the Asylum Act, to whom a deportation ban under section 60 (5) or (7) of the Residence Act (*Aufenthaltsgesetz*, AufenthG) applies, or who has submitted an application for asylum which has not yet been decided with final and binding effect, or in whose case the responsible authority is reviewing the possibility of deportation bans as referred to in section 60 (5) or (7) of the Residence Act, or
2. who has a residence permit pursuant to sections 22, 23, 24, 25 (1), (2) or (3) of the Residence Act or a permanent residence permit pursuant to section 26 (3) or (4) of the Residence Act, or who has a residence permit pursuant to section 27 (2) in conjunction with section 28 (1) sentence 1 no. 1, section 30 or 31 of the Residence Act, or who has a permanent residence permit for civil partners pursuant to section 9 (2) in conjunction with subsection (3) sentence 1 of the Residence Act or a residence permit for same-sex spouses pursuant to section 28 (1) sentence 1 no. 1, section 30 or 31 of the Residence Act or a permanent residence permit for same-sex spouses pursuant to section 9 (2) in conjunction with subsection (3) sentence 1 of the Residence Act.

The reasons for denial under section 65 (3) sentence 2 of the Act remain unaffected.

Section 55 Use for research purposes

(1) If an application to use civil status registers for certain research purposes has been submitted, the registry office must inform the data subjects on request about the research project and must give them an opportunity to assert their legitimate interest in denying use.

(2) At its own initiative, the registry office may also ask data subjects about the extent of their legitimate interest when weighing the different interests if it finds this necessary.

Division 3

Notifications

Section 56 Notifications to the registry office

(1) The court informs registry offices of matters and decisions as follows:

1. the registry office which keeps the birth entry of a child:
 - a) records of declarations acknowledging paternity or maternity and acceptance by the family or adult guardianship courts of the acknowledgement, approval or revocation of such declarations;
 - b) decisions determining the existence or non-existence of a parent or child relationship, if such decisions require an entry in a civil status register;
 - c) decisions concerning the adoption of a child or the cancellation of an adoptive relationship as well as an adoption of a child abroad of which the family court has been informed;
 - d) decisions based on the Gender Recognition Act (*Transsexuellengesetz*, TSG)
 - aa) which change a person's given names or which suspend such decisions; bb) which determine that a person is to be regarded as a member of the other sex;
2. the registry office which keeps the marriage register:
 - a) decisions to end a marriage by divorce or annulment;
 - b) decisions determining that a marriage is void;
 - c) declarations and decisions under no. 1 changing the name of a person whose birth is not recorded in a civil status register in Germany;
3. the registry office which keeps the civil partnership register:
 - a) decisions to end a civil partnership;
 - b) declarations and decisions under no. 1 changing the name of a person whose birth is not recorded in a civil status register in Germany;
4. Registry Office I in Berlin:
 - a) decisions concerning declarations of death or the determination of the time of death, as well as challenges to or annulment or amendment of such decisions;
 - b) decisions under nos. 1 to 3 if the vital event referred to in the notification is not recorded in a civil status register in Germany.

(2) The authority responsible for name changes informs registry offices of decisions as follows:

1. the registry office which keeps the birth register:
 - a) a change to or determination of the family name or given names of a child;
 - b) a change to or determination of the family name of one or both parents, if the effect under the law on names extends to the child;
2. the registry office which keeps the marriage register:
 - a) a change to or determination of the spouses' married name;
 - b) a change to or determination of the given names or family name of a spouse whose birth is not recorded in Germany;
3. the registry office which keeps the civil partnership register:
 - a) a change to or determination of the civil partners' civil partnership name;

- b) a change to or determination of the given names or family name of a civil partner whose birth is not recorded in Germany.

(3) (repealed)

(4) The youth welfare office informs registry offices of records as follows:

1. the registry office which keeps the birth entry of a child:
 - a) declarations acknowledging paternity or revoking an acknowledgement of paternity and any declarations of consent required for these to be effective;
 - b) declarations acknowledging maternity and any declarations of consent required for these to be effective;
2. Registry Office I in Berlin, if the record under no. 1 refers to a child whose birth is not recorded in a civil status register in Germany.

(5) The notary public informs registry offices of records and certifications as follows:

1. the registry office which keeps the birth entry of a child:
 - a) declarations acknowledging paternity or revoking an acknowledgement of paternity and any declarations of consent required for these to be effective;
 - b) declarations acknowledging maternity and any declarations of consent required for these to be effective;
 - c) declarations concerning the child's family name and any declarations of consent required for these to be effective;
 - d) declarations pursuant to Article 47 or 48 of the Introductory Act to the German Civil Code, section 1 of the Act on Name Changes by Minorities or section 94 of the Federal Expellees Act;
2. the registry office which keeps the marriage entry of the spouses: declarations concerning the name used in the marriage or after the marriage is dissolved;
3. the registry office which keeps the civil partnership entry of the civil partners: declarations concerning the name used in the civil partnership or after the civil partnership is dissolved;
4. Registry Office I in Berlin: if the vital event referred to in the notification under no. 1 (a) and no. 1 (b) is not recorded in a civil status register in Germany;
5. the registry office at the place of legal residence, last legal residence or usual residence of the person making the declaration, if the vital event referred to in the notification under no. 1 (c), no. 1 (d), no. 2 or no. 3 is not recorded in a civil status register in Germany; if the person making the declaration has no legal residence, last legal residence or usual residence in Germany, the notification is to be addressed to Registry Office I in Berlin.

(6) Subsection (5) applies to notifications from consular officials of German missions abroad.

(7) The notification should include the following:

1. the registration data of the civil status entry to which the notification refers;
2. the family name, name at birth and given names of the persons to whom the notification refers, as well as the date and place of the event with relevance for civil status law;
3. the name of the matter that is the reason for the notification;
4. the date the decision or declaration takes effect.

(8) Obligations to notify registry offices based on other legislation and international agreements remain unaffected.

Section 57 Notifications when recording in the birth register

(1) The registry office which records a birth must notify the following that it has done so:

1. the registry office which keeps the birth entries of the child's parents;
2. Registry Office I in Berlin if the child was born abroad;
3. the registration authority;
4. the family court if
 - a) the child was born after the death of the child's father;
 - b) the child is a foundling or a minor whose civil status is impossible to determine; or
 - c) the child was born under the condition of anonymity according to section 25 (1) of the Act on Pregnancies in Conflict Situations (*Schwangerschaftskonfliktgesetz*, SchKG);
5. the youth welfare office if the child's parents are not married to each other;
6. the family court, if parents having shared custody who do not use a married name have not chosen the child's birth name within one month of the birth;
7. the Federal Office of Family Affairs and Civil Society Functions if the child was born under the condition of anonymity according to section 25 (1) of the Act on Pregnancies in Conflict Situations;
8. the office responsible for parental allowance, if the registry office knows that an application for parental allowance has been submitted and if the applicant has consented to the transmission of data.

(2) The registry office which enters a subsequent record concerning the acknowledgement of paternity or the official determination by a court of paternity must notify the following that it has done so:

1. the registry office which keeps the birth entry of the child's father;
2. the registry office which keeps the birth entry of the man previously registered as the father, if according to the subsequent record he is not the father;
3. the registration authority;
4. the youth welfare office, if the child was born while the mother was married.

(3) The registry office which enters a subsequent record concerning the non-existence of paternity must notify the following that it has done so:

1. the registry office which keeps the birth entry of the man previously registered as the father;
2. the registration authority.

(4) The registry office which enters a subsequent record concerning a change or adaptation of the child's name, information about the child's sex or about the order of the child's given names must notify the following that it has done so:

1. the registry office which keeps the child's marriage or civil partnership entry;
2. Registry Office I in Berlin, if the child's birth, marriage or formation of a civil partnership occurred abroad;
3. the registry office which keeps the birth entry of a descendant of the child, if the descendant's name at birth has changed;
4. the registration authority, if no other body has already notified it;
5. the Federal Office of Family Affairs and Civil Society Functions if the child was born under the condition of anonymity according to section 25 (1) of the Act on Pregnancies in Conflict Situations.

(5) The registry office which enters a subsequent record concerning the adoption of a child or the cancellation of adoption must notify the following that it has done so:

1. the registry office which keeps the birth entries of the child's biological parents, if the adoption affects their parenthood;
2. the registry office which keeps the birth entries of the adoptive parents;
3. the registry office which keeps the marriage or civil partnership entry for the child, if the child's name has changed;

4. the registry office which keeps the birth entry of a descendant of the child, if the descendant's name at birth has changed;
5. Registry Office I in Berlin, if the child's birth, marriage or formation of a civil partnership occurred abroad;
6. the registration authority.

(6) The registry office is permitted to transmit the following data in order to meet the notification obligations of subsections (1) to (5):

1. the reason for recording;
2. the date the record takes effect;
3. the registration data of the registry office sending the data;
4. the registration data of the registry office receiving the data;
5. the child's name at birth and given names;
6. the date, place and registration data of the child's birth;
7. country of birth if the child was born abroad;
8. the child's sex;
9. the child's nationality if acquired under section 4 (3) of the Nationality Act;
10. the family names, names at birth and given names of the child's parents;
11. the date, place and registration data of the birth of the child's parents;
12. the nationality of the child's parents;
13. data concerning the acknowledgement, determination or non-existence of paternity;
14. data concerning the child's adoption, in particular
 - a) the family names, names at birth and given names of the adoptive parents;
 - b) the date, place and registration data of the birth of the adoptive parents;
 - c) the nationality of the adoptive parents;
 - d) the addresses of the adoptive parents;
15. data concerning a name change of the child;
16. the number of children born in a multiple birth;
17. information about the death of the child's father before the child's birth;
18. information about parental responsibility for the child;
19. addresses of the child and the parents;
20. the mother's pseudonym if the child was born under the condition of anonymity according to section 25 (1) of the Act on Pregnancies in Conflict Situations.

Section 58 Notifications when recording in the marriage register

(1) The registry office which records a marriage or the conversion of a civil partnership into a marriage or which in the case of no. 6 receives notification of intent to marry must notify the following that it has done so:

1. the registry office which keeps the birth entries of the spouses;
2. the registry office which keeps the birth entry of a child of both spouses;
3. Registry Office I in Berlin if the marriage was performed abroad;
4. the registry office which keeps the marriage or civil partnership entry for the last marriage or civil partnership of the spouses;
5. the registration authority;
6. the family court, if one of the persons intending to marry lives in a continued community of property with a minor descendant or descendant under guardianship who is entitled to a share.

(2) The registry office which enters a subsequent record concerning a name change, name adaptation or the order of given names of one or both spouses must notify the following that it has done so:

1. the registry office which keeps the birth entry for the spouse in question or for both spouses, if the name change extends to the birth name of the spouse in question or both spouses;
2. the registry office which keeps the birth entry of a child of one or both spouses, if the child too uses the changed name;
3. Registry Office I in Berlin if the marriage was performed abroad;
4. the registration authority, if no other body has already notified it.

(3) The registry office which enters a subsequent record concerning the annulment of the marriage, divorce or void marriage or the annulment of such a decision must notify the following that it has done so:

1. the registry office which keeps the birth entry for a child of both spouses, if the decision affects the child's civil status;
2. the registry office which keeps the marriage or civil partnership entry for the last marriage or civil partnership of the spouses, if the marriage was found to be void or this decision was annulled;
3. the registration authority.

(4) The registry office which enters a subsequent record concerning the dissolution of the marriage by death or concerning the declaration of death, the official determination by a court of the time of a spouse's death or the annulment of such a decision must notify the following that it has done so if the death was not recorded in Germany:

1. the registry office which keeps the birth entry for the spouse that died or was declared dead;
2. the registration authority;
3. the tax office responsible for assessing the inheritance tax;
4. the registration authority which keeps the Central Register of Wills.

(5) The registry office is permitted to transmit the following data in order to meet the notification obligations of subsections (1) to (4):

1. the reason for recording;
2. the date the record takes effect;
3. the registration data of the registry office sending the data;
4. the registration data of the registry office receiving the data;
5. the family names, names at birth and given names as well as the sex of the spouses;
6. the date, place and registration data of the birth of each spouse;
7. the country of birth if the spouse was born abroad;
8. the date and place of marriage;
9. the country in which the marriage was performed if the marriage was performed abroad;
10. the nationality of the spouses;
11. the family names, names at birth, given names and addresses of the spouses' children;
12. the date, place and registration data of the birth of the spouses' children;
13. the nationality of the spouses' children;
14. information concerning the continued community of property of one of the intended spouses with his or her descendant;
15. data concerning the dissolution of the marriage by divorce and death;
16. data concerning the declaration of death or the court's official determination of the time of death of a spouse;
17. data concerning a subsequent marriage or formation of a civil partnership abroad by a spouse following the dissolution of the marriage;

18. addresses of the spouses.

Section 59 Notifications when recording in the civil partnership register

(1) The registry office which records the formation of a civil partnership pursuant to section 35 of the Act must notify the following that it has done so:

1. the registry office which keeps the birth entries of the civil partners;
2. the registry office which keeps the marriage or civil partnership entry for the last marriage or civil partnership of the civil partners;
3. Registry Office I in Berlin;
4. the registration authority.

(2) The registry office which enters a subsequent record concerning a name change, name adaptation or the order of given names of one or both civil partners must notify the following that it has done so:

1. the registry office which keeps the birth entry for the civil partner in question, if the name change extends to the birth name of the civil partner in question;
2. the registry office which keeps the birth entry for a child of the civil partners, if the name change extends to the child's birth name;
3. Registry Office I in Berlin if the civil partnership was formed abroad;
4. the registration authority, if no other body has already notified it.

(3) The registry office which enters a subsequent record concerning the annulment of a civil partnership must notify the registration authority that it has done so.

(4) The registry office which enters a subsequent record concerning the dissolution of the civil partnership by death or concerning the declaration of death, the official determination by a court of the time of a civil partner's death or the annulment of such a decision must notify the following that it has done so if the death was not recorded in Germany:

1. the registry office which keeps the birth entry for the civil partner that died or was declared dead;
2. the registration authority;
3. the tax office responsible for assessing the inheritance tax;
4. the registration authority which keeps the Central Register of Wills.

(5) The registry office is permitted to transmit the following data in order to meet the notification obligations of subsections (1) to (4):

1. the reason for recording;
2. the date the record takes effect;
3. the registration data of the registry office sending the data;
4. the registration data of the registry office receiving the data;
5. the family names, names at birth and given names as well as the sex of the civil partners;
6. the date, place and registration data of the birth of each civil partner;
7. the country of birth if the civil partner was born abroad;
8. the place and date indicating where and when the civil partnership was formed;
9. the country where the civil partnership was formed, if it was formed abroad;
10. the nationality of the civil partners;
11. the family names, names at birth and given names of the civil partners' children;
12. the date, place and registration data of the birth of the civil partners' children;
13. the nationality of the civil partners' children;
14. information concerning the continued community of property of one civil partner with his or her descendant;

15. data concerning the dissolution of the civil partnership;
16. data concerning a subsequent marriage or formation of a civil partnership abroad by a civil partner following the dissolution of the civil partnership;
17. addresses of the civil partners.

Section 60 Notifications when recording in the death register

(1) The registry office which records a death must notify the following that it has done so:

1. the registry office which keeps the birth entry of the deceased;
2. the registry office which keeps the marriage or civil partnership entry of a marriage or civil partnership existing at the time of the death;
3. the medical authority, if so provided in *Land* law;
4. Registry Office I in Berlin, if the deceased was previously declared dead, the time of death was officially determined by a court, or the death did not occur in Germany;
5. the registration authority;
6. the family court, if the deceased was a minor and double orphan or is survived by a child who is a minor;
7. the youth welfare office, if the deceased was a minor and double orphan or is survived by a child who is a minor and double orphan as a result of the death;
8. the tax office responsible for assessing the inheritance tax;
9. the registration authority which keeps the Central Register of Wills.

(2) If Registry Office I in Berlin adds a copy of an order concerning a declaration of death or the official determination by a court of the time of death in its collection, it must notify the following that it has done so:

1. the registry office which keeps the birth entry of the person declared dead;
2. the registry office which keeps the marriage or civil partnership entry of a marriage or civil partnership existing at the time of the declaration of death;
3. the registry office which keeps the death register of the person declared dead;
4. the registration authority which keeps the Central Register of Wills.

(3) The registry office is permitted to transmit the following data in order to meet the notification obligations of subsections (1) to (2):

1. the reason for recording;
2. the date the record takes effect;
3. the registration data of the registry office sending the data;
4. the registration data of the registry office receiving the data;
5. the family names, names at birth and given names as well as the sex of the deceased;
6. the date, place and registration data of the deceased's birth;
7. the country of birth if the deceased was born abroad;
8. date of death or period of time in which the death occurred;
9. place of death, including the country, if the death occurred abroad;
10. civil status of the deceased;
11. nationality of the deceased;
12. family names, names at birth and given names of the deceased's spouse or civil partner;
13. date, place and registration data of the birth of the deceased's spouse or civil partner;
14. family name, given names and address of a near relative of the deceased;

15. information indicating whether the deceased was previously declared dead or whether the time of death was officially determined by a court;
16. family names and given names of a minor child of the deceased;
17. date of birth of a minor child of the deceased;
18. information indicating whether the deceased was a double orphan;
19. information indicating whether a child of the deceased has become a double orphan as a result of the death;
20. address of the deceased.

Section 61 Notifications for statistical purposes

When a birth, marriage, formation of a civil partnership or death is recorded, the *Land* statistical offices are notified of the data to be transferred in accordance with section 2 of the Act on Population Statistics (*Bevölkerungsgesetz*, BevStatG).

Section 62 Special situations concerning notifications

- (1) The notification obligations of a registry office under sections 57 to 61 apply accordingly to a registry office which
 1. is responsible for receiving a declaration concerning names or records or retains a declaration pursuant to family law, if the vital event was not recorded in Germany;
 2. enters in a German civil status register a reference to a vital event recorded abroad.
- (2) If Registry Office I in Berlin receives notification concerning a marriage performed abroad that has been annulled, ended by divorce or found to be void, or concerning the annulment of such a decision, the notification obligations under section 58 (3) apply also if no subsequent record is entered because there is no marriage entry at Registry Office I in Berlin. The same applies to the notification obligation under section 59 (3) when a civil partnership formed abroad is annulled. If Registry Office I in Berlin receives notification of a death recorded abroad, the notification obligations under section 60 (1) apply accordingly.
- (3) If a block on releasing information from a civil status entry has been entered, the registry office must defer obligatory notifications to other bodies as long as the block is in effect, if the purpose for which the block was entered so requires. Notification is to be made after the block on releasing information expires.
- (4) The registry office is permitted to transfer only the data required for the recipient to perform its legally mandated duties in the individual case. In addition to the data listed, the registry office may notify recipients of other data recorded or collected in connection with the recording, if these data are necessary for the recipient to perform its duties as required by law. Notifications to foreign authorities based on international conventions and notification obligations pursuant to *Land* law remain unaffected.

Section 63 Data transfers

- (1) Data are transmitted among registry offices and between registry offices and other authorities, courts and other public bodies electronically either directly or via switching centres using secure processes which include state-of-the-art encryption. Data transmitted via switching centres do not require a more extensive signature from the registry office which transmits them.
- (2) Data are transmitted electronically between registry offices in structured data sets. These data sets are to be based on the XPersonenstand data exchange format and the OSCI-Transport transmission control protocol in their applicable versions as announced by the Federal Ministry of the Interior, Building and Community in the Federal Gazette.
- (3) To meet notification obligations required by law, data are transmitted among registry offices and between registry offices and other authorities, courts and other public bodies electronically using structured data sets in standardised data exchange formats. If the technical requirements are met, the XPersonenstand data exchange format and the OSCI-Transport transmission control protocol in their applicable versions as announced by the Federal Ministry of the Interior, Building and Community in the Federal Gazette are to be used.
- (4) Within data centres and in especially secure networks of the public administration, the use of OSCI-Transport may be dispensed with if technical and organisational measures ensure that the security features offered by OSCI-Transport can be provided otherwise with the same level of quality. The measures taken are to be documented in the operating and security strategy (section 13).

Section 64 Retrieval

- (1) Section 63 applies to data transmissions using automated retrieval as referred to in section 68 (2) of the Act. The processes used must ensure that only the data needed to perform tasks can be retrieved.
- (2) To ensure orderly data processing and to bill the costs of retrieval, the registry office keeping the register logs all instances of retrieval. The log is to record the registry office keeping the register, the registration data referred to in section 16 (2) sentence 1, the person or body retrieving the data, a file reference or other identifier of the retrieval, the time of retrieval and the data used for retrieval. The recipient of the data is responsible for ensuring that the individual retrieval is permitted.
- (3) Logs kept pursuant to subsection (2) are destroyed four years after the end of the calendar year in which the retrieval occurred.

Chapter 10 Transitional and final provisions

Section 65 Transitional records

- (1) Registry offices which are not yet equipped to keep civil status registers in digital form as at 1 January 2009 record vital events on forms according to the samples in annexes 2 to 5 in DIN A4 format. The forms are to be adjusted to suit the content of the record and may be set up as required by the software program if this is necessary in the individual case; section 48 (4) applies accordingly. Sentence 1 applies to back-up registers with the proviso that the forms are to be marked in addition as back-up registers; the registrar is to certify that the back-up register matches the corresponding civil status register.
- (2) Subsequent records and cross-references may be added on the back of the form. Subsequent records may also be added in the margin of the main entry. Cross-references may also be entered below the main entry.
- (3) Sections 15 to 19, 21 and 25 apply accordingly to transitional records.

Section 66 Updating old registers

- (1) A subsequent record to a civil status entry in a civil status register established in paper form up to 31 December 2008 or in a civil status register kept between 1876 and 1938 (*Standesregister*) is to be added in the margin of the entry. Cross-references are to be entered below the entry; it is not necessary to collect missing data.
- (2) Subsequent records to civil status entries made before 3 October 1990 in the territory referred to in Article 3 of the Unification Treaty (*Einigungsvertrag*) using the DIN A5 landscape format are added on the back of the entry. Cross-references to these entries are entered on the front below the record or in the subsequent record.
- (3) If the space provided on the official forms of paper registers is not enough for the subsequent records and cross-references, then updates are added using extensions. Extensions are to be fixed to the relevant entry; the place where they are fixed is to be secured with the registry office's stamp.

Section 67 Updating family registers as marriage entries

- (1) In the family register (*Familienbuch*) updated as a marriage entry, subsequent records

1. concerning the death of a spouse, the declaration of death or the official determination by a court of the time of death and the annulment of such decisions, and concerning a marriage that has been annulled, ended by divorce or found to be void (section 16 (1) nos. 1 to 4 of the Act) are to be entered in column 8;
2. concerning any changes to the names of spouses and any other changes to the civil status or religious affiliation that would be entered in the marriage register, as well as corrections (section 16 (1) nos. 5 to 8 of the Act) are to be entered in column 10.

(2) Reference to remarriage or the formation of a civil partnership is to be made in column 10. In all other cases, section 16 (2) of the Act applies accordingly.

(3) No back-up registers are kept for family registers updated as marriage entries.

Section 68 Updating the marriage entry

From 1 January 2009 on, a marriage entry will only be updated if no family register to be updated as a marriage entry was created or the family register cannot be found.

Section 69 Transfer to digital civil status registers

(1) When old registers are converted into digital form, register entries are created according to the samples in annexes 2 to 5. The content is to be transferred to the digital register in such a way that the sequence of records and subsequent records relevant for civil status law is understandable and the legal relationships documented in the original record are also apparent in the digital version of the civil status entry. Data which are not provided for by the digital registers are not transferred. Data which are required for the digital register but are not included in the paper register are to be collected with careful attention to the law applicable at the time they were recorded. It is not necessary to collect missing data which would result in the entry of a cross-reference.

(2) Registration data as referred to in section 16 (2) are to be generated for entries to be created electronically. The marking for the relevant civil status register as referred to in section 15 (2) and the year of initial recording is to be added to the existing entry number. If the name of the registry office which made the record to be converted into digital form differs from the name of the registry office which is converting the record into digital form, the original name and registry office number are transferred to the digital record; if no registry office number exists or the registry number is unusable, a unique consecutive three-digit number (suffix) assigned by the registry office converting the record is added to its registry office number. The name of the registrar is transferred from the original entry with no job title. Family registers to be updated as marriage entries as referred to in section 77 (2) sentence 2 of the Civil Status Act are given an unassigned entry number and entered in the marriage register for the year in which they were created.

(3) The registrar converting the records into digital form closes the entry using his or her family name and permanently verifiable qualified electronic signature and saves it in the corresponding civil status register. From this time on, the record as referred to in section 54 of the Act is only the entry stored in the digital civil status register.

(4) In all other cases, sections 9 and 15 to 20 apply accordingly.

(5) Entries in old registers that were included in digital registers are to be marked accordingly; they are then to be treated as group files. If the entire volume has been converted into digital form, the corresponding copy is to be destroyed.

(6) Subsections (1) to (5) apply accordingly to transferring transitional records to digital registers under section 75 of the Act and to recording lost entries again under section 8 (1) of the Act.

Section 70 Civil status documents from old registers and transitional records

(1) Section 48 applies accordingly to issuing civil status documents from old registers and transitional records. In the place of certified register print-outs under section 55 (1) no. 1 of the Act, certified copies of the civil status entries are issued.

(2) Civil status documents from old registers and transitional records are no longer issued after the entries have been transferred to digital registers under section 69.

Section 71 Updating, using and storing consular registers

(1) The provisions of the Act and of this Ordinance apply to the updating, use and storage

1. of marriage entries established by consular officials,
2. of family registers created on the basis of entries referred to in no. 1 and updated as marriage entries,
3. of civil status registers created based on the Act of 4 May 1870 on the marriage and recording of the civil status of Confederation officials abroad (*Gesetz betreffend die Eheschließung und die Beurkundung des Personenstandes von Bundesangehörigen im Ausland*, Law Gazette of the North German Confederation, p. 599) (consular registers)

in accordance with subsections (2) and (3).

(2) Registry Office I in Berlin is responsible for updating consular registers and issuing civil status documents from these registers. The following special conditions apply:

1. Registry Office I in Berlin may transfer the consular registers to a digital register. The provisions for old registers (section 69) apply accordingly to the transfer of register data and to keeping and updating digital consular registers. In this case, the initial copies of consular registers kept in paper form are stored as group files as referred to in section 6 of the Act; other copies are to be destroyed.
2. If no digital consular register is created, the initial copies are the equivalent of civil status registers, and other copies are the equivalent of back-up registers as referred to in the Act and in this Ordinance. If only one copy of a consular register exists, no back-up copy is to be made.
3. If the entries in the consular registers do not contain the information required according to sections 15, 21 and 31 of the Act, no corrections or additions are to be made.
4. The forms listed in section 48 (1) are to be used when issuing civil status documents; these forms may be adapted to suit the requirements of the individual case. Only information from the entry may be included in these documents. If the entry does not include the person's date of birth, the person's age is to be stated in marriage and death certificates.

(3) Documents, decisions and notifications concerning the entries and registers referred to in subsection (1) nos. 1 and 3 are to be sent to Registry Office I in Berlin; they are not to be sent if the notifications would only serve the entering of cross-references.

Section 72 Special tasks of Registry Office I in Berlin

(1) Civil status registers in paper form (*Personenstandsbuch*) and civil status registers kept from 1876 to 1938 (*Standesregister*) from regions where a German registrar is no longer active are kept by Registry Office I in Berlin.

(2) If Registry Office I in Berlin only stores individual civil status documents issued from the registers referred to in subsection 1, these documents are equivalent to an entry in a civil status register in paper form or civil status register kept from 1876 to 1938.

(3) Documents, decisions and notifications which would be required to be sent to a registry office in a region referred to in subsection (1) are to be sent to Registry Office I in Berlin; they are not to be sent if the notifications would only serve the entering of cross-references.

(4) Registry Office I in Berlin collects the documents, decisions and notifications requiring an entry in a civil status register in paper form, a civil status register kept from 1876 to 1938 or in a document; it keeps a list of such documents, decisions and notifications.

Section 73 Civil status registers from border regions

(1) The provisions of this Ordinance apply accordingly to civil status registers in paper form and certified copies handed over as a result of the German–Belgian treaty of 24 September 1956 (Federal Law Gazette 1958 II, p. 262, 353) and of the German–Dutch treaty (*Ems-Dollart-Vertrag*) of 8 April 1960 (Federal Law Gazette 1963 II, p. 458, 1078).

(2) If the entries in these registers do not contain the information required according to sections 15, 21 and 31 of the Act, no corrections or additions are to be made.

Section 74 Civil status registers of Registry Office I in (East) Berlin

The provisions of this Ordinance apply accordingly to civil status registers in paper form handed over to the registrars of Registry Office I in Berlin pursuant to Annex 1 Chapter II subject area B Division III no. 2 (d) (bb) (aaa) and (bbb) of the Unification Treaty.

Section 75 Entry into force, expiry

This Ordinance enters into force on 1 January 2009.

Closing formula

The Bundesrat has provided its consent.

Annex 1 (to section 11)**Data fields in the civil status registers**

Reference: Federal Law Gazette I 2018, 1770–1789)

No.	Data fields	Comments	Use				
			Main entry	Subsequent record	Cross-reference	Search field	Restriction ¹
	General register information for all registers						
0001	Name of the registry office		X			X	
0010	Registry office number	e.g. 06412001 for the Frankfurt (Main) registry office, including a suffix as needed if the register is managed by a different registry office	X			X	
0011	Type of register	G = birth register E = marriage register L = civil partnership register S = death register	X			X	
0012	Entry number	e.g. 334 for the 334th birth record of the year; or 334-1 if the entry 334 is deactivated and a new entry is created using the same number	X			X	
0013	Year of entry	If entered later, year in which the vital event was originally recorded	X			X	
0014	Number of the subsequent record	Example: 3 for the 3rd subsequent record added to a main entry		X			

No.	Data fields	Comments	Use				
			Main entry	Subsequent record	Cross-reference	Search field	Restriction ¹
0020	Reason for recording	e.g. birth, name change, acknowledgement of paternity, resumption of birth name, correction	X	X			
0030	Reason for a cross-reference	e.g. marriage of a child, civil partnership of a child, child of a child, death of a child, remarriage, marriage of the deceased			X		
0040	Date effective	Effective date of a subsequent record		X			
0045	Date of deactivation	Effective date of deactivation of a civil status entry					1)
0048	Block on releasing information						1)
0049	Date of block on releasing information	Date of expiry for a block on releasing information					1)
0050	Place where vital event was recorded		X	X			
0051	Date when vital event was recorded		X	X			
0052	Name of the person who recorded the event		X	X			
0053	Job title	Job title including sex of the registrar	X	X			

¹

The data fields are subject to the following restrictions:

- 1) = Data field is not part of the civil status entry and is only available in the system as a function.
- 2) = Data field available as of 1 November 2013.
- 3) = Data field only available for later entry of old and transitional records.
- 4) = Data field available as of 1 November 2018.
- 5) = Data field no longer available.

No.	Data fields	Comments	Use				
			Main entry	Subsequent record	Cross-reference	Search field	Restriction ¹
	Birth register						
	Information about the birth						
1040	Date of birth		X	X		X	
1041	Hour and minute of birth		X	X			
1050	Place of birth		X	X		X	
1051	Name of town/city, district	Name of district if required by state law	X	X			
1052	Place of birth: street		X	X			
1053	Place of birth: house number		X	X			2)
1055	More specific identification of the place	County, administrative district or the like	X	X			2)
1057	Country of birth	Only if born outside of Germany	X	X		X	
1090	Type of birth	Only if stillbirth	X	X			
	Information about the child						
1101	Family name/name at birth	Current birth name of the child	X	X		X	
1102	Type of foreign name	Description of a foreign family name	X	X			
1105	Given names		X	X		X	

No.	Data fields	Comments	Use				
			Main entry	Subsequent record	Cross-reference	Search field	Restriction ¹
1106	Type of foreign name	Description of a foreign given name	X	X			
1119	Law on the use of names	Reference to the relevant law			X		
1120	Sex		X	X			
1130	Religion/belief		X	X			
1180	German citizenship	Only if acquired under section 4 (3) of the Nationality Act			X		
1199	No proof of use of family name	Only if the parents' identity is not verified	X				
	Information about the parents						
	1.	This number is used to identify cross-references and subsequent records in register printouts and birth certificates	X	X	X		4)
1200	Terms according to family law	The terms "mother" or "father" may be used; for subsequent records, persons who are neither male nor female are to be described as "parent"	X	X			4)

No.	Data fields	Comments	Use				
			Main entry	Subsequent record	Cross-reference	Search field	Restriction ¹
		Example: "1. Mother"					
1201	Family name		X	X		X	
1202	Type of foreign name	Description of a foreign family name	X	X			
1203	Name at birth		X	X		X	
1204	Type of foreign name	Description of a foreign birth name	X	X			
1205	Given names		X	X		X	
1206	Type of foreign name	Description of a foreign given name	X	X			
1220	Sex		X	X			
1230	Religion/belief		X	X			
1240	Date of birth				X		
1250	Place of birth				X		
1255	More specific identification of the place	County, administrative district or the like			X		2)
1257	Country of birth	Only if born outside of Germany			X		
1270	Registration authority	Function of the registration authority			X		

No.	Data fields	Comments	Use				
			Main entry	Subsequent record	Cross-reference	Search field	Restriction ¹
1271	Name of authority	Name of location			X		
1275	Register number	Example: G 399/2010			X		
1280	Nationality				X		
1299	Identity not verified	Only if identity is not verified	X	X			
	2.	This number is used to identify cross-references and subsequent records in register print-outs and birth certificates	X	X	X		4)
1300	Terms according to family law	The terms “mother” or “father” may be used; for subsequent records, persons who are neither male nor female are to be described as “parent” Example: “2. Father”	X	X			4)
1301	Family name		X	X		X	
1302	Type of foreign name	Description of a foreign family name	X	X			

No.	Data fields	Comments	Use				
			Main entry	Subsequent record	Cross-reference	Search field	Restriction ¹
1303	Name at birth		X	X		X	
1304	Type of foreign name	Description of a foreign birth name	X	X			
1305	Given names		X	X		X	
1306	Type of foreign name	Description of a foreign given name	X	X			
1320	Sex		X	X			
1330	Religion/belief		X	X			
1340	Date of birth				X		
1350	Place of birth				X		
1355	More specific identification of the place	County, administrative district or the like			X		2)
1357	Country of birth	Only if born outside of Germany			X		
1370	Registration authority	Function of the registration authority			X		
1371	Name of authority	Name of location			X		
1375	Register number	Example: G 1499/2009			X		
1380	Nationality				X		
1399	Identity not verified	Only if identity is not verified	X	X			
	Marriage of parents						

No.	Data fields	Comments	Use				
			Main entry	Subsequent record	Cross-reference	Search field	Restriction ¹
1440	Date of marriage				X		
1450	Place where marriage was performed				X		
1457	Country of marriage	Only if married outside of Germany			X		
1470	Registration authority	Function of the registration authority			X		
1471	Name of authority	Name of location			X		
1475	Register number	Example: E 67/2009			X		
	Marriage of a child						
1540	Date of marriage				X		
1550	Place where marriage was performed				X		
1555	More specific identification of the place	County, administrative district or the like			X		2)
1557	Country of marriage	Only if married outside of Germany			X		
1570	Registration authority	Function of the registration authority			X		
1571	Name of authority	Name of location			X		
1575	Register number	Example: E 288/2030			X		
1590	Type of dissolution of marriage	Example: divorce or death			X		3)
1591	Date marriage was dissolved	Effective date or date of death			X		3)
1592	Registration authority	Function of the registration authority			X		3)

No.	Data fields	Comments	Use				
			Main entry	Subsequent record	Cross-reference	Search field	Restriction ¹
1593	Name of authority	Name of location			X		3)
1595	Register number/file reference				X		3)
	Civil partnership of a child						
1640	Date formed				X		
1650	Place where civil partnership was formed				X		
1655	More specific identification of the place	County, administrative district or the like			X		2)
1657	Country where civil partnership was formed	Only if formed outside of Germany			X		
1670	Registration authority	Function of the registration authority			X		
1671	Name of authority	Name of location			X		
1675	Register number	Example: L 12/2009			X		
1690	Type of dissolution of civil partnership	Example: Dissolution or death			X		3)
1691	Date of dissolution	Effective date or date of death			X		3)
1692	Registration authority	Function of the registration authority			X		3)
1693	Name of authority	Name of location			X		3)
1695	Register number/file reference				X		3)
	Child of the child						

No.	Data fields	Comments	Use				
			Main entry	Subsequent record	Cross-reference	Search field	Restriction ¹
1701	Family name	Current birth name of the child			X		
1705	Given names				X		
1740	Date of birth				X		
1750	Place of birth				X		
1755	More specific identification of the place	County, administrative district or the like			X		2)
1757	Country of birth	Only if born outside of Germany			X		
1770	Registration authority	Function of the registration authority			X		
1771	Name of authority	Name of location			X		
1775	Register number	Example: G 475/2031			X		
1790	Type of birth	Only if stillbirth			X		2)
	Index of wills						
1890	Number in the index of wills				X		5)
	Death, declaration of death, determination of the time of the child's death						
1940	Date of death	Date in the death entry			X		
1942	Period in which death occurred	Period extends from the last date on which the person was alive to the date on which the person was with certainty dead			X		

No.	Data fields	Comments	Use				
			Main entry	Subsequent record	Cross-reference	Search field	Restriction ¹
1950	Place of death				X		
1955	More specific identification of the place	County, administrative district or the like			X		2)
1957	Place and country of death	Only if death occurred outside of Germany			X		
1960	Declaration of death, official determination by a court of the time of death	Date of decision			X		2)
1962	Date of death as determined	Date			X		2)
1963	Time of death as determined	Time			X		2)
1964	Country	Only if declaration of death was issued outside of Germany			X		
1965	Annulment of the declaration of death	Date of decision			X		2)
1970	Registration authority/court	Function of the registration authority/court			X		
1971	Name of authority	Name of location			X		
1975	Register number/file reference				X		

No.	Data fields	Comments	Use				
			Main entry	Subsequent record	Cross-reference	Search field	Restriction ¹
	Marriage register						
	Information about the marriage						
2040	Date of marriage	Date on which a civil partnership was converted into a marriage, if applicable	X			X	
2050	Place where marriage was performed	Place where a civil partnership was converted into a marriage, if applicable	X			X	
2051	Place and district where marriage was performed	Name of district if required by state law	X	X			2)
2055	More specific identification of the place	County, administrative district or the like	X				2)
2057	Country of marriage	Only if married outside of Germany	X			X	
	Information about the civil partnership converted into a marriage						
2060	Date when the civil partnership was formed	Date when the civil partnership converted into this marriage was formed	X	X		X	4)
2070	Registration authority	Function of the registration authority			X		4)
2071	Name of authority	Name of location			X		4)

No.	Data fields	Comments	Use				
			Main entry	Subsequent record	Cross-reference	Search field	Restriction ¹
2075	Register number				X		4)
2078	Choice of name	Shared family name is the name of the spouse entered in 1., in 2. or a hyphenated name			X		
	Information about the spouses						
	1.	This number is used to identify additional data fields as well as cross-references and subsequent records in register print-outs and marriage certificates	X	X	X		4)
2100	Terms according to family law	The terms “wife” or “husband” may be used; persons who are neither male nor female are to be described as “spouse” Example: “1. Husband”	X	X			4)
2101	Family name (before marriage)		X	X		X	

No.	Data fields	Comments	Use				
			Main entry	Subsequent record	Cross-reference	Search field	Restriction ¹
2102	Type of foreign name	Description of a foreign family name	X	X			
2103	Name at birth (before marriage)		X	X		X	
2104	Type of foreign name	Description of a foreign birth name	X	X			
2105	Given names (before marriage)		X	X		X	
2106	Type of foreign name	Description of a foreign given name	X	X			
2111	Family name used in the marriage		X	X		X	
2112	Type of foreign name	Description of a foreign family name	X	X			
2113	Name at birth used in the marriage		X	X		X	
2114	Type of foreign name	Description of a foreign birth name	X	X			
2115	Given names used in the marriage		X	X		X	2)
2116	Type of foreign name	Description of a foreign given name	X	X			2)
2119	Law on the use of names	Reference to relevant law			X		

No.	Data fields	Comments	Use				
			Main entry	Subsequent record	Cross-reference	Search field	Restriction ¹
2120	Sex		X	X			2)
2130	Religion/belief		X	X			
2140	Date of birth		X	X		X	
2150	Place of birth		X	X			
2155	More specific identification of the place	County, administrative district or the like	X	X			2)
2157	Country of birth	Only if born outside of Germany	X	X			
2170	Registration authority	Function of the registration authority			X		
2171	Name of authority	Name of location			X		
2175	Register number				X		
2180	Nationality				X		
	2.	This number is used to identify additional data fields as well as cross-references and subsequent records in register print-outs and marriage certificates	X	X	X		4)
2200	Terms according to family law	The terms “wife” or “husband” may be used; persons who are neither male nor female are to be described as “spouse”	X	X			4)

No.	Data fields	Comments	Use				
			Main entry	Subsequent record	Cross-reference	Search field	Restriction ¹
		Example: "2. Wife"					
2201	Family name (before marriage)		X	X		X	
2202	Type of foreign name	Description of a foreign family name	X	X			
2203	Name at birth (before marriage)		X	X		X	
2204	Type of foreign name	Description of a foreign birth name	X	X			
2205	Given names (before marriage)		X	X		X	
2206	Type of foreign name	Description of a foreign given name	X	X			
2211	Family name used in the marriage		X	X		X	
2212	Type of foreign name	Description of a foreign family name	X	X			
2213	Name at birth used in the marriage		X	X		X	
2214	Type of foreign name	Description of a foreign birth name	X	X			

No.	Data fields	Comments	Use				
			Main entry	Subsequent record	Cross-reference	Search field	Restriction ¹
2215	Given names used in the marriage		X	X		X	2)
2216	Type of foreign name	Description of a foreign given name	X	X			2)
2219	Law on the use of names	Reference to relevant law			X		
2220	Sex		X	X			2)
2230	Religion/belief		X	X			
2240	Date of birth		X	X		X	
2250	Place of birth		X	X			
2255	More specific identification of the place	County, administrative district or the like	X	X			2)
2257	Country of birth	Only if born outside of Germany	X	X			
2270	Registration authority	Function of the registration authority			X		
2271	Name of authority	Name of location			X		
2275	Register number				X		
2280	Nationality				X		
	Dissolution of the marriage						
2390	Type of dissolution of marriage	Example: divorce, annulment, death, remarriage following declaration of death		X			

No.	Data fields	Comments	Use				
			Main entry	Subsequent record	Cross-reference	Search field	Restriction ¹
2391	Date marriage was dissolved	Effective date		X			
2392	Authority	Function of the registration authority			X		
2393	Name of authority	Name of location			X		
2395	Register number/file reference				X		
	Death, declaration of death, determination of the time of death of the person entered in 1.						
2440	Date of death	Date in the death entry		X			
2442	Period in which death occurred	Period extends from the last date on which the person was alive to the date on which the person was with certainty dead		X			
2450	Place of death			X			
2455	More specific identification of the place	County, administrative district or the like		X			2)
2457	Place and country of death	Only if death occurred outside of Germany		X			
2460	Declaration of death, official determination by a court of the time of death	Date of decision		X			
2462	Date of death as determined	Date		X			2)
2463	Time of death as determined	Time		X			2)
2464	Country	Only if declaration of death was issued outside of Germany			X		

No.	Data fields	Comments	Use				
			Main entry	Subsequent record	Cross-reference	Search field	Restriction ¹
2465	Annulment of the declaration of death	Date of decision		X			
2470	Registration authority/court	Function of the registration authority/court			X		
2471	Name of authority	Name of location			X		
2475	Register number/file reference				X		
	Death, declaration of death, determination of the time of death of the person entered in 2.						
2540	Date of death	Date in the death entry		X			
2542	Period in which death occurred	Period extends from the last date on which the person was alive to the date on which the person was with certainty dead		X			
2550	Place of death			X			
2555	More specific identification of the place	County, administrative district or the like		X			2)
2557	Place and country of death	Only if death occurred outside of Germany		X			
2560	Declaration of death, official determination by a court of the time of death	Date of decision		X			
2562	Date of death as determined	Date		X			2)
2563	Time of death as determined	Time		X			2)
2564	Country	Only if declaration of death was issued outside of Germany			X		

No.	Data fields	Comments	Use				
			Main entry	Subsequent record	Cross-reference	Search field	Restriction ¹
2565	Annulment of the declaration of death	Date of decision		X			
2570	Registration authority/court	Function of the registration authority/court			X		
2571	Name of authority	Name of location			X		
2575	Register number/file reference				X		
	New marriage of the person entered in 1.						
2640	Date of marriage				X		
2650	Place where marriage was performed				X		
2657	Country of marriage	Only if married outside of Germany			X		
2670	Registration authority	Function of the registration authority			X		
2671	Name of authority	Name of location			X		
2675	Register number				X		
	New marriage of the person entered in 2.						
2740	Date of marriage				X		
2750	Place where marriage was performed				X		
2757	Country of marriage	Only if married outside of Germany			X		
2770	Registration authority	Function of the registration authority			X		
2771	Name of authority	Name of location			X		
2775	Register number				X		

No.	Data fields	Comments	Use				
			Main entry	Subsequent record	Cross-reference	Search field	Restriction ¹
	New civil partnership of the person entered in 1.						
2840	Date formed				X		
2850	Place where civil partnership was formed				X		
2857	Country where civil partnership was formed	Only if formed outside of Germany			X		
2870	Registration authority	Function of the registration authority			X		
2871	Name of authority	Name of location			X		
2875	Register number				X		
	New civil partnership of the person entered in 2.						
2940	Date formed				X		
2950	Place where civil partnership was formed				X		
2957	Country where civil partnership was formed	Only if formed outside of Germany			X		
2970	Registration authority	Function of the registration authority			X		
2971	Name of authority	Name of location			X		
2975	Register number				X		

No.	Data fields	Comments	Use				
			Main entry	Subsequent record	Cross-reference	Search field	Restriction ¹
	Civil partnership register						
	Information about the civil partnership						
3040	Date formed		X			X	
3050	Place where civil partnership was formed		X			X	
3051	Place and district where civil partnership was formed	Name of district if required by state law	X	X			2)
3055	More specific identification of the place	County, administrative district or the like	X				2)
3057	Country where civil partnership was formed	Only if formed outside of Germany	X			X	
3070	Authority where civil partnership ceremony was held	Authority other than registry office where civil partnership ceremony was held	X				
3078	Choice of name	Shared family name is the name of the civil partner entered in 1., in 2. or a hyphenated name			X		
	Information about the civil partners						

No.	Data fields	Comments	Use				
			Main entry	Subsequent record	Cross-reference	Search field	Restriction ¹
	1.	This number is used to identify additional data fields as well as cross-references and subsequent records in register print-outs and certificates of civil partnership	X	X	X		4)
3100	Terms according to family law	The term “civil partner” may be used Example: “1. Civil partner”	X	X			4)
3101	Family name (before forming the civil partnership)		X	X		X	
3102	Type of foreign name	Description of a foreign family name	X	X			
3103	Birth name (before forming the civil partnership)		X	X		X	
3104	Type of foreign name	Description of a foreign birth name	X	X			

No.	Data fields	Comments	Use				
			Main entry	Subsequent record	Cross-reference	Search field	Restriction ¹
3105	Given names (before forming the civil partnership)		X	X		X	
3106	Type of foreign name	Description of a foreign given name	X	X			
3111	Family name used in the civil partnership		X	X		X	
3112	Type of foreign name	Description of a foreign family name	X	X			
3113	Birth name used in the civil partnership		X	X		X	
3114	Type of foreign name	Description of a foreign birth name	X	X			
3115	Given names used in the civil partnership		X	X		X	2)
3116	Type of foreign name	Description of a foreign given name	X	X			2)
3119	Law on the use of names	Reference to relevant law			X		
3120	Sex		X	X			2)
3130	Religion/belief		X	X			
3140	Date of birth		X	X		X	
3150	Place of birth		X	X			

No.	Data fields	Comments	Use				
			Main entry	Subsequent record	Cross-reference	Search field	Restriction ¹
3155	More specific identification of the place	County, administrative district or the like	X	X			2)
3157	Country of birth	Only if born outside of Germany	X	X			
3170	Registration authority	Function of the registration authority			X		
3171	Name of authority	Name of location			X		
3175	Register number				X		
3180	Nationality				X		
	2.	This number is used to identify additional data fields as well as cross-references and subsequent records in register printouts and certificates of civil partnership	X	X	X		4)
3200	Terms according to family law	The term “civil partner” may be used	X	X			4)

No.	Data fields	Comments	Use				
			Main entry	Subsequent record	Cross-reference	Search field	Restriction ¹
		Example: "2. Civil partner"					
3201	Family name (before forming the civil partnership)		X	X		X	
3202	Type of foreign name	Description of a foreign family name	X	X			
3203	Birth name (before forming the civil partnership)		X	X		X	
3204	Type of foreign name	Description of a foreign birth name	X	X			
3205	Given names (before forming the civil partnership)		X	X		X	
3206	Type of foreign name	Description of a foreign given name	X	X			
3211	Family name used in the civil partnership		X	X		X	
3212	Type of foreign name	Description of a foreign family name	X	X			
3213	Birth name used in the civil partnership		X	X		X	
3214	Type of foreign name	Description of a foreign birth name	X	X			
3215	Given names used in the civil partnership		X	X		X	2)

No.	Data fields	Comments	Use				
			Main entry	Subsequent record	Cross-reference	Search field	Restriction ¹
3216	Type of foreign name	Description of a foreign given name	X	X			2)
3219	Law on the use of names	Reference to relevant law			X		
3220	Sex		X	X			2)
3230	Religion/belief		X	X			
3240	Date of birth		X	X		X	
3250	Place of birth		X	X			
3255	More specific identification of the place	County, administrative district or the like	X	X			2)
3257	Country of birth	Only if born outside of Germany	X	X			
3270	Registration authority	Function of the registration authority			X		
3271	Name of authority	Name of location			X		
3275	Register number				X		
3280	Nationality				X		
	Dissolution of the civil partnership or its conversion into a marriage						
3390	Type of dissolution	Example: annulment, death, declaration of death, conversion into a marriage		X			

No.	Data fields	Comments	Use				
			Main entry	Subsequent record	Cross-reference	Search field	Restriction ¹
3391	Date of dissolution	Effective date		X			
3392	Authority	Function of the authority			X		
3393	Name of authority	Name of location			X		
3395	Register number/file reference				X		
	Death, declaration of death, determination of the time of death of the person entered in 1.						
3440	Date of death	Date in the death entry		X			
3442	Period in which death occurred	Period extends from the last date on which the person was alive to the date on which the person was with certainty dead		X			
3450	Place of death			X			
3455	More specific identification of the place	County, administrative district or the like		X			2)
3457	Place and country of death	Only if death occurred outside of Germany		X			
3460	Declaration of death, official determination by a court of the time of death	Date of decision		X			
3462	Date of death as determined	Date		X			2)
3463	Time of death as determined	Time		X			2)

No.	Data fields	Comments	Use				
			Main entry	Subsequent record	Cross-reference	Search field	Restriction ¹
3464	Country	Only if declaration of death was issued outside of Germany			X		
3465	Annulment of the declaration of death	Date of decision		X			
3470	Registration authority/court	Function of the registration authority/court			X		
3471	Name of authority	Name of location			X		
3475	Register number/file reference				X		
	Death, declaration of death, determination of the time of death of the person entered in 2.						
3540	Date of death	Date in the death entry		X			
3542	Period in which death occurred	Period extends from the last date on which the person was alive to the date on which the person was with certainty dead		X			
3550	Place of death			X			
3555	More specific identification of the place	County, administrative district or the like		X			2)
3557	Place and country of death	Only if death occurred outside of Germany		X			
3560	Declaration of death, official determination by a court of the time of death	Date of decision		X			
3562	Date of death as determined	Date		X			2)
3563	Time of death as determined	Time		X			2)

No.	Data fields	Comments	Use				
			Main entry	Subsequent record	Cross-reference	Search field	Restriction ¹
3564	Country	Only if declaration of death was issued outside of Germany			X		
3565	Annulment of the declaration of death	Date of decision		X			
3570	Registration authority/court	Function of the authority/court			X		
3571	Name of authority	Name of location			X		
3575	Register number/file reference				X		
	New marriage of the person entered in 1.						
3640	Date of marriage				X		
3650	Place where marriage was performed				X		
3657	Country of marriage	Only if married outside of Germany			X		
3670	Registration authority	Function of the registration authority			X		
3671	Name of authority	Name of location			X		
3675	Register number				X		
	New marriage of the person entered in 2.						
3740	Date of marriage				X		
3750	Place where marriage was performed				X		
3757	Country of marriage	Only if married outside of Germany			X		
3770	Registration authority	Function of the registration authority			X		

No.	Data fields	Comments	Use				
			Main entry	Subsequent record	Cross-reference	Search field	Restriction ¹
3771	Name of authority	Name of location			X		
3775	Register number				X		
	New civil partnership of the person entered in 1.						
3840	Date formed				X		
3850	Place where civil partnership was formed				X		
3857	Country where civil partnership was formed	Only if formed outside of Germany			X		
3870	Registration authority	Function of the registration authority			X		
3871	Name of authority	Name of location			X		
3875	Register number				X		
	New civil partnership of the person entered in 2.						
3940	Date formed				X		
3950	Place where civil partnership was formed				X		
3957	Country where civil partnership was formed	Only if formed outside of Germany			X		
3970	Registration authority	Function of the registration authority			X		
3971	Name of authority	Name of location			X		

No.	Data fields	Comments	Use				
			Main entry	Subsequent record	Cross-reference	Search field	Restriction ¹
3975	Register number				X		

No.	Data fields	Comments	Use				
			Main entry	Subsequent record	Cross-reference	Search field	Restriction ¹
	Death register						
	Information about a death						
4140	Date of death	Date	X	X		X	
4141	Time of death	Time	X	X			
4142	Period in which death occurred (dates)	Period extends from the last date on which the person was alive to the date on which the person was with certainty dead	X	X		X	
4143	Period in which death occurred (times)	Period extends from the time on the last date on which the person was alive to the time on the date on which the person was with certainty dead	X	X			
4144	Time of death (approximate)	Only as a supplement to field 4141 if the time of death is only approximate (around ... o'clock)	X	X			2)
4150	Place of death	If place of death is unknown, place where deceased was found	X	X		X	
4151	Place and district where the death occurred	Name of district if required by state law	X	X			
4152	Place of death: street		X	X			

No.	Data fields	Comments	Use				
			Main entry	Subsequent record	Cross-reference	Search field	Restriction ¹
4153	Place of death: house number		X	X			
4155	More specific identification of the place	County, administrative district or the like	X	X			2)
4157	Place and country of death	Only if death occurred outside of Germany	X	X		X	
4199	Person was found dead	Only if recorded later	X	X			
	Information about the deceased						
4201	Family name		X	X		X	
4202	Type of foreign name	Description of a foreign family name	X	X			
4203	Name at birth		X	X		X	
4204	Type of foreign name	Description of a foreign birth name	X	X			
4205	Given names		X	X		X	
4206	Type of foreign name	Description of a foreign given name	X	X			
4220	Sex		X	X			2)
4230	Religion/belief		X	X			
4240	Date of birth		X	X		X	

No.	Data fields	Comments	Use				
			Main entry	Subsequent record	Cross-reference	Search field	Restriction ¹
4250	Place of birth		X	X			
4255	More specific identification of the place	County, administrative district or the like	X	X			2)
4257	Country of birth	Only if born outside of Germany	X	X			
4270	Registration authority	Function of the registration authority			X		
4271	Name of authority	Name of location			X		
4275	Register number				X		
4290	Address: street		X	X			
4291	Address: house number		X	X			
4293	Address: place		X	X			
4294	Address: district	Name of district if required by state law	X	X			
4297	Address: country	Only if residence is outside of Germany	X	X			
4299	Identity not verified	Only if identity is not verified	X	X			
	Civil status of the deceased						
4300	Civil status		X	X			
4300A	Terms according to family law	The terms “wife”, “husband” or “civil partner” may be used;	X	X			4)

No.	Data fields	Comments	Use				
			Main entry	Subsequent record	Cross-reference	Search field	Restriction ¹
		persons who are neither male nor female are to be described as “spouse” or “civil partner” Example: “civil partner”					
4301	Family name of the spouse or civil partner		X	X			
4302	Type of foreign name	Description of a foreign family name	X	X			
4303	Birth name of the spouse or civil partner		X	X			
4304	Type of foreign name	Description of a foreign birth name	X	X			
4305	Given names of the spouse or civil partner		X	X			
4306	Type of foreign name	Description of a foreign given name	X	X			
4320	Sex of the spouse or civil partner		X	X			

No.	Data fields	Comments	Use				
			Main entry	Subsequent record	Cross-reference	Search field	Restriction ¹
4399	Identity not verified	Only if identity is not verified	X	X			
	Marriage of the deceased						
4440	Date of marriage				X		
4450	Place where marriage was performed				X		
4455	More specific identification of the place	County, administrative district or the like			X		2)
4457	Country of marriage	Only if married outside of Germany			X		
4470	Registration authority	Function of the registration authority			X		
4471	Name of authority	Name of location			X		
4475	Register number				X		
4477	Place where marriage entry is kept	For marriages performed up to 31 December 2008 (section 15a of the Civil Status Act, old version)			X		
	Civil partnership of the deceased						
4540	Date formed				X		
4550	Place where civil partnership was formed				X		
4555	More specific identification of the place	County, administrative district or the like			X		2)

No.	Data fields	Comments	Use				
			Main entry	Subsequent record	Cross-reference	Search field	Restriction ¹
4557	Country where civil partnership was formed	Only if formed outside of Germany			X		
4570	Registration authority	Function of the registration authority			X		
4571	Name of authority	Name of location			X		
4575	Register number				X		
	Declaration of death, official determination by a court of the time of death of the deceased						
4660	Declaration of death, official determination by a court of the time of death	Date of decision			X		
4662	Date of death as determined	Date			X		
4663	Time of death as determined	Time			X		
4664	Country	Only if declaration of death was issued outside of Germany			X		
4665	Annulment of the declaration of death	Date of decision			X		
4670	Authority/court	Function of the authority/court			X		
4671	Name of authority	Name of location			X		
4675	Register number/file reference				X		

Annex 2 (to sections 11, 19, 48, 65)

(Reference: Federal Law Gazette I 2018, 1790–1791)

1. [pdf document opens in new window](#) & 2. [pdf document opens in new window](#)

Marriage register

Registry office, number
Register number
Reason for recording
Place, date of marriage
Date when the civil partnership was formed ¹
1. (husband, wife, spouse)
Family name before marriage
Birth name before marriage
Given name(s) before marriage
Sex
Place, date of birth
Religion
Family name used in the marriage
Birth name used in the marriage
Given name(s) used in the marriage
2. (wife, husband, spouse)
Family name before marriage
Birth name before marriage
Given name(s) before marriage
Sex
Place, date of birth
Religion
Family name used in the marriage
Birth name used in the marriage
Given name(s) used in the marriage
Place, date where vital event was recorded
Person who recorded the event

Cross-references

Register number
Re 1.
Birth entry
Nationality
Law on the use of names
Re 2.
Birth entry

Nationality
Law on the use of names

Choice of name Re 1. and 2.
Civil partnership entry

Subsequent record

Marriage register

Registry office, number
Register number²
Reason for recording

Data recorded³
Place, date where vital event was
recorded
Person who recorded the event

Notes

Register number

Cross-references

¹ Heading only appears when required by the record content.

² Register number with the addition of the consecutive number of the subsequent record according to section 17 of the Civil Status Ordinance.

³ All of the recorded data of the entry are given with the data updated according to the subsequent record.

Annex 3 (to sections 11, 19, 48, 65)

(Reference: Federal Law Gazette I 2018, 1792–1793)

1. [pdf document opens in new window](#) & 2. [pdf document opens in new window](#)

Civil partnership register

Registry office, number	Register number
Reason for recording	
<hr/>	
Place, date indicating where and when the civil partnership was formed	
<hr/>	
1. (Civil partner)	
Family name before forming the civil partnership	
Birth name before forming the civil partnership	
Given name(s) before forming the civil partnership	
Sex	
Place, date of birth	
Religion	
Family name used in the civil partnership	
Birth name used in the civil partnership	
Given name(s) used in the civil partnership	
<hr/>	
2. (Civil partner)	
Family name before forming the civil partnership	
Birth name before forming the civil partnership	
Given name(s) before forming the civil partnership	
Sex	Place, date of birth
Religion	
Family name used in the civil partnership	
Birth name used in the civil partnership	
Given name(s) used in the civil partnership	
<hr/>	
Place, date where vital event was recorded	
Person who recorded the event	

Cross-references

<hr/>	
Register number	
<hr/>	
	Re 1
Birth entry	
Nationality	
Law on the use of names	
	Re 2
Birth entry	
Nationality	
Law on the use of names	

Choice of name

Subsequent record

Civil partnership register

Registry office number

Register number¹

Reason for recording

Data recorded²

Place, date where vital event was recorded

Person who recorded the event

Notes

Register number

Cross-references

¹ Register number with the addition of the consecutive number of the subsequent record according to section 17 of the Civil Status Ordinance.

² All of the recorded data of the entry are given with the data updated according to the subsequent record.

Annex 4 (to sections 11, 19, 48, 65)

(Reference: Federal Law Gazette I 2018, pp. 2642–2643)

1. [pdf document opens in new window](#) & 2. [pdf document opens in new window](#)

Birth register

Registry office, number	
Register number	
Reason for recording	
Date, time of birth	
Place of birth	
	Child
Birth name	
Given name(s)	
Sex	
Religion	

1. (Mother)

Family name
Birth name
Given name(s)
Sex
Religion

2. (Father)

Family name
Birth name
Given name(s)
Sex
Religion

Place, date where vital
event was recorded

Person who recorded the event

Cross-references

Register number	
	Re 1. and 2.
Place, date of marriage	
Marriage entry	
	Re 1.
Place, date of birth	
Birth entry	

Nationality	
<hr/>	
	Re 2.
Place, date of birth	
Birth entry	
Nationality	
<hr/>	
	Child
Nationality	
Law on the use of names	
<hr/>	
Subsequent record	
	Birth register
Registry office, number	
Register number	
Reason for recording	
<hr/>	
Data recorded ²	
Place, date where vital event was recorded	
Person who recorded the event	
<hr/>	
	Notes
Register number	
<hr/>	
Cross-references	
<hr/>	

¹ Register number with the addition of the consecutive number of the subsequent record according to section 17 of the Civil Status Ordinance.

² All of the recorded data of the entry are given with the data updated according to the subsequent record.

Notes

Register number

Cross-references

¹ For the formation of a civil partnership, the heading is to be adjusted to the record content.

² Register number with the addition of the consecutive number of the subsequent record according to section 17 of the Civil Status Ordinance.

³ All of the recorded data of the entry are given with the data updated according to the subsequent record.

Annex 6 (to sections 48, 70)

(Reference: Federal Law Gazette I 2018, p. 1797)

[PDF document opens in new window](#)

Annex 7 (to sections 48, 70)

(Reference: Federal Law Gazette I 2018, p. 1798)

[PDF document opens in new window](#)

Annex 8 (to sections 48, 70)

(Reference: Federal Law Gazette I 2018, p. 1799)

[PDF document opens in new window](#)

Annex 9 (to sections 48, 70)

(Reference: Federal Law Gazette I 2018, p. 1800)

[PDF document opens in new window](#)

Annex 10 (to section 29)

(Reference: Federal Law Gazette I 2018, pp. 1801–1802)

1. pdf document opens in new window & 2. pdf document opens in new window

**Transcript concerning the
marriage**

Registry office

Place, date

The following persons appeared today before the undersigned registrar to marry (in case of an existing civil partnership, formed on ... (date), registry office (name), register no. L .../...)¹

1.

Given name(s)

Family name

Birth name

Sex

Nationality

Religion

Resident in

Date of birth, place of

birth

Registry office,

Register
number

identity verified using

and 2.

Given name(s)

Family name

Birth name

Sex

Nationality

Religion

Resident in

Date of birth, place of

birth

Registry office,

Register
number

identity verified using

Witnesses present:¹

Also present as interpreter for (language):¹:.....

The interpreter was informed that a false declaration in lieu of an oath is punishable. The interpreter declared, with reference to the general oath he or she had taken as an interpreter, that he or she would interpret faithfully and conscientiously.¹

The registrar asked the intended spouses whether, after they notified the registry office of their intent to marry, their circumstances had changed in any way which would affect the requirements for marriage. In response to the registrar's question, the intended spouses stated that no such changes had occurred.

The registrar then asked each intended spouse individually whether they wished to marry the other. The intended spouses replied in the affirmative.

The registrar then declared them to be lawfully married spouses.

With regard to the name used in the marriage, the spouses made no/the following¹ declaration:

As a result, the following name will be used in the marriage:

1. (husband/wife/spouse)¹

Family name,

Given name(s),

Birth name

2. (wife/husband/spouse)¹

Family name,

Given name(s),

Birth name

Read aloud [in German and (language)]¹ accepted and signed

Seal

Person who recorded the event.

¹ Section/content in brackets only appears if required by the record content. The information is to be deleted or added to accordingly.

Annex 11 (to section 31 (2))

(Reference: Federal Law Gazette I 2018, p. 1803)

[PDF document opens in new window](#)

Annex 12 (to section 34)

(Reference: Federal Law Gazette I 2008, p. 2314)

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