

# Checklist: Administrative Aspects after the Birth

What parents must do after the birth –  
the most important facts at a glance


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

## WHO AND WHEN?


**A parent with custody** (in many cases this is done by the birthing clinic)

 Within a week after the birth

### Mother

 As soon as possible after the birth

### One parent

 As soon as the birth certificate is available

## WHAT?

**Registering the child with the registry office** (*Standesamt*). It will issue the birth certificate.

**NOTE** The registry office will automatically register the child with the residents' registration office (*Einwohnermeldeamt*).

### Reporting the birth

A mother must not work during the first eight weeks after giving birth because of the **maternity protection period** (*Mutterschutz*). If the child was premature, if the mother had twins, triplets etc. or if the child was born with a disability, this period can be extended to 12 weeks.

### Applying for family health insurance for the child

**NOTE** You will need a copy of the child's birth certificate.

## WHERE? WHERE TO GO FOR HELP?

The registry office (*Standesamt*) responsible for the child's place of birth

**NOTE** The documents required depend on marital status and nationality. Please ask the responsible registry office.

Employer / company where mother is in training / university or school

### NOTE

- This notification can be done orally or in writing.
- Students are allowed to return to school or university during this protected period if they expressly want this and make a statement saying so.


The mother's or father's health fund (*Krankenkasse*)

### NOTE


- If one parent has private health insurance while the other has statutory health insurance, consult with the latter.
- If the child is to be insured through the unmarried father's health fund, you will need to show the acknowledgement of paternity.

## WHO AND WHEN?

**Mother**, if she wishes to go on parental leave (*Elternzeit*) right after her maternity protection period (*Mutterschutz*)


 No later than seven weeks before the end of the maternity protection period

**Father**, if he wants to take parental leave (*Elternzeit*)


 No later than seven weeks prior to the desired start date

**NOTE** If the father wants to take parental leave right after the birth, he must register for parental leave no later than seven weeks prior to the expected due date. He is protected from dismissal as of eight weeks prior to his parental leave.


**Parents who predominantly look after their child themselves** and are therefore not working full time

 As soon as the birth certificate is available

### One parent

 As soon as the birth certificate is available

### One parent

 As soon as the birth certificate is available

## WHAT?

**Notifying the employer about the intention to take parental leave** (*Elternzeit*)

**NOTE** When you apply for parental leave, you have to specify what periods you want to take off until the child's 2nd birthday. If you want to work part-time during your parental leave, it is best to apply for this straight away too.

### Applying for parental leave

**NOTE** When you apply for parental leave, you have to specify what periods you want to take off until the child's 2nd birthday. If you want to work part-time during your parental leave, it is best to apply for this straight away too.

**Parental allowance / parental allowance plus** (*Elterngeld / ElterngeldPlus*)

**NOTE** You can only claim parental allowance if you live in the same household as the child.

### Applying for child benefit

 (*Kindergeld*)

**NOTE** Instead of child benefit you could receive tax allowance for dependent children. The family benefits section of the employment office (*Familienkasse*) will work out what is more tax efficient.

Applying for **tax allowance for a dependent child**

## WHERE? WHERE TO GO FOR HELP?

The mother's employer

**NOTE** This notification must be done in writing; you can find a template [↗](#).

**TIP** Send your notice via registered mail (make a copy of the documents for your own records first).

The father's employer

**NOTE** This notification must be done in writing; you can find a template [↗](#).

**TIP** Send your notice via registered mail (make a copy of the documents for your own records first).

*Bundeselterngeldkasse*


Materials to download (bmfsfj.de):  
[↗](#) "The ElterngeldPlus with partnership bonus and more flexible parental leave"

The family benefits section of the employment office (*Familienkasse, Agentur für Arbeit*)


Tax office (*Finanzamt*)

## WHO AND WHEN?

**One parent**, if the parents are on low income

 As soon as the birth certificate is available

**Parents** who want to have a care placement for their child

 As soon after the birth as possible

**Parents with custody** if they want to travel abroad with the child

## WHAT?

Potentially applying for **additional child allowance** (*Kinderzuschlag*)

Applying for a **care placement**

Applying for a **child's passport**

## WHERE? WHERE TO GO FOR HELP?

The family benefits section of the employment office (*Familienkasse, Agentur für Arbeit*)

Youth welfare office (*Jugendamt*)

**TIP** It is best to seek advice on this matter from a youth welfare office prior to the birth.

Residents' registration office (*Einwohnermeldeamt*) / citizen centre

**NOTE** You will need your child's birth certificate.

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