

Work-Life-Service Checklist Administrative tasks before and after the birth

Maternity allowance / *Mutterschaftsgeld*

Where? Statutory health insurance (*gesetzliche Krankenkasse*) for mothers with statutory health insurance or Federal Social Security Office (*Bundesamt für Soziale Sicherung*) for mothers with private/family health insurance. From a net wage of € 390 you are entitled to an additional employer's allowance.

When? From the 33rd week of pregnancy.

Required documents: Two certificates from the gynecologist about the pregnancy or expected date of birth – one for the health insurance company or *Bundesamt für Soziale Sicherung* and one for the employer.

Parental leave / *Elternzeit*

Where? Your employer.

When? At least 7 weeks before the planned start of parental leave.

Required documents: Written application indicating the time frame/s of your parental leave.

Parental allowance / *Elterngeld*

Where? Parental allowance office.

When? After receiving the birth certificate – max. 3 months after the birth.

Required documents usually: See the end of this document.

Acknowledgement of paternity / *Vaterschaftsanerkennung (if not married)*

Where? Registry office (*Standesamt*), youth welfare office (*Jugendamt*), local court (*Amtsgericht*) or notary (Notar).

When? Possible before or after birth. Personal consent of the mother is necessary.

Required documents usually:

- ✓ birth certificate or certificate of descent of both parents or certified copy from the family register
- ✓ ID cards
- ✓ if existing the birth certificate of the child
- ✓ written consent of the mother, if not present

Birth certificate / Geburtsurkunde

Where? Registry office of the place of birth or hospital (some hospitals take over the registration).

When? Within a week after birth.

Required documents usually:

If parents are married:

- ✓ Birth certificate from the hospital
- ✓ Copy of ID or passport of both parents
- ✓ Birth certificates of both parents and previous children
- ✓ Marriage certificate or *Lebenspartnerschaftsurkunde* (civil partnership certificate) or certified copy from the family register

If parents are not married:

- ✓ Birth certificates of both parents
- ✓ If divorced: Marriage certificate and divorce decree
- ✓ Acknowledgement of paternity, consent of the mother

Registration at the *Einwohnermeldeamt* (Residents Registration Office)

Where? *Einwohnermeldeamt* of the parents' place of residence

When? Earliest possible after birth.

Required documents usually:

- ✓ Birth certificate of the child
- ✓ Identity card or passport of the parents
- ✓ If applicable, certificate of acknowledgement of paternity



Health insurance / *Krankenversicherung*

Where? Health insurance company of a parent.

When? Once birth certificate is available.

Required documents usually:

Inform the health insurance company by telephone, which usually sends a form and requires the birth certificate as proof.

Child benefit / *Kindergeld*

Where? *Familienkasse der Agentur für Arbeit* (Family fund of the employment agency)

When? After receiving the child's birth certificate and tax ID. Child benefit can be determined retroactively for up to four years. However, retroactive payment is only possible for the last six months before receipt of entry.

Required documents usually:

- ✓ Application form
- ✓ Birth certificate of the child
- ✓ Tax ID of the parents and the child

Child passport / *Kinderreisepass*

Where? *Einwohnermeldeamt* (Residents Registration Office)

When? If needed for travel: after receiving birth certificate.

Required documents usually:

- ✓ Biometric passport photo
- ✓ Cash (cash payment possibly with fee) / EC card
- ✓ Consent of both parents, power of attorney: if only one present
- ✓ Identity cards or passports of both parents
- ✓ In case of sole custody / joint custody in case of unmarried parents: Proof of custody e.g. custody order, declaration of custody and similar.

Childcare place / *Kinderbetreuungsplatz*

Where? *Jugendamt* or respective counseling center for child care (*Fachberatungsstelle Kinderbetreuung*) of the place of residence

When? Find out about the local search process before the birth and about child care institutions in your preferred areas. Applications might be possible before the birth, though they are usually only possible after the birth.

Required documents usually:

Which documents are required depends on the community and/or the child care institution. Usually information on this can be found on the respective websites or via directory assistance.

Checklist application for parental allowance

The following documents are required in addition to the application form for parental allowance signed by both parents:

- ✓ Birth certificate of the child from the registry office or birth certificate from hospital/midwife
- ✓ For children born outside the European Union: a certified German translation of the birth certificate
- ✓ For each parent applying for parental allowance, proof of income and/or the last available income tax assessment for the last twelve months prior to the maternity leave or birth
- ✓ The certificate of the statutory health insurance company about the granting (or refusal) of maternity benefit (*Mutterschaftsgeld*) before and after childbirth
- ✓ The certificate from the employer about the maternity allowance (*Zuschuss zum Mutterschaftsgeld*) after the birth
- ✓ If you wish to work part-time while receiving parental allowance, a confirmation of working hours from your employer or, in the case of self-employed persons, a declaration of the intended working hours
- ✓ Copy of identity card of both parents
- ✓ For recipients of *Arbeitslosengeld I* and child allowances (*Kinderzuschlägen*), all notifications of approval from the previous year
- ✓ In case of entitlement to sibling bonus for older siblings, the existing parental allowance certificates

In individual cases, further documents may also be required.

Work-Life-Service

If you have any further questions, simply contact us at

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