

## The Former Residents Registration Index (1875 - 1960)

### How to make inquiries

The old Berlin registration index from 1875 to 1960 is available in the Landesarchiv for information on former residents. The index contains information about people whose registration of residence in West-Berlin has generally been cancelled by 31/1/1960 (due to relocation or death). For East-Berlin the cut off year is 1948. Later registration documents can be found in the Landeseinwohneramt (Friedrichstraße 219, Referat Meldeangelegenheiten, 10958 Berlin).

There is as yet little data available on people who were born before 1850.

Information from the index can be obtained, if **surname, forenames, date of birth and (with married people) previous name** are provided.

- Married women can normally only be searched for with the data of their husbands.
- Where under age persons are searched for, details about both parents need to be given.
- Adresses are not a search criterion; they serve only as confirmation in the case of a succesful search.

Documents such as birth, marriage and death certificates cannot be issued from the index. In such cases the Landesarchiv can only attempt to find the relevant Berlin registry office.

Use of the index is subject to a charge. A **fee of € 10,- for each person investigated** is payable per enquiry. Fees that have already been payed at other offices (Landeseinwohneramt etc.) cannot be taken into account.

# Information from the old residents registration files

Landesarchiv Berlin  
– EMK –

Eichborndamm 115-121  
13403 Berlin

Sender:

.....  
.....  
.....

Tel.: .....

E-Mail:.....

I would like to have an investigation made in the old residents registration files.

Reason for my enquiry:

search for family                       scientific research

I am willing to pay the fee of 10,00 € for each person investigated.

I would like further documents of the Landesarchiv Berlin to be consulted for the investigation and agree to be charged accordingly.

**I enquire about the following persons:**

| surname | maiden name | forname | date of birth |
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| _____ | _____ | _____ | _____ |

Date: \_\_\_\_\_

Signature: \_\_\_\_\_