

First steps

Citizens of the European Union, citizens of Iceland, Liechtenstein, Norway and Switzerland

Steps	Where?	Documents required?	Deadline?
1.) Registration of residence and address	Einwohnermeldeamt (Bürgeramt or Rathaus) (residents' registration office)	<ul style="list-style-type: none"> • Identification card or passport of each person • Child's travel document or birth certificate of accompanying children • Vermieterbescheinigung/ Wohnungsgeberbestätigung (download online, has to be filled in by landlord) • Where required: application form (download or available at the Einwohnermeldeamt) 	Within seven days of arrival
2.) Open a bank account	Bank (bank)	<ul style="list-style-type: none"> • Identification card or passport • Meldebescheinigung (certificate of registration of residence) • Depending on the account type: wage slip 	Before starting work
3.) Contract a health insurance coverage	Krankenkasse (health insurance)	<ul style="list-style-type: none"> • Switching to a German health insurance: <ul style="list-style-type: none"> • Application form of the particular insurance company • Possibly marriage certificate • Sometimes the employer takes over reporting his staff to the health insurance or • For posted workers: Possibly maintenance of health insurance coverage from the home country: consultation of the health insurance in home country (form 1 or 101) 	Before starting work
4.) Deliver documents to your new employer	Employer	<ul style="list-style-type: none"> • Banking details • Steuerliche Identifikationsnummer (tax file number) 	
5.) Rundfunkbeitrag (broadcasting fees)	Online: www.rundfunkbeitrag.de	<ul style="list-style-type: none"> • Fill in application form online or download it and send by mail 	After moving in
6.) possible application for child benefit	Familienkasse der Agentur für Arbeit (family benefits office at the Employment Agency)	<ul style="list-style-type: none"> • Application form • Haushaltsbescheinigung der Meldebehörde (household certificate of the registration office, same office as in step 1) • Steuerliche Identifikationsnummer (IdNr) of both yourself and your children (see box below) <ul style="list-style-type: none"> ➔ Children over 18 years: • certificate of registration at a school, vocational training or university • proof of child's income • if necessary: further documents will be requested by mail (watch the deadline in the letter) 	

7.) Possible contract with a personal liability insurance	Insurance company	<ul style="list-style-type: none"> • Application form of the particular insurance company 	
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What you do not have to do:

- Newly arrived immigrants receive with their registration of residence and address automatically by mail their **steuerliche Identifikationsnummer (IdNr, tax file number)** within three months.
- Being a member of a compulsory health insurance, you automatically receive your **Versicherungsnachweisheft** with your **social security number (Sozialversicherungsnummer)** by mail. Your health insurance will forward the notification to the other social insurance agencies.

Although it is our interest to supply information as correct and recent as possible, we cannot guarantee the contents' accuracy and completeness. If you have questions or suggestions, you can contact the Team of the Welcome Center Heilbronn-Franken at any time.

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