

Welcome to the Citizens' Office of the Fontanestadt Neuruppin

After your migration to Germany, the town is obliged to register your relocation.

Are you a refugee? If yes, please bring along the following documents so that we can register your relocation:

- residence permit or probationary permit (Aufenthaltstitel/Fiktionsbescheinigung)
- a written confirmation of your landlord that you are a tenant (so-called Wohnungsgeberbestätigung, if applicable) and
- your passport or all passports of family members living in your household.

Are you a citizen who immigrates to Germany or returns to the country? If yes, please bring along the following documents to register your relocation:

- passport (the residence permit page alone is not enough)
- residence permit (if applicable)
- confirmation of your landlord that you are a tenant (Wohnungsgeberbestätigung)
- certified translation of marriage certificate (if applicable)
- certified translation of children birth certificates (if applicable)

We will receive and view your documents to enter your personal data in our civil register database. We will also scan your documents in order to finalize your registration.

Although we provide this information in a language you understand, we have to make clear that not every staff member of the Citizens' Office speaks a foreign language. If you have questions and you have difficulties to communicate, we could inform colleagues who could translate for you. If possible, please bring along with somebody who can translate for you to make sure that the language barrier is not delaying the registration process.

Please note that a registration process with two people can take up to half an hour. If more family members have to be registered, the process will take longer.

We thank you in advance for your patience!

Sincerely,

Your team at the Citizens' Office

Contact

Citizens' Office at Fontanestadt Neuruppin
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Opening hours

Mon 8:00 – 12:00
Tue 8:00 – 12:00 & 14:00 – 17:30
Wed closed
Thu 8:00 – 12:00 & 14:00 – 17:30
Fri 8:00 – 12:00
1st Saturday every month from 8:00 – 12:00