

Letter of authorisation for submission to the registration authority (Deregistration)



**City of Munich
Department of Public
Order**

This is to certify that, I

Family name (married name)	First name(s)	Date of Birth
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authorise Ms./Mr.

Family name (married name)	First name(s)	Date of Birth
Address (zip code, city, street/place, number)		

to collect my deregistration confirmation from the registration office of Munich and, if applicable, to have the address in the German identity card(s) updated.

Place, date	Signature of the registrable person
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Letter of authorisation for submission to the registration authority

Instructions

The presentation of a letter of authorisation at the registration office is not compulsory. It merely serves as authorization to receive the deregistration confirmation and for the change in the German identity card.

The letter of authorisation shall be presented together with the the original or copy of the appointer's identity card or passport. Changes in the identity card are possible only on presentation of the original.

If no letter of authorisation is presented during deregistration, the deregistration confirmation cannot be delivered to a third party.

Contact

Service call number: +49(0)89/23396000 (general information)

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Registration form (Application for deregistration to the registration authority)



City of Munich
Department of Public Order

Please take note of the instructions for filling out the form (*). For more than 4 persons, please use more deregistration forms.

If you are leaving to live in a foreign country, you must deregister your German address. If you give up one of your several residences in Germany and you are not registering for another place of residence within Germany at the same time, you have to deregister your address. You have to submit the deregistration form (filled out and signed) at the registration office responsible for the only residence or the main residence.

The following data will be collected in accordance with the federal registration law (Bundesmeldegesetz - BMG):

Date of relocation:	Day	Month	Year			Municipality code	Date stamp of the registry office
						09 1 62 000	

Previous residence (street/place, number, floor)	New residence (street/place, number, floor)
(post code) (town, municipality)	(post code, town, municipality, county; from abroad: state)
The previous residence in Germany was	
<input type="checkbox"/> only residence <input type="checkbox"/> main residence <input type="checkbox"/> second residence	

Other residence(s)		
1	Street/Place, number	Post code, town, municipality, county
	The residence is retained as <input type="checkbox"/> main residence <input type="checkbox"/> second residence	
2	Street/Place, number	Post code, town, municipality, county
	The residence is retained as <input type="checkbox"/> main residence <input type="checkbox"/> second residence	

Pos.	Surname (family name)	Other names used in the past (e.g. birth name)	First name(s)
1			
2			
3			
4			

Pos.	Doctorate	Civil status*	Sex*	Date of birth	Place of birth (town, municipality, county; from abroad: state)
1			M W o.A.		
2			M W o.A.		
3			M W o.A.		
4			M W o.A.		

Pos.	Nationality(ies)	Religion*	Date and place of marriage/same-sex union
1			
2			
3			
4			

Legal guardian (given name, surname, doctorate, date of birth, possibly the description of legal person)
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Place, Date	Signature of the registrable person
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1 General information

- 1.1 Deregistration is only required when giving up a residence without registering another residence within Germany. In such a case, the completed and signed registration form has to be submitted to the registry office immediately after giving up your residence. The relevant authority is where your sole or main residence is.
- 1.2 Upon request, you must give the necessary information to the registration authority, appear in person and submit the necessary documents as evidence of the correctness of the information.
- 1.3 If an answer does not apply to you, please strike it out. Please mark the appropriate responses where boxes are available.
- 1.4 Basically, a separate registration form must be used for each person to deregister. Spouses, life partners, parents and children with the same past and future residence should jointly use the same registration form. It is sufficient if one of the persons to register signs the registration form. To deregister more than 4 persons, please use an additional registration form.
- 1.5 Deregistration at the registry office does not exempt you from your obligation to notify other authorities (e.g. the vehicle registration office) of your change of residence.

2 Completing the registration form

- 2.1 Relocation date: Order day - month - year
- 2.2 Only residence: If you have only one residence in Germany, then this is your exclusive residence, not your main residence.
- 2.3 Main residence: This is the residence mainly used by the inhabitant. The main residence of a married person or a resident leading a civil partnership, who does not live permanently separated from his or her family or his or her life partner, is the predominantly used residence of the family or life partner. With under-age persons, the main residence is the residence of the legal guardians. If the the legal guardians are separated, the main residence is the residence of that legal guardian, which is mainly used by the minor. Upon a corresponding request, this provision applies to persons with disabilities up to the age of 25, even if they live in an institution for the disabled. If in doubt, the predominantly used residence is where the focal point of the resident's personal relationship lies.
- 2.4 Second residence: every other residence in Germany.
- 2.5 Family name: Please state the full current family name including parts of the name.
- 2.6 Forenames: State only in the form prescribed by the laws on personal status.
- 2.7 Doctoral degree (residence within the federal territory): For registration purposes, a doctoral degree can be entered in the abbreviated form of "Dr." and "DR." without further additions (such as "med."). With honorary degrees please add one of the suffixes "hc.", "eh." or "Eh."
- 2.8 Doctorate (awarded abroad): This can be entered in the register only if the person is entitled to hold the abbreviated title of "Dr." in the Federal Republic of Germany. Due to the legal requirements of the Bavarian Higher Education Act it is not possible to make a general statement on which foreign academic degrees are affected hereof. Verification of the entitlement to hold the abbreviated title of "Dr." and have it entered in the register is only possible by submitting the original promotion certificate together with a certified translation into German thereof.
- 2.9 Date of birth: Order day - month - year
- 2.10 Gender: For the indication of sex, please use the following abbreviations:
 - M Male
 - W Female
 - N/A not stated (if it is not possible to assign either the male or female sex to the child yet, the civil status is to be entered without such a declaration (Section 22.3 of the PStG).
- 2.11 Marital status: Enter the marital status here:
 - LD Single
 - VH Married
 - VW Widowed
 - GS Divorced
 - LP Registered partnership
 - LV Life partner died
 - LA Partnership cancelled
 - EA Marriage annulled
 - LE Life partner declared legally dead
 - NB unknown
- 2.12 Nationality: If you have multiple nationalities, please state all of them; if you are stateless, please state your last nationality if applicable.

2.13 Religion: For registering purposes, merely your membership to a public religious society has to be stated. Please use the abbreviations below in the following cases:

rk	Roman Catholic
ak	Old Catholic
fa	Free religious community of Alzey
fb	Baden Free Religious State Community
fg	Palatinate Free Religious State Community
fm	Free religious community Mainz
fs	Free religious community Offenbach
-	not belonging to any tax-raising religious community
ev	Evangelical
lt	Evangelical Lutheran
rf	Evangelical Reformed
fr	French-reformed
ib	Jewish Religious Community of Baden
iw	Jewish Religious Community of Wuerttemberg
isby	National Association of Jewish communities in Bavaria
ishe	Jewish Community of Frankfurt
il	Jewish communities in the Hessian State Association
isnw	North Rhine-Westphalia: Israelite (Jewish)
jh	Jewish Community of Hamburg
isrp	Jewish religious communities of Bad Kreuznach and Koblenz
issl	Saarland: Israelite
oa	not belonging to any public religious community

If you belong to any other public religious society, please state its full name.

2.14 Legal representatives: The legal representatives have to be stated only when deregistering minors and persons for whom a caregiver has been appointed who has the right to determine the residence. This statement can be omitted in joint deregistration of parents and children.

Vollmacht zur Vorlage bei der Meldebehörde (Abmeldung)



Landeshauptstadt
München
Kreisverwaltungsreferat

Hiermit bevollmächtige ich,

Familienname (Ehename)	Vorname(n)	Geburtsdatum
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Frau/Herrn

Familienname (Ehename)	Vorname(n)	Geburtsdatum
Anschrift (PLZ, Ort, Straße/Platz, Hausnummer)		

meine Abmeldebestätigung vom Bürgerbüro München in Empfang zu nehmen und gegebenenfalls die Adresse im/in den deutschen Personalausweis/en ändern zu lassen.

Ort, Datum	Unterschrift der meldepflichtigen Person
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Hinweise

Die Vorlage einer Vollmacht bei der Meldebehörde ist nicht zwingend erforderlich. Sie dient lediglich der Empfangsermächtigung für die Abmeldebestätigung und der Änderung des deutschen Personalausweises.

Der Vollmacht ist der Ausweis oder Pass des Vollmachtgebers im Original oder in Kopie beizufügen. Änderungen des Personalausweises sind nur bei Vorlage des Originals möglich.

Liegt keine Vollmacht bei einer Abmeldung vor, kann die Abmeldebestätigung nicht an einen Dritten ausgehändigt werden.

Kontakt

Servicetelefon: 089/23396000 (allgemeine Informationen)

Meldeschein (Abmeldung bei der Meldebehörde)



Landeshauptstadt
München
Kreisverwaltungsreferat

Bitte beachten Sie die Erläuterungen zum Ausfüllen des Meldescheins (*)! Verwenden Sie bei mehr als 4 abzumeldenden Personen weitere Meldescheine.

Wenn Sie ins Ausland fortziehen, müssen Sie sich abmelden. Wird eine von mehreren Wohnungen im Inland aufgegeben und gleichzeitig keine neue Wohnung im Inland bezogen, müssen Sie die aufgegebene Wohnung abmelden. In diesen Fällen ist der ausgefüllte und unterschriebene Meldeschein, unverzüglich nach dem Auszug aus der Wohnung, der Meldebehörde die für die alleinige Wohnung oder Hauptwohnung zuständig ist, zuzuleiten.

Die nachstehenden Daten werden auf Grund des Bundesmeldegesetzes (BMG) erhoben:

Tag des Auszugs:	<table border="1"> <tr> <td>Tag</td> <td>Monat</td> <td>Jahr</td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> </table>	Tag	Monat	Jahr				<table border="1"> <tr> <td colspan="4">Gemeindegeschlüssel</td> </tr> <tr> <td>09</td> <td>1</td> <td>62</td> <td>000</td> </tr> </table>	Gemeindegeschlüssel				09	1	62	000	<table border="1"> <tr> <td>Tagesstempel der Meldebehörde</td> </tr> <tr> <td> </td> </tr> </table>	Tagesstempel der Meldebehörde	
Tag	Monat	Jahr																	
Gemeindegeschlüssel																			
09	1	62	000																
Tagesstempel der Meldebehörde																			

Bisherige Wohnung (Straße/Platz, Hausnummer, Stockwerk)	Neue Wohnung (Straße/Platz, Hausnummer, Stockwerk)
(PLZ) (Ort, Gemeinde)	(PLZ, Ort, Gemeinde, Landkreis; falls Ausland: auch Staat angeben)
Die bisherige Wohnung war im Bereich des Bundesgebietes die <input type="checkbox"/> alleinige Wohnung <input type="checkbox"/> Hauptwohnung <input type="checkbox"/> Nebenwohnung	

Weitere Wohnung(en) im Bundesgebiet					
1	<table border="1"> <tr> <td>Straße/Platz, Hausnummer</td> <td>PLZ, Ort, Gemeinde</td> </tr> <tr> <td colspan="2">Diese Wohnung ist <input type="checkbox"/> Hauptwohnung <input type="checkbox"/> Nebenwohnung </td> </tr> </table>	Straße/Platz, Hausnummer	PLZ, Ort, Gemeinde	Diese Wohnung ist <input type="checkbox"/> Hauptwohnung <input type="checkbox"/> Nebenwohnung	
Straße/Platz, Hausnummer	PLZ, Ort, Gemeinde				
Diese Wohnung ist <input type="checkbox"/> Hauptwohnung <input type="checkbox"/> Nebenwohnung					
2	<table border="1"> <tr> <td>Straße/Platz, Hausnummer,</td> <td>PLZ, Ort, Gemeinde</td> </tr> <tr> <td colspan="2">Diese Wohnung ist <input type="checkbox"/> Hauptwohnung <input type="checkbox"/> Nebenwohnung </td> </tr> </table>	Straße/Platz, Hausnummer,	PLZ, Ort, Gemeinde	Diese Wohnung ist <input type="checkbox"/> Hauptwohnung <input type="checkbox"/> Nebenwohnung	
Straße/Platz, Hausnummer,	PLZ, Ort, Gemeinde				
Diese Wohnung ist <input type="checkbox"/> Hauptwohnung <input type="checkbox"/> Nebenwohnung					

Lfd. Nr.	Familienname (Ehename)	Frühere Namen (z.B. Geburtsname)	Vorname(n) (Rufname unterstreichen)
1			
2			
3			
4			

Lfd. Nr.	Doktorgrad	Familienstand*	Geschlecht*	Geburtsdatum	Geburtsort (Gemeinde, Landkreis; falls Ausland: auch Staat angeben)
1			M W o.A.		
2			M W o.A.		
3			M W o.A.		
4			M W o.A.		

Lfd. Nr.	Staatsangehörigkeit(en)	Religion*	Datum und Ort der Eheschließung/Begründung der Lebenspartnerschaft
1			
2			
3			
4			

Gesetzliche Vertreter (Vor- und Familienname, Doktorgrad, Geburtsdatum, ggf. Bezeichnung der juristischen Person, Anschrift)

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Ort, Datum	Unterschrift der meldepflichtigen Person
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