

## Useage of documents indicating civil status within the scope of responsibility of the registry office I (Standesamt I) in the Berlin Landesarchiv

The registry office I has particular responsibilities/competences. It serves as a registry office for citizens of the Federal Republic of Germany living abroad and as a substitute registry office for former German territories.

The following holdings are already situated in the Landesarchiv Berlin:

- Registers of births, marriages and deaths from registry offices of former Prussian provinces beyond Oder and Neisse, 1874-1945;
- Registers of births, marriages and deaths of German citizens living abroad - so-called **Konsularregister** of the North German Confederation (from 1862), the German Reich (from 1870 to 1945/1949) and the Federal Republic of Germany (approx. 1951-1974);
- Registers of births, marriages and deaths of German citizens who lived in the former so-called German "Schutzgebiete" (dependencies) - which registers are called "Kolonialregister", approx. 1867 to 1919;
- Registers of births, marriages and deaths of German citizens who lived in the countries that had been occupied by the German forces during the Second World War (Poland, Lithuania, Latvia, Estonia, Belarus, the Ukraine, Norway and the Netherlands).

Handed down are:

- Registers of births up to 1905
- Registers of marriages up to 1935
- Registers of deaths up to 1979.

To receive a copy of a document or information, please set a written request; for this you can fill out the form on the back of the page.

In order to guarantee a successful search we need name, first name, event date, certificate number and registry office or at least the postal address at the point of the event.

If the provided data is too inexact or vague the process will take longer. It is only possible to search the holdings of a limited number of registry offices.

Please also specify whether you need an authentication or not. The search result (if needs be the copy) will be sent to you along with the bill.

For handling the civil status request a commission of 30,- € will be charged. We take into account whether you already paid fees in a Berlin registry office.

### Further information about cost and fees (extract of the Landesarchiv-Benutzungsordnung-LArchBO)

In connection with using the Archive you might have to pay the following fees, according to LARchBo:

Usage of archival material including microforms and library material	per application 30,00 €
Copy DIN A4	0,50 €
Copy DIN A3	1,00 €
Authentication	per application 6,00 €
Written informations/reply with an investigative effort of more than one hour per started half hour	20,00 €

You can find all regulations under [www.landesarchiv-berlin.de/](http://www.landesarchiv-berlin.de/) -> Benutzung -> Rechtsgrundlage.

# Information on registers of births, marriages and deaths in the Landesarchiv Berlin

Landesarchiv Berlin

Sender:

-LAII PSt-

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.....

Eichborndamm 115-121

.....

13403 Berlin

.....

Tel.: .....

E-Mail: .....

Please send me a copy of the

Death certificate

marriage certificate

birth certificate

of the following person:

.....  
.....

Certificate number...../.....in the registry office.....

Or: postal address and (likely) year of issuing the certificate:

.....  
.....

I need an authentication of the copy (6,- € per document/process).

Remarks:

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.....  
.....

I /or my client will pay the fees and costs (at least 30 € ) connected to my request (Please write down your billing address).

Date.....Signature.....

Internal notes: