

Requesting information from the German population register - "Melderegister"



In general

In Germany, each municipality has its own population register. For the time being, there is no overarching central register. As a result, each municipality can only access information from the population register on its own registered residents.

Dutch and Belgian (administrative) bodies can retrieve data from the municipal population register in a German municipality by means of a digital or written request - a '*Melderegisterauszug*'.

For this purpose, the Dutch/Belgian administrative body needs a (current or old) address in Germany to determine to which municipal population register the application must be submitted.

Purpose of the information request

A request to the population register can serve two purposes:

- Address verification: The foreign (administrative) body wants to verify a given address.
- Retrieve the current registration address: The foreign administrative body has an old registration address and wants to find out the current registration address.

Address verification

- Check address registration

If a Belgian or Dutch (administrative) body has a German residential or postal address of which it wishes to check whether the person is actually registered, it may be possible to request an address verification.

By way of illustration: A Dutch municipality has an outstanding claim against a person residing in Germany. The person does not respond to written requests for payment. The Dutch municipality wants to have the person actually registered at the address given.

- Local investigation

A Dutch or Belgian (administrative) body can also ask a German municipality to conduct a local investigation to find out whether the person actually lives at the registered address. However, the municipalities only do this if they have sufficient staff. A separate fee is charged for this request.

Retrieve current registration address on the basis of an old address

If the Dutch municipality has a former address for the person in Germany, it is possible to find out the current registration address. The Dutch municipality can then send a request from the Melderegister to the relevant German municipality where the person has lived. On the basis of that request, the German municipality may refer the Dutch municipality to the municipality to which the person moved at the time. Although it requires some effort, this way it is possible to find out a person's current registration address step by step.

The details of removals are kept for a fixed period of time. The retention periods vary from state to state in Germany. This is usually a period of five years. After the storage period has elapsed, the data is destroyed. For more information, see 'storage periods'.

Application procedure

In order to obtain information from the population register, it is necessary to identify the person concerned. For this purpose, the first name, surname, address and/or date of birth of the requested person are required. It must also always be confirmed that the data will not be used for advertising and address details.



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Two types of applications

There are two types of application:

1. Basic information - '*einfache Melderegisterauskunft*'

The request of this information provides basic information on first and last names and addresses. Practical experience has shown that this information can also be requested by private individuals, in addition to certain government agencies. An application by a foreign government institution is treated as an application by an individual. For an address verification, an application for simple information is sufficient.

2. Extensive information - '*erweiterte Melderegisterauskunft*'

Comprehensive information will only be provided if a legitimate interest is demonstrated (e.g. a legal claim). Then, in addition to the simple information mentioned above, information can be provided on:

Previous first and last names / Date and place of birth / Legal representatives / Nationality / Previous addresses / Date of moving in and out / Marital status / First name, surname and address of spouses / Date and place of death.

The identified person shall immediately be informed of the provision of comprehensive information, indicating the recipient of the data. This does not apply if a legal interest can be demonstrated.

Form

A written request must be submitted for information from the population register. In the case of large municipalities (e.g. Aachen, Bonn, Cologne) the information can be requested electronically.

The law does not stipulate the form in which information from the population register must be provided. The municipality may provide the information to the applicant in writing or orally.

Costs

Information from the population register is subject to a fee and usually has to be paid in advance. The fee varies from one municipality to another (15 euros, e.g. in Cologne for an '*erweiterte Meldeauskunft*').

Storage periods

Registration data of removals and deceased are usually deleted after five years. If the address details are older than five years, an application can be made to obtain archive information. The data in the archive are deleted after 25 to 30 years.

Commercial services

If it is not clear to which municipal registration office ('Meldeamt') the request for information should be addressed, the possibility exists to use commercial services such as Das Datenhaus (www.das-datenhaus.de). Each application is subject to a fee.

Format - enquiries

EURIEC has developed two standard formats for the application of the "einfache Melderegisterauskunft + örtliche Ermittlungen" and a "erweiterte Melderegisterauskunft". These documents can be downloaded from the website.

Vragen of meer informatie?

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