

# Brief Information on Registration Services

## Why do I have to register?

According to Austrian law you have to register with the authorities within three days before or after moving to a new address. The residence registration is connected with postal services and with several rights such as voting rights and parking stickers (Parkpickerl).

## Which documents do I need to register?

- Completed application form (residence registration form) and your landlord's signature if you live in a rented flat
- Birth certificate
- If you hold more than one citizenship you have to submit all documents proving your identity, place of birth, and nationality, i.e. basically travel documents.
- Foreign citizens have to submit a passport or asylum certificate (Asylausweis)

## Where do I get a residence registration form (Meldezettel)?

- At every Registration Service Centre in the Vienna District Offices (Magistratisches Bezirksamt)
- As a free internet download

## Where do I have to register?

You can register at any of the Registration Service Centres in the Vienna District Offices no matter which district you live in.

## Residence Registration Certificate (Meldebestätigung)

- After the registration procedure you receive a residence registration certificate for free.
- You have to pay a fee if you need further certificates for your primary residence for yourself or for other persons for whose registration you are responsible (e.g. your child). In this case you just need to submit a photo ID (e.g. passport or driving licence).

## Fees

- Residence registration procedures are free of charge
- If you need further certificates (without a registration procedure) you have to pay:
  - an application fee of EUR 14.30 (not in case of an oral application)
  - an extra fee of EUR 14.30 if the certificate is NOT addressed to a particular person or authority (except the applicant him/herself)
  - and a federal administrative charge of EUR 3

## Official Correction of the Residence Register

If you do not meet the obligation to register, the authority is entitled to conduct preliminary proceedings and register you officially. Inquiries by the authority on location and in your neighbourhood may be necessary.

## For further information about registration services in Vienna please visit

[www.wien.gv.at/verwaltung/meldeservice/](http://www.wien.gv.at/verwaltung/meldeservice/)

or phone: 01/4000 ext. 76449

## Addresses of Registration Service Centres in Vienna

<http://www.wien.gv.at/verwaltung/meldeservice/stellen.html>

## Free Internet Access

You can surf the internet pages of the City of Vienna for free at all public internet terminals.