

# First steps

## Third-country nationals

Steps	Where?	Documents required?	Deadline?
1.) <b>Registration of residence and address</b>	Einwohnermeldeamt (Bürgeramt or Rathaus) (residents' registration office)	<ul style="list-style-type: none"> <li>• Passport with visa in it (of each person)</li> <li>• Child's travel document or birth certificate of accompanying children</li> <li>• Vermieterbescheinigung/ Wohnungsgeberbestätigung (download online, has to be filled in by landlord)</li> <li>• Where required: application form (download or available at the Einwohnermeldeamt)</li> </ul>	Within seven days of arrival
2.) <b>Open a bank account</b>	Bank (bank)	<ul style="list-style-type: none"> <li>• Identification card or passport</li> <li>• Meldebescheinigung (certificate of registration of residence)</li> <li>• Depending on the account type: wage slip</li> </ul>	Before starting work
3.) <b>Contract a health insurance coverage</b>	Krankenkasse (health insurance)	<ul style="list-style-type: none"> <li>• Application form of the particular insurance company</li> <li>• Marriage certificate (where applicable)</li> <li>• Sometimes the employer takes over reporting his staff to the health insurance</li> </ul>	Before starting work
4.) <b>Apply for a residence permit for the purpose of taking up employment (temporary residence permit or Blue Card)</b>  If you don't have a visa for the purpose of employment, contact the local Ausländerbehörde to find out under what conditions you can work in Germany	Ausländerbehörde	<ul style="list-style-type: none"> <li>• Application form</li> <li>• Passport with the visa in it (of each person)</li> <li>• Meldebescheinigung der Stadt (certificate of registration of residence)</li> <li>• Biometric passport picture</li> <li>• Proof of adequate means for defray of livelihood (e.g. employment contract)</li> <li>• Proof of the job or of the job offer</li> <li>• Certificate of the membership in a health insurance company (of each person)</li> <li>• Rental agreement</li> <li>• Money (in order to pay the fees)</li> <li>• Documents of the ZAV (Zentrale Auslands- und Fachvermittlung der Agentur für Arbeit) if they exist</li> <li>• Marriage licence (where applicable)</li> <li>• Birth certificate of the children and document certifying enrolment of school age children</li> <li>• Custody certification in the case of divorced parents</li> </ul>	Not later than two months before the expiry date of your visa, it is best directly after entering Germany  Citizens of countries without visa requirements*: during the non-visa period and before starting work
5.) <b>Deliver documents to your new employer</b>	Employer	<ul style="list-style-type: none"> <li>• Banking details</li> <li>• Residence title that allows taking up employment</li> <li>• Steuerliche Identifikationsnummer (tax file number)</li> </ul>	
6.) <b>Rundfunksbeitrag (broadcasting fees)</b>	Online: <a href="http://www.rundfunkbeitrag.de">www.rundfunkbeitrag.de</a>	<ul style="list-style-type: none"> <li>• Fill in application form online or download it and send by mail</li> </ul>	After moving in

7.) Possible application for <b>child benefits</b>	Familienkasse der Agentur für Arbeit (family benefits office at the Employment Agency)	<ul style="list-style-type: none"> <li>• Application form</li> <li>• Haushaltsbescheinigung der Meldebehörde (household certificate of the registration office, same office as in step 1)</li> <li>• Steuerliche Identifikationsnummer (IdNr) of both yourself and your children (see box below)</li> <li>• Children over 18 years:</li> <li>• Certificate of registration at a school, vocational training or university</li> <li>• Proof of child's income</li> <li>• If necessary: further documents will be requested by mail (pay attention to the deadline in the letter)</li> </ul>	
8.) Possible contract with a <b>personal liability insurance</b>	Insurance company	<ul style="list-style-type: none"> <li>• Application form of the particular insurance company</li> </ul>	
9.) Possible <b>exchange of your driving licence for a German one</b> (here: all categories of passenger cars)	<p>Führerscheinstelle (generally at the Stadtverwaltung or Landratsamt)</p> <p><u>Important:</u> inform yourself on time which tests are necessary (theoretical and/or practical), as this also depends on the country of origin</p>	<ul style="list-style-type: none"> <li>• Identification card or passport of each person</li> <li>• Meldebescheinigung der Stadt (certificate of registration of residence)</li> <li>• Biometric passport picture</li> <li>• Certified translation of your home license (e.g. translated by the ADAC)</li> <li>• Proof of the date you were first licensed (if not mentioned on your home licence)</li> <li>• Attestation of an eye test</li> <li>• Proof that you have received instruction of immediate life-saving aid</li> <li>• Name the Fahrschule (driving school) where you take your written and practical exams (if you have to take them again)</li> </ul>	No later than 6 months after entering Germany (during these 6 months you can drive with your home licence which must be either translated into German or you must carry an International Driving Permit), after 6 month also the international driving licence cannot be used anymore

\* Overview of visa requirements/exemptions for entry into Germany: [http://www.auswaertiges-amt.de/EN/EinreiseUndAufenthalt/StaatenlisteVisumpflicht\\_node.html](http://www.auswaertiges-amt.de/EN/EinreiseUndAufenthalt/StaatenlisteVisumpflicht_node.html)

### 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)** 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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