

Step by Step Guide for Registration at Karlsruhe City Hall

How to register:

1. As soon as you have found accommodation, please make sure that you receive a [rental agreement](#). When you meet your landlord for signing the rental agreement, ask him to sign the Land Lord Certificate too (dt. *Wohnungsgeberbestätigung*)
[Download the form here](#)
2. Register and fill in for the Registration Certificate (dt. *Meldeschein*). Print it and sign it.
[Register here for the Meldeschein](#)
3. Attach the signed *Wohnungsgeberbestätigung*
4. Attach a copy of your document
5. Submit your registration here:

Ordnungs- und Bürgeramt, Bürgerbüro, Kaiserallee 8, 76133 Karlsruhe

6. After your documents have been checked, you will receive an e-mail or letter from the Bürgerbüro (City Hall) regarding the appointment. At this appointment, you will receive a written confirmation of your registration in the form of a free official registration confirmation, a new address sticker for your identity documents and a change will be made to your chip in your identity card / residence permit.

[Find more information here \(only in German\)](#)

We recommend tools like <https://www.deepl.com/translator> to translate German Sites to English, if no English version is available.