

How to apply for child benefit (Kindergeld)

If you are registered in Germany and are in possession of the residence permit according to Article 18 b, Article 18 c or Article 18 d of the Aufenthalt/Residence Act or are an EU citizen or a citizen of Switzerland, Iceland, Liechtenstein, Norway, Algeria, Bosnia and Herzegovina, Kosovo, Morocco, Serbia, Montenegro, Tunisia or Turkey, you will receive child benefit for the children living with you in Leipzig. This is paid for each child from birth until the age of 18. If your children are still studying or in training, it is paid until the age of 25.

Please consult the information of the Bundesagentur für Arbeit on [child benefit](#) and read the information flyer ["Child benefit in cross-border cases"](#) for more information.

As an international employee or visiting scholar with a residence permit which entitles you to receive child benefit, your application for child benefit should be handed in via your employer's (university/research institute) HR department (Personalabteilung) to the "Familienkasse Landesamt für Steuern und Finanzen". **You will receive your monthly child benefit together with your salary.**

If you come from a country indicated in the table below, your application form should be handed in to the respective responsible office, depending on where you come from. You can find their contacts here. (You will receive your child benefit independent of your salary from the respective Familienkasse)

Country	Address	Contact
Belgium Luxemburg Netherlands Hungary	Bundesagentur für Arbeit Familienkasse Rheinland-Pfalz – Saarland 55149 Mainz Deutschland	fax: +49 (681) 944 910 5324 e-mail: Familienkasse-Rheinland-Pfalz-Saarland@arbeitsagentur.de
France Switzerland	Familienkasse Baden-Württemberg West 76088 Karlsruhe Deutschland	fax: (France) +49 (781) 9393 697 fax: (Switzerland) +49 (7621) 178 260 585 e-mail: Familienkasse-Baden-Wuerttemberg-West@arbeitsagentur.de
Austria Croatia Algeria Bosnia and Herzegovina Kosovo Morocco Montenegro Serbia Tunisia Turkey	Familienkasse Bayern Süd 93013 Regensburg Deutschland	fax: +49 (851) 508 617 e-mail: Familienkasse-Bayern-Sued@arbeitsagentur.de
Poland Czech Republic	Bundesagentur für Arbeit Familienkasse Sachsen 09092 Chemnitz Deutschland	fax: +49 (3591) 661 878 e-mail: Familienkasse-Sachsen@arbeitsagentur.de
other EU/EEA member states	Bundesagentur für Arbeit Familienkasse Bayern Nord 90316 Nürnberg Deutschland	fax: +49 (911) 529 3997 e-mail: Familienkasse-Bayern-Nord@arbeitsagentur.de
Orphans and children who do not know the place of residence of their parents living in Germany, an EU/EEA member state or Switzerland		

[Here](#) you can find the application form for child benefit in different languages (click on Hauptantrag für das Kindergeld/Download "In anderen Sprachen" and choose your language) and in German. **You are supposed to complete it in German**, but you can use any of the bilingual application forms. Together with the application form, you should hand in the ["Anlage Kind"](#) and if one parent still lives abroad ["Anlage Ausland"](#), which are also available in different bilingual versions (["Anlage Kind" bilingual](#) and ["Anlage Ausland" bilingual](#) can be found in different languages in the drop-down list under Download "In anderen Sprachen").

Please note that you need to indicate your child's tax identification number, which you normally get two weeks after registering at your local resident services office (Bürgeramt) together with [your tax identification number](#). The federal central tax office will send your tax ID number and that of your child by post; if you do not receive a tax identification number, please contact the resident services office and ask for it or send a request to melde-pass@leipzig.de or ask to receive this number again [here](#).

If your child has another surname (family name) make sure your mailbox includes your child's family name too, because the letter with your child's tax ID will be sent to the family name of your child!

Your employer needs to confirm your employment contract in the form "Anlage Ausland" (page 4) in order for you to receive child benefit.

In addition to a completed application, copies of the following documents should also be included:

- The birth certificate of your child translated into German
- The confirmation letter of your registration at an address in Leipzig (*Anmeldebestätigung Bürgeramt Leipzig*)
- The residence permits of both you and your child
- If your child is still studying or in training: proof of the training contract or student matriculation number

Hint: As soon as you move away from Leipzig and deregister, you need to send the respective responsible Family Benefits Department an informal letter (keep a copy of it for yourself!) informing them that you are no longer entitled to receive child benefit for your children after a certain date - the deregistration confirmation letter should also be attached.

Legal notice

This flyer containing information about child benefit has been compiled as part of the joint project ["Willkommen in Leipzig/Welcome to Leipzig"](#)
Dr Annemone Fabricius; Martha Fromme ([Welcome Centre, Leipzig University International Centre](#))

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