



Stadt Emmerich am Rhein – Postfach 100 864 – 46428 Emmerich am Rhein

To the new citizens of the city of Emmerich am Rhein

Postadresse

Geistmarkt 1

46446 Emmerich am Rhein

Ihnen schreibt:

Bürgerbüro Stadt Emmerich am Rhein

T: 02822 75-1600

E: [Buengerbuero@stadt-emmerich.de](mailto:Buengerbuero@stadt-emmerich.de)

## **We are pleased to welcome you as a new citizen of the city of Emmerich am Rhein.**

As a new resident, you must register (“anmelden”) in our city.

According to the Federal Registration Act (Bundesmeldegesetz, BMG), the registration offices in Germany have to register all persons (residents) who live in their area of responsibility, so that they know their identity and where they live. Anyone moving into an apartment in Germany must register with the registration office (Bürgerbüro) within two weeks of moving in.

Foreigners who work in Germany are not visitors and must also register. Persons who otherwise live abroad and are not registered in Germany according to the Federal Registration Act, have to register after three months.

Even if you do not rent your apartment yourself, but your employer does this for you, you still have to register in person at the registration office (Bürgerbüro). Public authorities can carry out local investigations and fine you if you do not register.

If you move out of your apartment and do not move into a new apartment in Germany, you must de-register (“abmelden”) at the registration office (Bürgerbüro). It is possible to de-register as early as seven days before leaving Germany. You have to de-register within two weeks of moving out of your apartment at the latest. You can also de-register at the Bürgerbüro by email.

To register or de-register, make an appointment at the Bürgerbüro of the city of Emmerich am Rhein, Steinstraße 34 in 46446 Emmerich am Rhein. Please use our online appointment system at [www.emmerich.de](http://www.emmerich.de). If you do not speak German or English, please bring an interpreter to your appointment.

Registration is only possible in person and with the ID / passport of all persons to be registered. You may also need to bring other documents such as the housing provider certificate issued by the house owner or landlord.

### **Opening hours Bürgerbüro Emmerich am Rhein, Steinstraße 34:**

Monday, Tuesday: 08.00 - 16:30  
Wednesday, Friday: 08.00 - 13:00  
Thursday: 08:00 - 18:00  
Saturday: 09:00 - 13:00 (every 1st Saturday in the month)