

### Application procedure for the birth certificates of your newborn child



Certified Breast Centre according to DKG/DGS -  
Certified Centre for Familial Breast and Ovarian Cancer  
according to DKG -  
Certified Gynaecological Cancer Centre according to  
DKG -  
Certified Endometriosis Centre according to SEF and  
EEL -  
Level I Perinatal Centre -  
Centre for Gynaecological Endocrinology  
and Reproductive Medicine

1. Please **register** on the **following day after the birth**

**Where?** Inpatient admission to the gynaecological clinic (building C15, ground floor / level 0 / room **200**)

**When?** From 9.00 am

2. You will receive the *birth announcement* ("Geburtsanzeige") of your child

- Please **read** this *birth announcement* carefully to avoid mistakes in advance.
- In the event of errors or the need for improvements: please **correct** these by hand and countersign, especially in the case of name changes and/or additions to the name of the newborn child
- Please **sign** the *birth announcement*  
→ Signature by father **AND** signature by mother

3. Please **hand in** the birth announcement **in person within 3 working days of your child's birth**

**Where?** Inpatient admission to the gynaecological clinic (building C15, ground floor / level 0 / room **200**)

**When?** Submission possible:

Mon - Thu	7.00 am - 2.30 pm
Fri	7.00 am - 1.00 pm

Outside of these times: at the gynaecological clinic gate in an envelope

**Please note!** Please do **NOT take the birth announcements home with you, but rather hand them in at the clinic!**

4. After processing by the registry office (Standesamt), the *birth certificates* shall be returned to the gynaecological clinic with the necessary documents and can then **be collected** from us.

For parents from Würzburg:

Please **call** us **approx. 2 weeks after the birth** to find out whether your *birth certificates* can be collected.

**When?** 12.00 pm - 2.30 pm

**Where?** Tel. 0931- 201 - 25260

For parents living outside Würzburg:

We will automatically send the *birth certificates* to your home by way of registered post.

Many thanks. The team at the Gynaecological Clinic – Inpatient Admission  
Should you have any questions: Tel. 0931- 201 - 25260



## Information on applying for the birth certificate of your newborn child

The *birth announcement* is a written notification of the birth by the University Hospital of Würzburg at the registry office. This is the most important basis for issuing the *birth certificate* – no birth certificate can be issued without a fully completed and signed birth notification.

The University Hospital Würzburg will automatically apply for the 3 free *birth certificates* for the authorities (parental allowance, child benefit, health insurance) at the registry office, which you can then collect from us.

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### The following documents are required after the *birth*

**\*\* IMPORTANT: Bring all documents in their ORIGINAL \*\***

**Please note!** In cases involving *foreign documents*, a translation recognised in Germany (or an international copy) must also be submitted.

#### 1. If you are married:

- Married before 31.12.2008: certified copy from the Family Register (“Familienbuch”)
- Married after 01.01.2009: Marriage certificate
- Additionally, only for marriages *outside* Bavaria:
  - Birth certificate of mother +  Birth certificate of father
- Valid ID/passport/passport of mother
- Valid ID/passport/passport of father

#### 2. If you are not married or if you are divorced:

- In the case of the father’s last name in accordance with the custody declaration or the granting of a name
- Recognition of paternity
- Divorce judgement, legally binding
- Marriage certificate from the previous marriage
- Birth certificate of the mother
- Birth certificate of the father
- Valid ID/passport/passport of mother
- Valid ID/passport/passport of father

**\*\* IMPORTANT: Bring all documents in their ORIGINAL \*\***