

# EXPLANATORY LEAFLET

## **Please read through the following information carefully before filling in the registration forms!**

This also applies if the registration data are gathered by the residents' registration office in an automated way or electronically and you thus refrain from filling in a registration form. On request, your residents' registration office will give you further information about the following guidelines. People subject to registration can be represented by a person authorized to do so if the authorization is official or authenticated according to par. 6, section 2 of the Advisory Services Act by the certifying officer at the advisory services. The filled-in registration form can also be submitted at the residents' registration office by a third party with an informal authorization from the person subject to registration or, if applicable, from an authorized guardian.

## **Your rights and duties:**

### **Obligatory Registration and Cancellation of Registration / Obligation to Provide Information**

According to the Registration Act of North Rhine-Westphalia, anyone who moves into a residence must register himself or herself WITHIN ONE WEEK. This also applies to a change of address within the same municipality. Whoever moves out of a residence and does not move into a new residence in Germany must cancel his or her registration WITHIN ONE WEEK. Please be very careful not to exceed the aforementioned deadline since you are otherwise acting illegally and must reckon with a fine. The registration or cancellation of registration at the residents' registration office does not exempt you from the obligation to inform other authorities about your change of address, if applicable. In the case of a corresponding request by the residents' registration office, you are legally bound to provide the necessary information for the proper maintenance of the register of residents, to present the necessary documents for verifying your data, and to appear in person.

### **Your right to information, to having data corrected, and to being informed**

With respect to the residents' registration office, you have a right to free written information about the data and comments relating to the data which have been stored regarding your identity. Upon request, information is also to be given to you concerning the purpose and legal basis of this storage. If stored data about your identity is incorrect or incomplete, the residents' registration office has to correct or complete this information upon your request. The residents' registration office must inform you forthwith if it has given a private person or a private authority so-called expanded information about you from the register of residents. This, however, does not apply if a legal interest in the issuing of the information was substantiated.

### **Your right to block the transmission of information**

If there are concrete grounds that you or some other person, in particular a family member, are in deadly peril or other serious danger in the event that information is released which concerns you, you can apply, free of charge, at your residents' registration office to have transmission blocked.

You have the right to object to

- the transmission of your data to political parties or other proposers of candidates and issues, in particular voters' groups, within the context of parliamentary or local elections or direct elections for mayor and district administrator.
- the transmission of your data to proposers and political parties in connection with demands for referendums, plebiscites and referendums.
- the transmission of your data to a religious organization under public law if you as a relative (spouses, minor children and parents of minor children) of members of a religious organization under public law do not belong to the same organization or belong to no religious organization. This does not apply in so far as data for the purpose of the right to collect taxes are transmitted to the respective religious organizations.

the furnishing of information from the register of residents that concerns you to private persons over the Internet.

Only with the consent of the persons concerned

- may the residents' registration office give members of parliamentary or local representative bodies as well as the press and radio information about wedding anniversaries and birthdays,
- transmit data to address-book publishers for the purpose of the publication in printed address books.

You can make use of your right to object and of the possibility to consent when registering by means of a declaration on the enclosed supplement at the time of registration or at a later time. Upon request, you receive corresponding forms from the residents' registration office for relatives registered along with you. The declarations can also be made at any time without using this form. You can revoke a given consent at any time which has an effect in future.

## Permissibility of data transfer to public authorities

Your registration data may be transmitted by the residents' registration office to the residents' registration office responsible until now and to residents' registration offices responsible for other residences as a guarantee of the correctness of the register of residents as well as to other offices and public authorities for the lawful fulfilment of tasks. A transmission of registration data to public authorities takes place regularly, in particular:

for monitoring compulsory school attendance and vocational school attendance,  
for honouring elder citizens on their birthdays and couples with wedding anniversaries,  
for the purpose of health supervision,  
for taxation tasks,  
for tasks according to the Aliens Law,  
for police duties, for tasks of the courts and public prosecuting offices,  
for tasks according to the Highway Code,  
for the recording of publicly supported housing,  
for tasks of the Administrative Authority of Services,  
for establishing the duty to pay the radio and TV licence to the West German Broadcasting Corporation Radio/TV Licensing Office),  
for registering conscripts at the district draft boards,  
for tasks of the Federal Employment Agency,  
for tasks of the Pension Insurance Institute.

## When filling in the registration form please take the following explanations into account!

1. Family members or members of a lifetime partnership with the same previous and future residences should use a registration form together; it is sufficient when just one person signs the registration form. If more than four people are to be registered, please use an additional registration form. Spouses, lifetime partners and cohabiting individuals who all live in a common household should be entered in fields 1 and 2, only their unmarried minor children in fields 3 and 4. Children of legal age and other people living in the household should fill in their own registration form!
2. Previous Residence / Other Residences  
Please enter your previous residence, even if it is going to be maintained. If there are other residences in addition to this, please enter these on the supplement in the fields provided for this. Proceed accordingly, if the previous residence is not going to be maintained, but there are additional residences.
3. Main Residence  
The designation "main residence" or "secondary residence" only comes into question if you and the people registered at the same time have several residences in Germany; residences abroad are not taken into consideration with respect to the duty of registering. As a rule, the main residence is the predominantly used residence. If this cannot be answered beyond all doubt, then the main residence is where the main focus of one's relationships is. The residents' registration office determines which residence is the main residence on the basis of your statements about the actual circumstances. You are under obligation to inform the residents' registration office responsible for the new main residence of future changes in your main residence!
4. Marriage / Family Register  
The information about the date and place of your (last) marriage and information for the family register are needed for the continuation of the family register at the registry office now responsible for you owing to your move or to the relocation of your main residence to a new place of residence; in addition the date of marriage is needed for honouring you on the celebrations of your wedding anniversaries. The family register is a record of civil status, registering births, deaths and marriages. It is not to be confused with the "Stammbuch der Familie" or "Familienstammbuch" [book of family events with legal documents] to which this issue does not apply. The family register can be started upon request if the marriage took place abroad.
5. Income Tax Bracket / Tax Cards  
The information is necessary for the issuing of tax cards. For adopted children please also use the number 1 (child by birth)!
6. Religious Names / Pseudonyms  
List any religious names or pseudonyms on the supplement. Upon request of the residents' registration office you must convince this office that you, in general or in certain areas of your life, appear and are known by these names.
7. Minor children or relatives not registered with you  
Here you only need to give details on the supplement concerning those relatives who are not registered for the new residence. Religious affiliation must only be given for spouses who have not moved there. This information is necessary for the issuing of the tax card.
8. Refugees and Displaced Persons  
Data concerning the residential address on 1 September 1939 are only necessary for people who come from one of the territories described in par. 1, sec. 2, no. 3 of the German Federal Law on Displaced Persons, in particular from the former German Eastern Territories. If need be or where appropriate, the data will be passed on to the Tracing Service of the Ecclesiastical Welfare Associations for the purpose of updating the hometown card-index system.