Please take note of the attached information and the information sheet on child benefit ("Kindergeld-Merkblatt").

Familienkasse / Family Benefits Office

Please send the German form to:

Landesamt für Besoldung und Versorgung Baden-Württemberg
- Familienkasse -
70730 Fellbach

Antrag auf Kindergeld - Application for Child Benefit

Please attach a separate enclosure "Anlage Kind" for every child for whom you want to receive child benefit.

Number of enclosures "Anlage Kind":

<table>
<thead>
<tr>
<th>1. Personal data of applicant</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last name</td>
</tr>
<tr>
<td>If applicable, name at birth and name from earlier marriage</td>
</tr>
<tr>
<td>Place of birth</td>
</tr>
<tr>
<td>Address (street, number, zip code, city, country)</td>
</tr>
<tr>
<td>Marital status</td>
</tr>
<tr>
<td>- Not married</td>
</tr>
<tr>
<td>- Permanently separated since</td>
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<table>
<thead>
<tr>
<th>2. Personal data of the applicant’s spouse or registered life partner</th>
</tr>
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<tbody>
<tr>
<td>Last name</td>
</tr>
<tr>
<td>If applicable, name at birth and name from earlier marriage</td>
</tr>
<tr>
<td>Address, if different from applicant’s address (street, number, zip code, city, country)</td>
</tr>
</tbody>
</table>
3. Details on children

Please attach a separate enclosure “Anlage Kind” for every child for whom you request child benefit for the first time. (Also in case of a different bank account, in case child benefit is paid directly to the child, or reimbursement)

I already receive child benefit for the following children:

<table>
<thead>
<tr>
<th>First name of the child (last name only necessary if different from applicant’s last name)</th>
<th>Date of birth and sex</th>
<th>From which family benefits office (child benefit number, personnel number)?</th>
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</table>

4. The following children shall be included in the calculation of child benefit (Zählkinder):

<table>
<thead>
<tr>
<th>First name of the child (last name only necessary if different from applicant’s last name)</th>
<th>Date of birth and sex</th>
<th>Who receives child benefit (last name, first name)?</th>
<th>From which family benefits office (child benefit number, personnel number)?</th>
</tr>
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</tbody>
</table>

Information according to the Federal Data Protection Act (Bundesdatenschutzgesetz):
The data is collected and used in accordance with sections 32, 62-78 of the Income Tax Act (Einkommensteuergesetz) and according to the regulations of the Fiscal Code of Germany (Abgabenordnung), the Federal Child Benefits Act (Bundeskindeergeldgesetz) and the Social Code (Sozialgesetzbuch), respectively.

I confirm that the above information (attachments included) is both accurate and complete. I am aware that I immediately have to inform the family benefits office about any changes that may influence my entitlement to child benefit. I have taken note of the information sheet on child benefit (“Kindergeld-Merkblatt”).

Date

I approve that the applicant receives child benefit.

Signature of the applicant or the legal representative

Signature of the spouse / registered life partner who lives in the same household as the applicant or signature of the other parent / his or her legal representative
Information on the Application for Child Benefit and the Respective Enclosure "Anlage Kind"  

Please fill in the application and the enclosure "Anlage Kind" (form LBV KG1 ANlage) carefully and legibly and check as appropriate. Please do not forget to sign the document! If you are underage, your legal representative needs to sign the application. 

Please have your spouse / registered life partner who lives in a common household with you or the other parent sign the application as well if he/she agrees that you receive child benefit. Please inform the family benefits office if there is disagreement over who should receive child benefit payments. If the beneficiary has been appointed by a court of law, please include the court order. 

Please note that your application can only be processed if all items were completed.

As of 1 January 2016, child benefit can only be granted if the person eligible to receive child benefit and the child are identified by their tax identification numbers (section 139b of the Fiscal Code of Germany (Abgabenordnung)). Since 2008, every person whose main or only place of residence is registered in Germany is given a tax identification number. Persons, whose registered place of residence is not in Germany but who are subject to taxation in Germany, also receive a tax identification number.

Your and your child’s tax identification number is indicated in the respective notification letter of the Federal Central Tax Office. You can also find your tax identification number on the electronic wage tax statement of your employer or on your notification of income tax assessment. In case you are not able to find your tax identification number in said documents, you can request your tax identification number via an online form on the homepage of the Federal Central Tax Office: www.bzst.de. The Federal Central Tax Office will then send you a letter with your tax identification number. For data protection reasons, it is not possible to receive the tax identification number via e-mail or phone.

If you are moving to Germany, you will receive your tax identification number via mail after having registered your place of residence with the residents’ registration office. The tax identification number of your child will be sent to the address your child is registered at shortly after the child was born. If you have children who live abroad and have a German tax identification number, please indicate the German tax identification number. Children living abroad who do not have a tax identification number have to be identified by adequate documents of proof. For more information on the necessary documents of proof please consult the family benefits office responsible for you.

Further information on the tax identification number and its function can be found at www.bzst.de.

Antrag auf Kindergeld - Application for Child Benefit

Regarding numbers 1 and 2: 
Information on the applicant and the spouse or registered life partner 
If both parents of a child are entitled to child benefit, they are to decide who will be the recipient of child benefit and this parent is to be indicated as the applicant. Only indicate the marital status as 'permanently separated' if at least one spouse intends to maintain the separation permanently. If you are not married or your spouse or registered life partner is not the biological parent of at least one of the children listed in the enclosure/s "Anlage Kind", please provide information on the other biological parent (please indicate both biological parents in the case of foster children or grandchildren) in the respective enclosure "Anlage Kind".

If you are neither a German citizen nor an EU/EEA citizen or a Swiss citizen, please enclose your residence permit.

Regarding number 4:
The following children shall be included in the calculation of child benefit (Zählkinder): 
A child for whom a third party receives child benefit may increase the amount of child benefit you will be granted. If you want children for whom you do not receive benefits to be considered in the calculation of child benefits for another child, please indicate who receives child benefit for the respective child and from which family benefits office.

Anlage Kind - Enclosure “Kind”

General information
Please fill in the enclosure "Anlage Kind" completely. In case of a first application after the birth of a child, it is sufficient to attach a copy of the confirmation of birth for child benefits ("Geburtsbescheinigung für die Bantragung von Kindergeld") or the birth certificate if there is no doubt about the child living with its parents. For a child born abroad, the birth certificate is sufficient.

For a child over the age of 18, the enclosure only has to be filled in if one of the requirements mentioned in the information sheet on child benefit ("Kindergeld-Merkblatt") applies. Please include the relevant proofs (e. g. of school education, higher education program/s or vocational training). For an adopted child, please include the adoption order of the family court. 'Third parties' with whom the child has a legal relationship may be parents, stepparents, adoptive parents, foster parents and grandparents.
Regarding number 1:
Information regarding the child
If one or more children do not live with you, please indicate the reason (e.g., child lives with his/her grandparents / in a foster home / a children's home / away due to education or vocational training).

Regarding number 2:
Legal relationship between the child and the applicant, the spouse or registered life partner and a third party
Please complete this section. If the other parent / both parents of the child is/are deceased, please include the additional remark ‘verstorben’ (deceased). If the fatherhood for a child has not been ascertained, please add ‘unbekannt’ (unknown) or ‘Vaterschaft nicht festgestellt’ (fatherhood not ascertained).

Regarding number 3:
Information on a child over the age of 18

Special prerequisites
You can receive child benefit for a child over the age of 18 if
1) the child has not yet turned 21, is unemployed and registered with the Federal Employment Agency as job-seeking or
2) has not yet turned 25 and
   a) undertakes vocational training or
   b) is in a transitional period no longer than four months or
   c) cannot commence or continue with vocational training for lack or vocational training position or
   d) completes a voluntary service or
3) is not able to support himself/herself financially, because of a disability which has occurred before he/she turned 25.

Legal situation as of 2012
Children who have completed their first vocational training or a first higher education degree are only eligible for child benefit as determined in number 2 (a to d) if they do not work more than 20 hours per week.
Vocational training or higher education is considered completed if the child is capable of practicing a profession even if there is an option to continue the vocational training or pursue postgraduate studies. However, if the child has not yet reached his/her intended profession, further training may qualify as part of the first training. The further training and the non-academic training or the first degree have to be closely linked in terms of content and shall follow the first training or degree immediately.
A child is considered employed if he or she is engaged in an activity in order to receive an income. Thus, salaried employment, activities in agriculture or silviculture, commercial activity or self-employment are considered an employment. The administration of own assets, however, is not considered to be an employment.
Please provide proof of your working hours per week (e.g., work contract / notification of the employer). If the working hours per week differ from the details indicated in the work contract, you can use your pay role, an excerpt of your working time account or a notification from your employer. Absences due to vacations, illness or similar reasons do not affect the number of working hours stated in the work contract.

Legal situation until 2011
Children over the age of 18 are not eligible for child benefit if their income exceeds EUR 8,004 and is intended or appropriate to provide for their living expenses or their education or vocational training. Therefore, the application for child benefit for a child over the age of 18 has to include the declaration regarding income ("Erklärung zu den Einkünften und Bezügen"), and, if applicable, the declaration regarding income-related expenses ("Erklärung zu den Werbungskosten").

Regarding number 5:
Entitlement to benefits from a foreign body or from an international or supranational body
For example, a child-related portion of family benefits paid to you by a foreign body or an institution, such as the European Union.

Regarding number 6:
Are/were you or a third party who has a legal relationship with the child during the last five years prior to the application (...)

'Working in public service' includes working as a civil servant / pensioner / public employee working with the Bund, Land, Gemeinde, Gemeindeverband or a similar entity or as a judge, career soldier or fixed-term volunteer. This applies also to an employment with a private employer as far as people working in the public service took a leave of absence for this employment. Religious communities under public law (churches, including religious orders, hospitals under the patronage of the church, schools, kindergartens or similar) as well as the freie Wohlfahrtsdienste and associated institutions are not considered public service.

Questions 6b or 6c have to be answered with ‘yes’ even if you, your spouse or a third person with whom the child has a legal relationship is or was working in diplomatic or consular service.

This translation is provided by the University of Mannheim and serves informational purposes only. The English form is not legally binding and will not be accepted by the LBV.