



# Information sheet

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## on applications for confirmation of German citizenship

– for persons living abroad –

### 1. How does the confirmation procedure work?

When you apply for confirmation of German citizenship, the Federal Office of Administration investigates whether or not you are a German national. It checks when and how you acquired German citizenship and whether or not you have lost it since then.

If the Federal Office of Administration finds that you do have German citizenship, you are then issued with a certificate of nationality to prove it.

### 2. How do I file an application for confirmation?

You can file your application directly with the Federal Office of Administration. If you submit your application to your local German mission abroad, the mission will forward the application to the Federal Office of Administration.

Please use the application form provided by the Federal Office of Administration.

If you need help, please contact your local German mission abroad. The mission will be able to advise you on your specific case.

### 3. What are the relevant forms?

**Application form F:** application form for persons aged 16 or over

Minors aged 16 or over are treated as adults with respect to citizenship matters; they must make all declarations themselves.

**Application form F\_K:** application form for children under the age of 16

The application is to be signed by all individuals with parental responsibility for the child as legal representatives.

**Appendix V:** form for information on German ancestors

Supplementary form for cases where German citizenship is acquired by descent or adoption.

**Vollmacht:** form for giving power of attorney to another person

All forms are available on the website of the Federal Office of Administration:

[www.bundesverwaltungsamt.de](http://www.bundesverwaltungsamt.de), under Staatsangehörigkeit > Feststellung beantragen > Staatsangehörigkeitsausweis

#### 4. How do I fill in the application?

Fill in the application form clearly, carefully and completely, in German. We recommend filling in the form on your PC, smartphone or tablet and printing it out only once it is complete. Any further correspondence with the Federal Office of Administration must also be conducted in German.

Specific parts of the application forms F and F\_K are explained below. If you have further questions, ask your local German mission abroad for advice.

**Part 4:**            “*Local German mission abroad*”

Please state your local German Embassy or Consulate here, even if you are submitting your application directly to the Federal Office of Administration or have granted someone else a power of attorney to submit it for you.

**Part 5:**            “*My German citizenship*”  
(Part 6 on form F\_K: “*Information on the child’s German citizenship*”)

You will find a summary of the most important ways of acquiring German citizenship in the annex to these notes.

If you select “other”, please provide an explanation in the space available or on a separate sheet of paper. That is also where you should explain if you do not know how you acquired German citizenship but, for example, you have always been treated as a German.

If you acquired German citizenship through your German parent(s) by descent (including legitimization) or adoption, you also need to complete Appendix V. See also section 5 below: “Appendix V (Ancestors) – Important notes”.

**Part 6:**            “*Further information on my German citizenship*”  
(Part 7 on form F\_K: “*Further information on the child’s German citizenship*”)

Please give details here of any certificates of German nationality which have been issued to you as an individual or to your parents with you included (including any issued by another German authority).

Please also give details of any German identity documents (e.g. passports, identity cards, children’s identity cards, diplomatic passports) that have been issued to you / the child.

If you have previously applied for admission to Germany as an expellee under the Federal Expellees Act (BVFG), please provide information here to assist with the processing of your application. If the Federal Office of Administration knows the reference number and the authority that was responsible for this procedure, it can access the relevant files and use the certificates and documentation submitted as part of that procedure. This means that you will not have to submit these documents again. However, it is possible that the old files will no longer be available due to time limits on storage under data protection law, or that certain documents will no longer provide sufficient evidence due to the time that has passed since they were submitted. In this case, we will contact you to request the documents needed.

**Part 7:**            “*Previous citizenships*”  
(Part 8 on form F\_K)

Mention only citizenships which you or the child previously held but no longer hold(s).

For example: You lost this citizenship due to naturalisation in another country. Enter as precisely as possible the period during which you held the previous citizenship.

**Part 11:** *Where I have lived” / “Information on where the child has lived”*

Please list as accurately as possible all of the places in which you have / the child has lived as well as the relevant dates. You do not need to mention any periods of three months or less in which you were away for visits, holiday trips or work (e.g. in construction).

**Part 12:** *“Information on my military service” (only on form F)*

If you have served in the armed forces, or a comparable armed organisation, of any country other than Germany, you need to distinguish here between service as a conscript or basic military service (i.e. military service required by law) and voluntary service (i.e. choosing a job as a professional soldier, on a fixed-term or permanent contract).

Staying in the armed forces after you have completed the military service required by law, even if you only stay for one more day, counts as voluntary service.

**Instructions for completing parts contained only in the application form F\_K for children under the age of 16:**

**Part 5:** *“Information on legal representatives”*

The right to act as legal representative is based on the law (e.g. statutory custody of a minor) or an official or court order (e.g. an order by a guardianship court or the appointment of a guardian).

No documentation is required for statutory legal representatives. In the case of an official or court order, please enclose documentation of this order with your application (e.g. an official notice or a court ruling on custody).

The declaration must be signed by all legal representatives.

Anyone who is 16 years of age or older acts independently in administrative procedures relating to citizenship and is entitled to give all declarations themselves (section 37 (1) sentence 1 of the Nationality Act). They do not require legal representatives for administrative procedures relating to citizenship and should sign all relevant documents themselves.

## **5. Appendix V (Ancestors) – Important notes**

You need to submit Appendix V with your application if you acquired German citizenship by descent (including legitimisation) or adoption through one or both of your parents being German.

If your German parent(s) themselves acquired German citizenship from their own parent(s), i.e. your grandparent(s), by descent, legitimisation or adoption, then you also need to complete a copy of Appendix V for your grandparent(s).

The same applies for every prior generation of your family until you reach a relative who

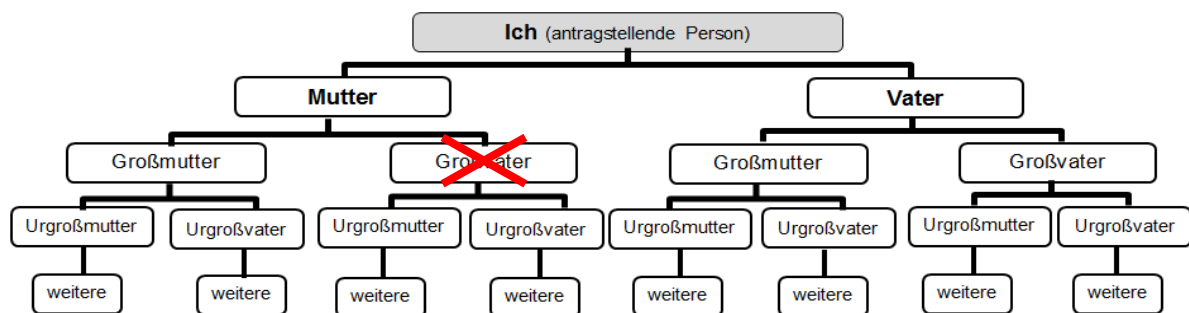
- possesses/possessed a certificate of nationality / native country issued by a German authority
- was born in Germany before 1914 or was a German who emigrated from Germany before that date

or

- acquired German citizenship not by descent or adoption but in another way (e.g. naturalisation).

You need to complete a separate copy of Appendix V for each one of these people who are relevant to your application. On the front page of each copy, indicate which member of your family it is about by placing a cross on the family tree. The German terms used in the family tree are translated as follows: Urgroßmutter = great-grandmother; Urgroßvater = great-grandfather; Großmutter = grandmother; Großvater = grandfather; Mutter = mother; Vater = father; Ich (Antragsteller) = me (the applicant).

For example:



If other members of your family (parents, children, siblings) are applying for confirmation of German citizenship at the same time as you, only one of you needs to submit a copy of Appendix V for each of the ancestors who are relevant to your application. The information provided on this copy can be used for all of your family's simultaneous applications.

## 6. Which documents need to be submitted with the application?

You always need to enclose

- one copy, certified by an authority or a notary, of your most recent German and (if you have one) non-German passport / identity document (the page(s) with your photograph and personal details)

### Documentation of descent and marital status

- any relevant birth certificates or certificates of parentage, marriage certificates and (if possible) family registers for yourself and for all those members of your family through whom you trace your German citizenship back to an ancestor who either
  - ▶  possesses/possessed a certificate of nationality
 or
  - ▶  can be proved to have become German (e.g. by naturalisation)
 or
  - ▶  was treated as a German from 1914 or earlier – the ancestor who was most recently treated as a German.
- any relevant adoption papers (adoption certificates, court orders, documentation of the adoption being recognised in Germany)

- any relevant divorce papers (final divorce decrees and, if applicable, certificates of recognition by the department of justice of a German federal state)

## Documentation which may indicate German citizenship

### Documentation relating to acquisition of German citizenship

For example, any relevant certificates of naturalisation, certificates attesting to the acquisition of German citizenship by declaration or option, certificates of repatriate status issued under section 15 of the Federal Expellees Act, civil servants' letters of appointment, and certificates confirming the acquisition of German citizenship on the basis of military service performed in the former German Wehrmacht or a similar organisation

Documentation relating to inclusion in a group which has been the subject of collective naturalisation

any relevant expellee documents (*Vertriebenenausweis*) or documents which attest to inclusion on an ethnicity list (*Volkstumsbescheinigung*), certify ethnic origin (*Volkstumsbescheinigung*) or otherwise indicate German ethnicity, documentation of (former) homeland rights, citizenship rights and periods of residence in the relevant territories, and certification that the right to refuse an inheritance was waived

### Documentation of possession of German citizenship or previous "legal status as German" or "treatment as a German"

For example, any relevant certificates of German nationality / native country or papers attesting to legal status as a German; passports, identity cards and other identity papers (including old ones); extracts from (previous) family registers, electoral rolls or other registers of citizens; documentation attesting to military service or work as a civil servant; documentation of registration in a place of residence; certification authorising maintenance of German citizenship, expellee documents, (old) refugee papers, and registration certificates (one copy).

### Other documentation possibly required

You may also need to include some of the following documents:

- your authorisation to live in the country you are currently in (e.g. a permanent resident card (green card) or a residence card for foreigners)
- documentation of renunciation of the right to hold the citizenship of another country
- documentation attesting to any other citizenships held/acquired
- records of change of name
- civil partnership certificate
- consent to service in a foreign army from the Federal Ministry of Defence or the Federal Office of Defense Administration
- documentation of child custody (only in applications for children under 16)

## 7. In what form should I submit the documents?

Unless otherwise stated, you must submit your original documents (in particular certificates), or photocopies of the originals which have been certified by an authority or a notary. All photocopies must be complete, meaning that you need to provide photocopies of the front and back of every document. As a general rule, uncertified photocopies and other types of copies will not be accepted.

Only the following persons and bodies may certify photocopies:

- notaries (public)
- registrars of the body that made the entry in the civil-status register or
- German authorities (such as a residents' registration office, registry office, or mission abroad).

As a general rule, certifications by other bodies will not be accepted.

It is important for the copy to be certified as being a complete and identical copy of the original.

The original certification statement (note on authentication) is required, including

- the notary's or registry office's original stamp and
- the original signature of the notary or registrar.

Copies of certification statements, or statements that certify only the translator's signature, are not sufficient.

As a rule, foreign public documents (such as civil-status documents) must be legalised or carry a Hague apostille.

This is not required for

- civil status documents from EU member states or Switzerland, or
- international multilingual documents (birth, marriage or death certificates) from Bosnia and Herzegovina, the Republic of Moldova, North Macedonia, Montenegro, Serbia and Turkey

For information on the legalisation process, contact your local German mission abroad. The mission can also provide you with further information on the kind of authentication that you require when submitting certificates from your home country.

All foreign-language documents are to be accompanied by a translation made by a sworn translator; it must be clear which translation goes with which document. Translations made by persons who are not sworn translators will not be accepted.

NB: In general, original documents may be returned – upon special request – only after the procedure has been completed. It is recommended that you send certified copies only. If, in individual cases, an original is required, it will be specifically requested once your application is being processed.

## 8. What fees will be charged?

The procedure is subject to the payment of fees.

The fee for confirmation of German citizenship and the issuing of a certificate of nationality is 51.00 euro and is charged when a decision is reached regarding your application. The fee for a negative decision is between 25.00 and 51.00 euro, depending on the amount of administrative work involved.

If the application is withdrawn after processing has already begun, a fee of 38.00 euro will be charged.

**NB:** Please do not pay until the Federal Office of Administration explicitly asks you to do so. We recommend that you pay via bank transfer from a German account. Please remember that transfers from abroad will incur additional transfer fees. It is not possible to pay by cheque, cash, internet payment service or credit card.

Please pay the fees promptly after being asked to do so. As a rule, a certificate or other decision can only be provided after the fee payment has been received.

## 9. Information on data protection pursuant to Articles 13 and 14 of the EU General Data Protection Regulation (GDPR)

As the nationality authority for persons abroad, pursuant to section 31 of the German Nationality Act (StAG), the Federal Office of Administration is entitled to collect, store, modify and use personal data insofar as this is necessary for the discharge of its duties (purpose).

Detailed information on the processing of personal data pursuant to Articles 13 and 14 of the GDPR can be found on the Federal Office of Administration's website > 'Staatsangehörigkeit' (general information) and on the more in-depth information page for the specific application process. The Data Protection Officer's contact details are also provided there.

## 10. Contact details

Postal address  
Bundesverwaltungsamt  
50728 Köln  
Germany

Internet address  
[www.bundesverwaltungsamt.de](http://www.bundesverwaltungsamt.de)

Email address  
[staatsangehoerigkeit@bva.bund.de](mailto:staatsangehoerigkeit@bva.bund.de)

### Telephone numbers

+49 22899358-44828 or +49 221 758-44828

(Inquiries service for people from Armenia, Austria, Azerbaijan, Belarus, Czechia, Estonia, France, Georgia, Kazakhstan, Kyrgyzstan, Latvia, Lithuania, the Republic of Moldova, Poland, the Russian Federation, Tajikistan, Turkmenistan, Ukraine, the United Kingdom, Uzbekistan)

+49 22899358-44833 or +49 221 758-44833

(Inquiries service for people from all other countries)

available

Monday to Thursday 8.00 a.m. to 4.30 p.m., and  
Friday

8.00 a.m. to 3.00 p.m.

Fax numbers

+49 22899358-28446 or +49 221758-28446

# Annex

## Overview of the main ways in which it is / used to be possible to acquire German citizenship

German citizenship is / used to be acquired by

**descent**

**from a German father**

- for children born in wedlock on or after 1 January 1914
- for children born out of wedlock on or after 1 July 1993

→ Complete Appendix V for the German parent

**from a German mother**

- for children born out of wedlock on or after 1 January 1914
- for children born in wedlock between 1 January 1964 and 31 December 1974 (if they would otherwise have been stateless) on or after 1 January 1975

Complete → Appendix V for the German adoptive parent

**adoption as a minor**

on or after 1 January 1977 by at least one German adoptive parent (father and/or mother)

**birth in Germany**

on or after 1 January 2000 to non-German parents, at least one of whom meets certain further conditions relating to residence law

**naturalisation**

by being issued with a certificate of naturalisation

**declaration**

by being issued with a certificate attesting to acquisition by declaration

by being issued with a certificate of resettler status under section 15 of the Federal Expellees Act

on or after 1 August 1999

Other ways in which it is / used to be possible to acquire German citizenship are as follows:

**legitimation**

when a person's parents married (after that person was born) between 1 January 1914 and 30 June 1998, and the father was German

→ Complete Appendix V for the German father

**marriage to a German spouse**

which took place between 1 January 1914 and 31 March 1953

Complete → Appendix V for the German spouse



## **appointment as a civil servant in the German system**

**if the appointment papers were issued before 1 September 1953** (this only applies to certain timeframes and varies regionally)

### **option**

**in connection with the post-First World War changes to the territories of the following states:**

- **Belgium (Eupen-Malmedy, Moresnet)**
- **Lithuania (Memel Territory)**
- **Denmark (Northern Schleswig)**
- **Poland (Upper Silesia, Posen-West Prussia) and Gdansk**
- **Czechoslovakia (Hultschin area)**

### **service in the former German Wehrmacht and other organisations**

**where a certificate confirming German nationality was issued before 26 February 1955**

### **collective naturalisation**

**in connection with the 1938-1943 changes to the territories of the following states:**

- **Yugoslavia (Lower Styria, Carinthia, Carniola)**
- **Lithuania (Memel Territory)**
- **Poland and Gdansk (incorporated eastern territories)**
- **Ukraine (Reich Commissariat of Ukraine)**
- **Czechoslovakia (Sudetenland, Protectorate of Bohemia and Moravia)**

### **acquisition of GDR citizenship**

**succession as a person with the status of being German, with effect from 1 August 1999**