

Dear parents,

The hospital will register the birth of your child at the Registration Office in Mannheim, K 7, 68159 Mannheim. Please complete this form with due diligence and **return it to the HOSPITAL ADMINISTRATION with the documents listed below.**

The following documents must be submitted to the Registration Office:

for parents married to each other	Birth certificates of both parents and marriage certificate or certified copy from the marriage register, any foreign marriage contract. Foreign-language documents must be translated by a court-certified translator.
for parents not married to each other	Birth certificates of both parents. If the mother was married: Marriage certificate/ marriage certificate with proof of the dissolution of the marriage (final divorce decree or death certificate of the husband) Foreign-language documents must be translated by a court-certified translator.
Proof of identity	Identity card or passport (with residence permit if applicable)

If you have any questions, please contact us at the following telephone no.: **0621/ 293-3101.**

Declaration on the name of a child	
(to be completed personally by the entitled father and mother)	
Date of birth _____ <input type="checkbox"/> male <input type="checkbox"/> female	
Our child is to be given the first name(s) _____	
and the family name _____.	
<p><u>Important note on first names:</u> Hyphenated first names count as one first name! Please make sure that the spelling of the first name(s) corresponds exactly to your preference. It is no longer possible to change or add to a first name once it has been registered. Please find information on the family name overleaf. Double names are possible with and without a hyphen! <u>Please enter the desired family name for your child. As part of the birth certification process, the Registration Office will check whether the name you have requested is possible and whether any further declarations are required.</u></p>	
<p>For parents not married to each other: Has paternity already been acknowledged before birth? <input type="checkbox"/> yes <input type="checkbox"/> no At which youth welfare office or registration office was this statement submitted? _____ Has a joint declaration of custody already been submitted? yes <input type="checkbox"/> no <input type="checkbox"/> (Please enclose proof in each case) If foreigner/naturalization files exist in your case, you agree - until revoked - that the Registration Office may inspect them.</p>	
Mother's signature (maiden name if applicable)	Father's signature (name at birth if applicable)
Mother's residence (main residence), street, house number	Father's residence (main residence), street, house number
Telephone number:	Telephone number:
Email address:	Email address:
Religious affiliation:	Religious affiliation:
<p>Statements for statistical purposes only: How many children born to the mother? ___ child/children How many children born to the marriage? __. child/children Date and place of birth of the previous child: _____</p>	

A brief overview of the new German naming law from May 1, 2025

Below you will find the legal options for choosing your child's family name.

You can also watch an explanatory video on our homepage.



Which family name will your child be given?

If you have a joint family name (married name), your child will also be given this name as their birth name (Section 1616 BGB – German Civil Code).

If you do not have a married name and are jointly entitled to parental custody of your child

1. because you are married to each other or
2. you already submitted a declaration of custody,

you decide together whether your child will be given

- a) the father's family name
- b) the mother's family name or
- c) a double name composed of the family names of both parents or parts thereof (with or without a hyphen, triple or quadruple names are not permitted)

as their birth name (Section 1617 BGB – German Civil Code).

The birth name you have chosen also applies to any other children you have together.

Important: This declaration must be submitted within one month, otherwise your child will be given a double name in alphabetical order with a hyphen by law.

If you, the mother, are not married and have not submitted a declaration of custody with the father, you alone are entitled to custody and the child will be given your family name as their birth name (Section 1617a BGB – German Civil Code).

You may also submit further declarations with the father, in accordance with the options for joint custody, see a) - c).

International law on names

In the future, a person's name will be determined by their usual place of residence (i.e. German law) and no longer by their nationality. If the parents wish to use a name in accordance with their home law, a choice of law must be declared at the registration office.