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Your contacts at all local authority offices of Schönebeck (Elbe), except the Citizens' Office, can be found

Citizens' Office opening hours:

Mon: 8 a.m. - 3 p.m.

Tues: 10 a.m. - 6 p.m.

Wed: closed

Thurs: 8 a.m. - 2 p.m.

Fri: 8 a.m. - 2 p.m.

Applications for and collection of federal identity cards; issue of provisional federal identity card

Documents required:

1 biometric passport photograph (frontal view, neutral facial expression), marital status document (birth certificate)

Fee for federal identity card for persons under the age of 24 years: 22.80 Euro

Fee for federal identity card for persons over the age of 24 years: 28.80 Euro

Fee for provisional federal identity card: 10.00 Euro

Fee for additional connecting with the on-line identity card function: 6.00 Euro

Fee for reinserting the PIN: 6.00 Euro

Fee for unblocking the on-line identity card function : 6.00 Euro

[Application for the barring of information and forwarding](#)

Applications for drainage by the waste water disposal company

Applications for information from the Gauck Agency

[Applications for tree-felling permits](#)

Fee: dependent on application

□

Authentication of photocopies, transcripts, certificates

Fee: 3.60 Euro

□

Authentication of signatures/initials

Fee: 3.50 Euro

□

Cash payment of taxes, minor fines and penalties

Certificate of entitlement to medical examination in accordance with the Ordinance on Medical E

Certificate of good conduct - application

Documents required:

Federal identity card or passport

Fee: 13.00 Euro

□

Certificates ? [marriage](#)

[birth](#) ,

[death](#)

Fee: 7.00 Euro



Child benefit ? applications



Child's passport

Documents required:

Birth certificate

1 biometric passport photograph (frontal view, neutral facial expression),
[from parent](#)

[permission](#)

or guardian

Contacts, responsibilities and opening hours of the administration

[Direct debit authorisation](#) for taxes, fees, dues payable to the Schönebeck municipal administration

Disabled persons? identity cards ? applications for registration of disability in accordance with t

[Dog tax registration](#) ,
[dog tax deregistration](#)

Excerpt from the Central Commercial Register ? application

Documents required:

Federal identity card or passport

Fee: 13.00 Euro



Excerpt from the Central Register of Traffic Offences ? applications

Express passport applications and collection

Documents required:

1 biometric passport photograph (frontal view, neutral facial expression), in the case of minors: permission

Fee for express passport (32 pages) for persons under the age of 24 years: 69.50 Euro

Fee for express passport (32 pages) for persons over the age of 24 years: 91.00 Euro

[Extension of lay time ? applications](#)

General information about the municipal administration

Household registration

Documents required:

Federal identity card or passport



Housing benefit ? initial applications and repeat applications

Information about land property tax, dog tax and street cleaning

[Information from the register of residents ? simple query](#)

Documents required:

Federal identity card or passport

Fee: 5.00 Euro



Information materials and brochures ? issue free of charge



Notification of lost property

Fee: 2.60 Euro



Parental benefit/Child-raising allowance ? issue of application forms

Passports ? applications and collection

Provisional passport ? direct issue

Documents required:

1 biometric passport photograph (frontal view, neutral facial expression), in the case of minors: permission

Fee: Passport (32 pages) for persons under the age of 24 years: 37.50 Euro

Fee: Passport (32 pages) for persons over the age of 24 years: 59.00 Euro

Fee: Provisional passport: 26.00 Euro ? only in the case of proven urgency



Postal votes, inspection of the electoral register

Production of copies

Fee: in accordance with current by-laws



Radio and TV licence ? exemption applications. Issue and receipt of applications ? transfer to the

Receipt/recording of notifications, complaints, indications of all kinds

Registration certificates

Documents required:

Federal identity card or passport

Fee: 5.00 Euro



Registration matters: registration (
[of residence](#)

[main place](#)

,

[second residence](#)

[several residences](#)

[change of address](#)

[notice of departure](#)

Documents required:

Federal identity card and/or passport



Registration of a business, change to business registration, deregistration of a business ? single

Documents required:

Federal identity card or passport, or chamber of handicrafts membership card

Fee: 25.00 Euro



Replacement dog tax tags

Residence permits

Documents required:

Federal identity card or passport

Fee: 5.00 Euro

Responsibilities and opening hours of the boards of arbitration

Sale of refuse and biological waste sacks produced by the Schönebeck district cleaning service

Fee: 1.12 Euro bio-waste sack

Fee: 2.10 Euro refuse sack



Schufa credit investigation company ? application for information about own status

Session dates and opening hours of the municipal council and committees

[Short-term Special Use Applications](#)

Fee: in accordance with current by-laws



**Submission of
[property
information about property found](#)**

[lost](#)

? no anim

[Tax office ? issue of various application forms](#)

Travelling traders ? permit applications

If you have any questions and/or remarks with regard to the citizens' office services you can send them to

[Contact](#)