

# Information

## **Registration of address (City of Aachen)**

If you are planning to stay in Germany for more than 3 months, you need to register at the residents' registration office at the Citizens' Service (Bürgerservice). [www.aachen.de](http://www.aachen.de)

### **Registration deadline / costs:**

You must register your address within 14 days after your move-in date. If you register within this time, the registration is free. If the registration happens later, you may have to pay a fine.

### **Documents required:**

To register your address, you must appear in person and bring your valid passport or identity card. The registration office requires a confirmation of the move-in/arrival date, which must be issued by the apartment owner or the landlord, or the main tenant in shared apartments. In case the international student moves in to a friend, the landlord of the apartment has to fill in a form in the name of the owner. The relevant forms can be found here, under "Wohnsitz anmelden:

<http://www.aachen.de>

**For married couples**, the marriage certificate must be presented. The certificate must be submitted as an original along with a German translation certified by a translator of the Higher Regional Court. Accredited translators can be found here:

<http://www.justiz-dolmetscher.de/start.jsp>

### **Registration of children:**

At least one parent must appear in person and show identity papers for children younger than 18 years. Children above 18 have to register personally.

In addition, the child's birth certificate in original and a German translation certified by a translator of the Higher Regional Court must be submitted. Accredited translators can be found here: <http://www.justiz-dolmetscher.de/start.jsp>

### **Living in a hostel / hotel:**

Those living in a hotel or hostel for longer than 3 months must register at the Citizens' Service as well. In general the hostels / hotels provide an informal confirmation about your move-in date and your expected move-out date, as well as an indication of your personal information. These informal confirmations must be submitted to the Citizens' Service at the registration.

## **Deregistration of residence (City of Aachen)**

A deregistration is required (filled in and signed, with a copy of the passport) as soon as you plan to return to your home country or move to a different country. Deregistration is possible no sooner than 1 week before you move out. In addition deregistration can be completed by a person authorized to represent you.

Deregistration is also possible via email. For this purpose the corresponding deregistration form must be used. The form can be found here:

<http://www.aachen.de/>

## **Where to register your address in the city of Aachen**

### **Bürgerservice Bahnhof**

Administration Building Bahnhofplatz (opposite to the central train station)

Hackländerstraße 1

52064 Aachen

Bus stop: Hauptbahnhof

### **Bürgerservice Katschhof**

Johannes-Paul-II.-Straße 1 (behind town hall)

52062 Aachen

Bus stop: Eisenbrunnen

### **Contact details for both offices:**

Tel.: 0241 / 432-0

[buergerservice@mail.aachen.de](mailto:buergerservice@mail.aachen.de)

### **Opening hours for both offices:**

Mon 08:00am - 04:00pm

Tues 08:00am – 04:00 pm & 01:00pm - 03:00pm with appointment

Wed 08:00am - 04:00 pm

Thu 08:00am - 12:30 pm & 01:00pm - 03:00pm with appointment

Fri 08:00am - 12:30 pm

These addresses are relevant only for people living in the city of Aachen. For places of residence on the outskirts or near Aachen, please check the [Brand](#), [Eilendorf](#), [Haaren](#), [Kornelimünster/Wahlheim](#), [Laurensberg](#), [Richterich](#) offices to find out the address of the appropriate registration office.

### **Registration Offices in the Aachen region:**

[http://www.aachen.de/de/stadt\\_buerger/politik\\_verwaltung/behoerdenwegweiser/dienstleistungen/index\\_detail1.asp?searchId=2703](http://www.aachen.de/de/stadt_buerger/politik_verwaltung/behoerdenwegweiser/dienstleistungen/index_detail1.asp?searchId=2703)