Checklist: Organisational matters after the birth

What parents have to do after the birth – all the essentials at a glance

TIPS

For unmarried parents:
Also read Checklist for custody and child support

For rainbow families:
The Schwulen- und Lesbenverband in Deutschland (Lesbian and Gay Federation in Germany) (LSVD) and the Regenbogenportal (Rainbow Portal) provide information on legal issues related to starting a family.

Who and when?	What?	Where? Who to contact?	Further information
○ **A custodial parent** (In many cases, this is also done by the maternity hospital) Within 1 week of the birth	**Registration of the child** at the Standesamt (Registry Office). The birth certificate is issued there. **NOTE** The Standesamt automatically takes care of the registration with the Einwohnermeldeamt (Resident's Registration Office).	Standesamt responsible for the place of birth of the child **NOTE** The registration of children with differences in sexual development can be found here	The documents required depend on the marital status and nationality, amongst other things. Please ask your local Standesamt. **NOTE** If you have not yet decided on a name for the child at birth, you can inform the Standesamt within one month of the birth.
○ **Natural mother** As soon as possible after the birth	**Notification of the birth** In the first 8 weeks after the birth, the mother may not work due to the **maternity leave period**. After a premature or multiple birth and – upon request – after the birth of a child with a disability, the period is 12 weeks.	• Employer • Training organisation • University or school	The notification may be given in writing or verbally. Further information on "maternity leave" at familienportal.de Pupils and students may return to school or university during the protection period if they expressly wish to do so and make a corresponding declaration.

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○ **A custodial parent**	Arrange for **U health checks** to be carried out: **U1:** Directly after the birth **U2:** Between the 3rd and 10th day of life **U3:** 4th to 5th week of life The further health checks **U4–U9** follow at regular intervals up to the age of 6.	• Maternity facility • Paediatric practice from the U3 health check	U health checks take place at regular intervals up to the age of 6. Your paediatrician will examine your child's health and development and will answer your questions. It is important that you arrange the health checks within the prescribed time periods.
○ **A parent** As soon as the birth certificate is available	**Application for family health insurance** for the child	The parent's health insurance company **NOTE** In the event that one parent has private insurance and one has statutory insurance, the statutory insurance company should be consulted.	The designated copy of the birth certificate is required. If the child is to be included in the health insurance scheme of the unmarried father, acknowledgement of paternity is required.
○ **Natural mother** if they want to go on parental leave directly after the maternity leave No later than 7 weeks before the end of the maternity leave, i.e. no later than in the first week after the birth	**Notification of parental leave** **NOTE** When applying for parental leave, you must apply for the periods for which you want to take parental leave up until the 2nd birthday of the child.	Employer of the mother	The notification must be given in writing; a template is available here • Send by registered mail • If you want to work part-time during parental leave, it is best to also apply to do so directly • Further information on "parental leave" can be found at familienportal.de
○ **Natural mother** if they go to work in the first 12 months after the birth and want to breastfeed the child at the work place	Advise the employer about the breastfeeding **NOTE** You are entitled to breastfeeding breaks in the first 12 months after the birth	Employer of the mother	**NOTE** You are also entitled to breastfeeding breaks if the child is already taking baby food

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○ **Father or another person** who wants to go on paternity leave and is entitled to it No later than 7 weeks before the desired start of the paternity leave **NOTE** If the paternity leave is to begin immediately after the birth, an application is required no later than 7 weeks **before** the pregnancy due date. The protection against dismissal applies from 8 weeks before the parental leave.	**Notification of parental leave** **NOTE** When applying for parental leave, you must apply for the periods for which you want to take parental leave up until the 2nd birthday of the child. Information on who is entitled to parental leave can be found at familienportal.de	Employer of the father or the person who wants to take parental leave	The notification must be given in writing; a template is available here • Send by registered mail • If you want to work part-time during parental leave, it is best to also apply for it directly • Further information on "parental leave" can be found at familienportal.de
○ **Parents who primarily care for their child themselves** and are therefore not fully employed As soon as the birth certificate is available	Apply for **parental allowance** **NOTE** You are entitled to parental allowance if you live with the child in a household. Depending on your personal situation, basic parental allowance or parental allowance plus is more beneficial. Parental allowance offices provide advice in this respect. Information on who other than the parents is entitled to parental allowance can be found at familienportal.de	Bundeselterngeldkasse (Federal Parents' Fund)	Further information and a paternity allowance calculator can be found at familienportal.de To order or download: Brochure entitled "Parental allowance and parental leave – for births from 01.02.2021" In some federal states you can now also apply for parental allowance digitally
○ **Custodial parents** No later than 3 months after the birth	Obtain your child's tax ID from the Finanzamt (Tax Office)	Finanzamt	Your child's lifelong tax ID will be automatically sent to you and you will need it to apply for child benefit.

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○	**A parent** As soon as the birth certificate is available	Apply for **child benefit** **NOTE** In lieu of child benefit, a child allowance may be tax deductible. The Familienkasse (Family Benefits Office) calculates what is more favourable for tax purposes.	Familienkasse at the Agentur für Arbeit (Federal Employment Agency)	Further information on "child benefit" can be found at familienportal.de To order or download: Child benefit leaflet
○	**Single parent** as soon as the birth certificate is available	Apply for Lohnsteuerklasse II (tax bracket II)	Finanzamt	The application for an income tax reduction can be found at: www.formulare-bfinv.de/
○	**A parent** if the parents only have a low income As soon as the birth certificate is available	If necessary, apply for **Supplementary child allowance**	Familienkasse at the Agentur für Arbeit (Federal Employment Agency)	Further information on "Supplementary child allowance" can be found at familienportal.de
○	**A parent** if the parents only have a low income As soon as the birth certificate is available	If necessary, apply for **Housing benefit**	Bürgeramt (Citizens' Service Centre)	Housing benefit is a benefit for families with a low income. You can get housing benefit as a subsidy for the rent or for the costs of an owner-occupied home.
○	**One parent or both parents** if the parents only have a low income As soon as the birth certificate is available	If necessary, apply for **citizen's benefit**	Jobcenter (Job Centre)	The citizen's benefit is intended to cover the basic benefits for people entitled to work in Germany.
○	Pregnant women and parents with children up to the age of 3	If necessary, seek advice through the Frühe Hilfen (early childhood intervention programme)	Frühe Hilfen information centres in your area can be found here: familienportal.de	The advisory services will help you if you have questions or need support during pregnancy or after the birth. Further information about the Frühe Hilfen programme can be found here: familienportal.de

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○	**Parents** who want a childcare place for their child As soon as possible after the birth	Apply for a **childcare place**	• Jugendamt (Youth Welfare Office) • Voluntary organisations (e.g. charitable organisations and church institutions)	Get advice from the Jugendamt ideally before the birth.
○	**Natural mother** As soon as possible after the birth	Register for **postnatal exercise classes**: The postnatal exercise classes begin at the earliest 8 weeks after the birth or up to 12 weeks after complications or a caesarean section. You can participate in the classes on your own or with your child.	• Midwifery practices • Physiotherapy practices	
○	**Pregnant women / parents** if they have any ailments or are ill due to the pregnancy or birth: If you have statutory insurance, you can apply for home help in certain conditions. People with private insurance must take out supplementary insurance beforehand. Your Jugendamt can also provide home help or other temporary assistance if necessary.	Apply for **home help** if necessary	• Health insurance company • Jugendamt	**NOTE** Make an application to your health insurance company before your home helper starts working. You will receive a certificate from your doctor stating the need and scope of the home help.
○	**Parents** if they have any ailments or are ill due to the pregnancy or birth	Apply for a **mother-father-child health programme**	Health insurance company	You will need a certificate from the midwife or maternity nurse stating the need. Further information on the mother-father-child health programme can be found here: familienportal.de
○	**Custodial parents** if they want to travel with the child to a foreign country requiring a passport	Apply for a **child passport**	Einwohnermeldeamt (Resident's Registration Office)/ Bürgeramt	You need your child's birth certificate.