

# REGISTRATION

Any person moving into a dwelling has to register with the registration office within two weeks. The legal basis for collecting the following data is section 23 paragraph 1 of the Federal Registration Act (Bundesmeldegesetz - BMG). Any violation is on pain of a fine pursuant to section 54, paragraph 2 of the Federal Registration Act. **Before filling in this form, please read the instructions** on p. 2 as well as the **notes under data protection law** on how to **file objections**.

<b>New address</b>	Date of moving in:		<b>Old address</b> (Leave empty if old residence is being retained)
Post code, municipality		Postcode, municipality, state (if you are moving from abroad, name the country)	
Part of such municipality, street, house number (+suffix), apartment number		Street, house number (+suffix), apartment number	
		If you are moving from abroad, last address on German territory	

Name and address of the apartment owner and, if he/she is not your landlord, please provide name and address of your landlord

---

Zu lfd. Nr.	<b>Only fill in if the persons listed below have other addresses on German territory apart from the new place of residence.</b> Postcode, municipality, street, house number
	For married couples not permanently living apart: <b>Which address is mainly used by the family or by the married/registered couple?</b> Until now: _____ In future: _____
	For minors: <b>Which address is mainly used by the parents/guardians?</b> Until now: _____ In future: _____
	For all other persons: <b>Which address is mainly used?</b> Until now: _____ In future: _____

Lfd. Nr.	This registration is for the following persons: Family name (and name at birth, if different)	First name(s) (underline name used)	Date of birth DD MM YY
1		<input type="checkbox"/> M <input type="checkbox"/> F	
2		<input type="checkbox"/> M <input type="checkbox"/> F	
3		<input type="checkbox"/> M <input type="checkbox"/> F	
4		<input type="checkbox"/> M <input type="checkbox"/> F	

Lfd. Nr.	Place of birth (municipality, county, country if abroad)	Civil status*) since DD MM YY	Place of marriage/creation of registered partnership	Religion (**)	Nationality/-ies
1					
2					
3					
4					

Zu lfd. Nr.	Address on 1 September 1939	**) Public religious society	**) marital status LD = unmarried VH = married VW = widowed GS = divorced LP = registered partnership LV = partner deceased LA = registered partnership dissolved

Lfd. Nr.	Identity card / passport / passport substitute	Type***	Serial number	Issued by	Date of issue DD MM YY	Expiry date DD MM YY
1						
2						
3						
4						

Zu lfd. Nr.	Only fill in if spouse (E)/registered partner (LP)/former spouse/LP if widowed children under 18 (K) and their parent(s) or guardian(s) (statutory representative) are not being registered, or are being registered on a separate form.			
	E / LP / K / statutory representative	Family name(s), first name(s)	Date of birth	Postcode, municipality, street, house number

Place, date Heidelberg,	Signature of person registering
----------------------------	---------------------------------

# Instructions on Registration Form

## 1. Appeal against the transmission of data to the Federal Office of Personnel Management of the Federal Armed Forces

Reference to the right of appeal against the transmission of data in accordance with section 58c paragraph 1, Legal Status of Military Personnel Act, is made in accordance with section 36 paragraph 2 sentence 1, Federal Registration Act. This applies only to the registration of persons with German citizenship who have not attained the age of 18 years.

Under section 58b of the Legal Status of Military Personnel Act women and men who are Germans in accordance with the Basic Law can commit themselves to doing voluntary military service, subject to their fitness for military service. For the purpose of sending information material, the registration offices provide, in accordance with section 58c paragraph 1 of the Legal Status of Military Personnel Act, the Federal Office of Personnel Management of the Federal Armed Forces annually by 31 March with the following data concerning German nationals who will reach the age of 18 in the following year:

1. Family name
2. First names
3. Current address.

Appeals result in the non-transmission of data. The appeal shall be submitted to the registration office of the sole or main residence. It applies until revocation.

## 2. Appeal against the transmission of data to a public religious community by a family member of this public religious community

Reference to the right of appeal against the transmission of data in accordance with section 42 paragraph 2, Federal Registration Act, is made in accordance with section 42 paragraph 3 sentence 2, Federal Registration Act.

If members of a public religious community have family members who do not belong to the same or to any public religious community at all, the registration office may communicate the following data in accordance with section 42 paragraph 2 Federal Registration Act:

1. First name and family name(s)
2. Date and place of birth
3. Sex
4. Membership of a public religious community
5. Current address(es)
6. Legal ban on the communication of data in accordance with section 51 Federal Registration Act and
7. Date of death.

The appeal against the communication of data does not prevent the transfer of data to the public religious community for the purpose of raising taxes in accordance with legislation. This purpose limitation will be communicated to the addressee of the data. The appeal shall be submitted to the registration office of the sole or main residence. It applies until revocation.

## 3. Appeal against the transmission of data to political parties or groups of voters for elections and referenda etc.

Reference to the right of appeal against the transmission of data in accordance with section 50 paragraph 1, Federal Registration Act, to political parties, groups of voters and other bodies putting up candidates in connection with elections and referenda at state and local level is made in accordance with section 50 paragraph 5, Federal Registration Act.

In accordance with section 50 paragraph 1, Federal Registration Act, in the six months prior to national, state and local elections as well as referenda, the registration office may provide political parties, groups of voters and other bodies putting up candidates with certain data retrieved from the municipal registry as specified in section 44 paragraph 1 sentence 1 of the Federal Registration Act related to the age of inhabitants eligible to vote. The dates of birth of the voters may not be revealed in this connection. The person or authority to whom/which these data are provided may use these data solely for the purpose of campaigning for an election or a referendum and has to delete or destroy them within one month after the election or referendum. Appeals result in the non-transmission of data. The appeal shall be submitted to the registration office of the sole or main residence. It applies until revocation.

## 4. Appeal against the transmission of data about special birthdays or wedding anniversaries to elected officials, press or broadcasters

Reference to the right of appeal against the transmission of data in accordance with section 50 paragraph 2, Federal Registration Act, is made in accordance with section 50 paragraph 5, Federal Registration Act.

Upon request by elected officials, press or broadcasters, the registration office may, in accordance with section 50, paragraph 2, Federal Registration Act, communicate the following data to them:

1. Family name
2. First names
3. Doctoral degree
4. Address and
5. Date and type of jubilee event.

Special birthdays are the 70th birthday, every 5th birthday following the 70th birthday and, starting with the 100th birthday, every birthday thereafter; wedding anniversaries are the 50th and every wedding anniversary thereafter. Appeals result in the non-transmission of data. The appeal must be lodged with every registration office where the individual is registered. It applies until revocation.

## 5. Appeal against the transmission of data to directory publishers

Reference to the right of appeal against the transmission of data to directory publishers in accordance with section 50 paragraph 3, Federal Registration Act, is made in accordance with section 50 paragraph 5, Federal Registration Act.

In accordance with section 50, paragraph 3, Federal Registration Act, the registration office may communicate the following data about residents who have completed the age of 18:

1. Family name
2. First names
3. Doctoral degree and
4. Current addresses.

The transmitted data may only be used for publishing directories (address directories in book form). Appeals result in the non-transmission of data. The appeal must be lodged with every registration office where the individual is registered. It applies until revocation.

## 6. Instruction regarding section 202a of the German Penal Code (StGB) in accordance with section 23 paragraph 5 Federal Registration Act

An instruction is made in accordance with section 23 paragraph 5 Federal Registration Act if the registering person is registering several persons in accordance with section 23 paragraph 5 Federal Registration Act: "By signing this document you confirm that you are entitled to receive the data of all persons registered on the registration form (*in German: "Anmeldung"*) liable to register. The unauthorized receipt of data by pretending to have an authorization represents a criminal offence that shall be liable to imprisonment not exceeding three years or a fine under section 202a of the German Criminal Code."

## 7. Reference on the grounds of federal state data protection laws

In accordance with federal state data protection law references may be mandatory when collecting registration data. This applies to federal state regulations allowing the collection, processing and utilization of data exceeding the ones specified in section 3 Federal Registration Act for performing tasks of the federal states. The data protection law of the federal state contains information duties in cases where personal data are obtained from the data subject. In this case the data subject shall be informed of the use of the information collected. In cases where data transmission is planned, the obligation to inform comprises also the addressee of the data. If the data are collected on the basis of a regulation the data subject shall be informed about this regulation in a suitable way. In cases where there is an obligation to provide information or the information is a prerequisite for favourable treatment, the person concerned shall be informed about this or about the fact that the information is voluntary.

## 8. Reference to further possibilities of blocking data

When information blocks are being registered, the registration office will inform the person concerned about other investigation possibilities by third parties so that the person concerned can take further protection measures if applicable. The applicant shall be made aware of the fact that his or her data are possibly registered with other public authorities such as the tax office, the youth office or the court and that there may be further possibilities to block data. This includes the possibility of blocking data in other public registers such as the central register of foreign nationals or the central vehicle register. If there are indications that a woman is threatened, for example, by domestic violence, forced prostitution or "violence in the name of honour" the registration office should point out the nationwide "Violence against women" help line of the Federal Agency for Family and Civil Tasks ([www.hilfetelefon.de](http://www.hilfetelefon.de), phone 08000116016) to them.

## Allgemeine Informationen zur Datenverarbeitung nach Art. 13 DS-GVO

Vielen Dank für die Nutzung der Onlinedienste der Stadt Heidelberg.

An dieser Stelle erhalten Sie vorab allgemeine Informationen nach Art. 13 der Europäischen Datenschutz-Grundverordnung (DS-GVO) zur Verarbeitung personenbezogener Daten durch die Stadt Heidelberg im Rahmen des Online-Prozesses.

Die Datenschutzhinweise zum konkreten Vorgang mit Informationen über den Zweck der Datenverarbeitung, die Rechtsgrundlage, die verarbeiteten Daten und die Datenempfänger sind entweder dem aufgerufenen Formular beigefügt oder können direkt bei der Stadt Heidelberg angefordert werden.

Alle wichtigen Informationen für Sie im Überblick:

### **Verantwortliche Stelle im Sinne der DS-GVO**

Stadt Heidelberg

Marktplatz 10

69117 Heidelberg

info@heidelberg.de

### **Kontaktdaten der Datenschutzbeauftragten**

Datenschutzbeauftragte der Stadt Heidelberg

Rohrbacher Str. 12

69115 Heidelberg

Tel.: 06221 58-12580

datenschutz@heidelberg.de

### **Zweck der Datenverarbeitung**

Wir verarbeiten Ihre personenbezogenen Daten nur zu den in den jeweiligen Datenschutzhinweisen genannten Zwecken.

### **Rechtsgrundlage für die Datenverarbeitung**

Die mit dem Formular erhobenen Daten werden – abhängig vom vorliegenden Vorgang verarbeitet – auf Grund von:

- 
- Art. 6 Abs. 1 a) DS-GVO bei Datenerhebung auf freiwilliger Basis mit Einwilligung
- 
- Art. 6 Abs. 1 b) DS-GVO zur Erfüllung eines Vertrages oder vorvertraglicher Maßnahmen
- 
- Art. 6 Abs. 1 c) DS-GVO bei einer rechtlichen Verpflichtung
- 
- Art. 6 Abs. 1 e) in Verbindung mit einer spezialgesetzlichen Grundlage oder § 4 Landesdatenschutzgesetz Baden-Württemberg bei öffentlichem Interesse oder öffentlichen Aufgaben
- 

### **Datenspeicherung**

Ihre Daten werden auf besonders geschützten Servern bei unserem Dienstleister bzw. Auftragsverarbeiter Komm.ONE und bei der Stadt Heidelberg verarbeitet.

Ihre personenbezogenen Daten werden so lange gespeichert, wie dies für die Bearbeitung Ihres Anliegens erforderlich ist. Wir beachten zudem die Speicher- und Löschfristen aufgrund gesetzlicher Vorgaben. Nach Ende der Speicherfrist werden die personenbezogenen Daten gelöscht.

### **Ihre Rechte**

Unter den angegebenen Kontaktdaten können Sie folgende Rechte ausüben:

-

- Recht auf Auskunft, welche personenbezogenen Daten verarbeitet werden (Art. 15 DS-GVO)
- 
- Recht auf Berichtigung unrichtiger Daten (Art. 16 DS-GVO)
- 
- Recht auf Löschung (Art. 17 DS-GVO)
- 
- Recht auf Einschränkung der Verarbeitung (Art. 18 DS-GVO)
- 
- Recht auf Datenübertragbarkeit (Art. 20 DS-GVO)
- 
- Recht auf Widerspruch (Art. 21 DS-GVO)
- 

Wenn Sie eines dieser Rechte ausüben möchten, finden Sie die genauen Voraussetzungen in den genannten Artikeln der DS-GVO.

Weiterhin haben Sie ein Recht auf Widerruf bei Einwilligung nach Art. 7 DS-GVO, wenn Sie in die Verarbeitung durch eine entsprechende Erklärung eingewilligt haben.

Die Einwilligung kann jederzeit für die Zukunft widerrufen werden.

#### **Beschwerderecht bei der Aufsichtsbehörde:**

Sie können sich außerdem beim Landesbeauftragten für den Datenschutz und die Informationsfreiheit, Postfach 10 29 32, 70025 Stuttgart, [poststelle@lfdi.bwl.de](mailto:poststelle@lfdi.bwl.de) beschweren.

Onlinebeschwerde: <https://www.baden-wuerttemberg.datenschutz.de/online-beschwerde/>

#### **Pflicht zur Bereitstellung der Daten, Folgen der Nichtbereitstellung**

Sie sind nicht verpflichtet, Ihre Daten anzugeben. Wenn Sie die Daten nicht angeben, kann allerdings Ihr Anliegen nicht online bearbeitet werden.

#### **Besonderheiten bei der Nutzung von Online-Diensten**

Bei Nutzung unserer Online-Dienste können Sie Verwaltungsdienstleistungen elektronisch abwickeln. Diese Nutzung unterliegt Ihrer freien Entscheidung.

Weitere ausführliche Informationen zum Datenschutz auf den Webseiten der Stadt Heidelberg finden Sie unter: [www.heidelberg.de/datenschutz](http://www.heidelberg.de/datenschutz)

Die Stadt Heidelberg stellt diese Dienste nur bereit, wenn Sie in die elektronische Verarbeitung Ihrer Daten explizit einwilligen (Art. 6 Abs. 1 a) DS-GVO):

Hiermit versichere ich, der Erhebung und der Verarbeitung meiner Daten zuzustimmen und über meine Rechte belehrt worden zu sein.