

# ITECS German Local Registration Document UKSS



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## Introduction

All ITECS contractors working in Germany are employees of the following foreign company:

Parker Woods Canada Inc t/a ITECS  
8356, Rue Labarre  
H4P 2E7, Montreal  
Quebec, Canada

(hereinafter referred to as ITECS)

Whenever you are asked who your employer is, please give the above information.

Before leaving your home country, it is a good idea to gather together all the documents and other paperwork you will need in Germany. A list of these documents is given below.

Within the first week or so of your stay in Germany, there are several formalities that need to be carried out. These are summarised in this document. Each procedure is then explained in detail.

If you have any specific questions about the registration process in Germany, or if you encounter any problems, please contact Customer Care on 00 31 10205 1660 or by e-mail: [cc@itecs.nl](mailto:cc@itecs.nl)

Before leaving your home country

Gather all documents required:

- Photocopy of passport
- Several passport photographs
- Curriculum Vitae
- Copy of diploma/degree
- UK national insurance number
- German rental agreement
- Proof of property in UK (mortgage/rental agreement)
- ITECS Agreement
- Photocopy of accompanying partner's passport (if relevant)
- Marriage certificate (if spouse will be accompanying you)
- Copy of passport of each accompanying child
- Birth certificate of each accompanying child

## Upon arrival in Germany

1. Register your address at the Einwohnermeldeamt at the Rathaus (town hall)
2. Register at the local Immigration/Aliens Office (certificate of right to residence)
3. Register for health insurance in Germany

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## Registering at the Einwohnermeldeamt

In the first instance, you must register your residence (“polizeiliche Anmeldung”) in Germany, a procedure which applies to all residents irrespective of nationality. Within a week of finding permanent accommodation, i.e. not a hotel, you will need to register your address at the local Residence Registration Office (“Einwohnermeldeamt”), usually located in the town hall (“Rathaus”).

To register you need to present your valid passport (EU-citizens are allowed to bring their national identity card), a copy of the lease or rental agreement and a completed registration form, which is usually available at the registry office. The application form (“Anmeldeformular”) has to be countersigned by the person letting the accommodation and a portion of the form (“Anmeldebestätigung”) is returned to you as evidence of registration. The form will be in a German, so a translation of many of the terms and questions you will find on this form is given below. If you come with your family, you might also need an officially translated and notarized marriage certificate and birth certificates for accompanying children (however, this is not always mandatory). Later on you will need the stamped copy of your registration form (“Anmeldebestätigung”) when taking care of a variety of formalities, such as [registering your car](#) and obtaining your residence permit.

Each subsequent change of address must also be registered with the relevant local authority. This rule applies to everyone, including German nationals.

## Translation of sample form for registering your residence at the Einwohnermeldeamt

### **Section 1: Neue Wohnung**

*Section 1: New Residence*

<b>Tag des Einzugs</b>	=	Date of moving in
<b>Postleitzahl</b>	=	Postcode
<b>Gemeinde</b>	=	City or town
<b>Strasse</b>	=	Street
<b>Haus-Nr.</b>	=	House number

### **Hat eine der zur Anmeldung kommenden Personen frueher schon einmal hier gewohnt?**

*Have you or any of the people registering with you lived here before?*

**Ja/Nein** = Yes/No

### **Wohnt im neuen Wohnort bereits a) Ehegatte, b) Elternteil**

*Do a) your spouse or b) your parents already live in your new residence?*

### **Section 2: Bisherige Wohnung**

*Section 2: Previous residence*

<b>Tag des Auszugs</b>	=	Date of moving out
<b>Postleitzahl</b>	=	Postcode
<b>Gemeinde</b>	=	City or town
<b>Strasse</b>	=	Street
<b>Haus-Nr.</b>	=	House number

<b>Kreis</b>	=	State/County
<b>Land</b>	=	Country

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## **Wird diese bisherige Wohnung beibehalten?**

*Will you keep this old residence (i.e., continue to own it or rent it whilst living at your new address?)*

## **Hat eine der zur Anmeldung kommenden Personen eine weitere Wohnung?**

*Do you (or anyone moving here with you) have another residence?*

## **Fuer Verheiratete, die nicht dauernd getrennt leben: Welche Wohnung wird vorwiegend benutzt? Bisher/Kunftig.**

*For married people who do not continuously live apart: which is the main residence of the family? Until now/in the future.*

## **Fuer alle ubrigen Personen: Welche Wohnung wird vorwiegend benutzt? Bisher/Kunftig.**

*For all other people: which is your main residence? Until now/in the future.*

## **Section 3: Personen, die angemeldet werden**

*Section 3: People to be registered*

<b>Familienname</b>	=	Surname
<b>Akad. Grad</b>	=	Academic title
<b>Fruhere Namen</b>	=	Earlier names (e.g. maiden name)
<b>Vornamen</b>	=	Forenames
<b>Familienstand</b>	=	Family status
<b>Ehemann</b>	=	Husband
<b>Frau</b>	=	Wife
<b>Sohn</b>	=	Son
<b>Tochter</b>	=	Daughter
<b>Kind</b>	=	Child
<b>Eheschliessung (Datum und Ort)</b>	=	Marriage (date and place)
<b>Staatsangehörigkeit</b>	=	Nationality
<b>Welcher Kirche oder Religionsgesellschaft gehören Sie an?</b>	=	Which church or religious organization do you belong to?
<b>Geburtsdag TTMMJJ</b>	=	Date of birth DDMMYY
<b>Geschlecht: mann/weibl</b>	=	Sex: male/female
<b>Geburtsort</b>	=	Place of birth
<b>Benotigen Sie kunftig eine Steuerkarte?</b>	=	Do you require a tax card?
<i>Please answer <b>Ja, mit Steuerklasse</b> (yes, with a tax class) to this question.</i>		
<b>Personalausweis</b>	=	Identity card
<b>Pas</b>	=	Passport
<b>Gültig bis</b>	=	valid until
<b>Unterschrift</b>	=	signature

## Registering at the Immigration/Aliens Office

After registering your residence, every foreigner must apply for a residence permit. Even if you are an EU citizen and you intend to stay for longer than 3 months, you must apply for a residence permit as soon as possible after arrival in the country. The application will be processed by the Foreign National's Authority ("Ausländerbehörde") in your place of residence. This EU residence permit is also the formal document entitling employment in Germany. EU citizens have to visit the local Foreign Office. The town hall in your area will be able to tell you where to apply. Failure to comply can result in a fine.

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When applying for your permit, you must produce the following:

1. Valid identity card/ passport
2. 2 passport photos
3. Depending on the "Länder" you may be asked for a medical certificate.
4. You may also be required to provide proof of employment.

You will also have to fill in a form for each person registering. Help with this form is given below.

Once the process is completed you will be issued with an "Aufenthaltserlaubnis" which is a general residence permit not limited to residence for a specific purpose. This certificate is solely declaratory and not constitutive. As a UK/EU citizen you have the right of residence already by EU-Law. Nonetheless you are obliged to apply for this certificate within the first three months.

Please note that you do not need to obtain a *Steuerkarte* (tax card). This card is not required because you are working for a company (Parker Woods Canada Inc t/a ITECS) that does not have a permanent establishment in Germany. You will receive a German tax schedule number following the submission of your first German tax return at the end of the first tax year in which you work in Germany.

If, however, you have worked in Germany before and already have a *Steuerkarte*, please send a copy of the card to ITECS.

## Translation of sample form for registering at the Immigration/Alien's office

<b>Aufenthaltszweck</b>	=	Purpose of stay (in German)
<b>Arbeitsaufnahme</b>	=	taking up work (please select this answer)
<b>Familiennachzug</b>	=	family joining you (in Germany)
<b>Familiennamen</b>	=	surname
<b>Fruhere Namen</b>	=	earlier names (i.e., maiden name)
<b>Vornamen</b>	=	first names
<b>Geburtsort</b>	=	place of birth
<b>Geburtsstag TTMMJJ</b>	=	date of birth DDMMYY
<b>Geschlecht: mann/weibl</b>	=	sex: male/female
<b>Staatsangehörigkeit</b>	=	nationality
<b>Familienstand</b>	=	family status
<b>Ledig</b>	=	single
<b>Verheiratet seit...</b>	=	married since...
<b>Verwitwet</b>	=	widowed
<b>Getrennt lebend</b>	=	separated
<b>Geschieden seit...</b>	=	divorced since...
<b>Adresse im Ausland</b>	=	address abroad
<b>Pas – eigener</b>	=	passport – owner (e.g. is it your own passport?)
<b>Pas – eingetragen bei Vater/Mutter</b>	=	Passport – entering with father/mother (i.e. in the case of children who do not have their own passport)
<b>Pasnummer</b>	=	passport number
<b>Vater: Familienname, Vornamen, Geburtsstag, Land</b>	=	Father: surname, forenames, date of birth, country of birth.
<b>Mutter: Familienname, Vornamen, Geburtsstag, Land</b>	=	Mother: surname, forenames, date of birth, country of birth
<b>Ehemann/Frau: Familienname, Vornamen, Fruhere namen, Geburtsstag, Geburtsort, Land</b>	=	Husband or wife: surname, forenames, previous names, date of birth, place of birth, country.
<b>Kindern: Familienname, Vornamen, Geschlecht: m/v, Geburtsstag, Geburtsort, Land</b>	=	Children: surname, forenames, sex: m/f, date of birth, place of birth, country.

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## Registering for Health Insurance in Germany

As you are eligible to continue paying UK National Insurance contributions whilst working in Germany, ITECS will apply for an E101 form and a European Health Insurance Card (EHIC) on your behalf. Form E101 proves that you are continuing to pay UK social security contributions whilst in Germany, and the EHIC enables you to use the German health service.

As soon as you receive your E101 and EHIC forms from ITECS, you should take them to the office of your local sickness fund (Krankenkasse) together with your passport. You should be careful not to sign a form agreeing to private treatment as any costs incurred for private treatment are non-refundable.

The Krankenkasse will then issue you with a membership card/ certificate (Krankenschein) entitling you to medical cover in Germany, which you should show whenever you visit a doctor, hospital, or other medical establishment. There are several different Krankenkasse in Germany, including the Allgemeinen Ortskrankenkasse (AOK) and the Techniker Krankenkasse (TK).

The contact details of your nearest TK office can be found by calling the TK service team on 0800 285 8585 (free call within Germany) or email [service@tk-online.de](mailto:service@tk-online.de)

Your EHIC will enable you to access state provided healthcare at a reduced cost or sometimes free. It will cover you for treatment that is needed in order to allow you to continue your stay until your planned return. It also covers you for treatment of pre-existing medical conditions and for routine maternity care provided the reason for your visit is not specifically to give birth.

### Doctors

You need to make sure the doctor you consult treats patients under the state scheme. Your local 'Krankenkasse' should be able to provide you with a full list of registered doctors. There is a fixed charge of €10 if you want to see a doctor, which is not refundable. This is non-refundable in Germany but you may be able to seek reimbursement when you are back in the UK.

### Dentists

You need to make sure the dentist you consult treats patients under the state scheme. Your local 'Krankenkasse' should be able to provide you with a full list of registered dentists. Any of the dentists on the list will be able to treat you. Children under 18 do not have to pay a fee for treatment. There is a fixed charge of €10 if you want to see a dentist, which is not refundable. This is non-refundable in Germany but you may be able to seek reimbursement when you are back in the UK.

### Hospital treatment

Usually you will be referred by a doctor to a hospital. In an emergency, you can go directly to a contracted hospital. The hospital will then contact the 'Krankenkasse' to confirm that your treatment costs will be met. You will have to pay a fixed charge of €10 per day for a maximum of 28 days in a year. Patients up to the age of 18 do not have to pay this charge. This is non-refundable in Germany but you may be able to seek reimbursement when you are back in the UK.

### Prescriptions

Medicines and bandages prescribed by your GP can be obtained from any pharmacy in exchange for the prescription. You will have to pay 10% of the cost subject to a minimum charge of €5 and a maximum charge of €10. These costs are not refundable. For minor drugs and medicines, such as painkillers and cough mixtures, you may be charged the full amount. Children under 18 do not have to pay a fee for prescriptions. This is non-refundable in Germany but you may be able to seek reimbursement when you are back in the UK.

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## Ambulance

An ambulance will be covered as state healthcare if it is medically necessary. The patient has to pay a €10 charge. This is non-refundable in Germany but you may be able to seek reimbursement when you are back in the UK.

## Air ambulance

An air ambulance will be covered as state healthcare if it is medically necessary. The patient has to pay a €10 charge. This is non-refundable in Germany but you may be able to seek reimbursement when you are back in the UK.

## How to claim refunds

Generally, there is no need to get a reimbursement from a German Krankenkasse, but you should contact them in case you have paid the full cost of your care.

If you have had to pay for the cost of your care and have been unable to claim a refund while you are in Germany, then you should contact the Overseas Healthcare Team (Newcastle) on 0191 218 1999 the moment you return to the UK. However, you will not be eligible for a refund if you have been treated privately.

## Important note regarding access to healthcare services in Germany

Please note that some doctors do not accept patients covered by the Krankenkassen - this includes everyone in receipt of an E101 and EHIC.

If you visit a doctor that does not accept Krankenkasse patients, you will have to pay for your treatment even if you have a Krankenschein and E101/ EHIC, so it is important to ensure that the doctor you are visiting accepts Krankenkasse patients. Doctors accepting Krankenkasse patients usually have a sign in their practice or in the phone book saying Alle Kassen. If you do not see this sign, make sure that you will not have to pay for treatment before making an appointment.

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## Contact Us

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