



Welcome to the  
**Residents' and  
Public Order Office**

Darmstadt  
City of Science



# Welcome

## Dear Reader,

With the gradual restructuring and the recent relocation of the Residents' and Public Order Office to the Luisencenter, we are taking another decisive step in Darmstadt, City of Science, in the direction of maintaining a close contact with the community, of citizen service, accessibility and transparency.



With this, we are also improving the general conditions of work for our employees, who can now, through short distances and the meeting rooms that can be used for all departments, enter into an easier exchange in the interest of their work for our citizens.

With this flyer, I would like to inform you about the various tasks and contact persons as well as give you a quick orientation. Together with the staff of the Residents' and Public Order Office of Darmstadt, City of Science, I am pleased about this step forward in service taken towards both inside and outside.

A handwritten signature in blue ink that reads "Jochen Partsch". The signature is fluid and cursive, with a large initial 'J'.

Jochen Partsch  
Mayor



## Ladies and gentlemen,

The relocation of large parts of the Residents' and Public Order Office to the Luisencenter is a quantum leap both for citizens' service and the working conditions of the employees.

We are pleased to be able to offer an overview of all the main services of the Office in this flyer.

Roland Ohlemüller  
Head of Office

Heikea-Kristina Opping  
Deputy Head of Office



- Issuing of identification documents
- Registration, deregistration and re-registration of main and secondary residences
- Resident parking permit
- Certificate of conduct
- Withdrawal from church membership
- Certificate of registration/Resident register information
- Certificate of authorization for examination



## **For appointments**

[meldeamt@darmstadt.de](mailto:meldeamt@darmstadt.de)

## **Elections**

- Elections Office
- Processing of postal voting documents
- Appointment of election assistance



[wahlen@darmstadt.de](mailto:wahlen@darmstadt.de)

[briefwahl@darmstadt.de](mailto:briefwahl@darmstadt.de)



- Notification of business enterprises including restaurants, temporary food businesses
- Information from the municipal trade register and Central Trade Register
- Granting of permits under trade law
  - Itinerant trade
  - Gambling
  - Guarding
  - Catering
- Alternative medicine practitioners
- Markets, fairs, exhibitions, folk festivals
- Exceptions to the ban on work on public holidays, Sundays on which the shops are allowed to open
- Prostitution Protection Act



[gewerbeordnungsamt@darmstadt.de](mailto:gewerbeordnungsamt@darmstadt.de)



- Driving licences
- Replacement driving licences, exchange of driving licences (old for new)
- Transcription of foreign driving licences
- Driving licence for passenger transport
- International driving licences
- Driver qualification certificate
- Aptitude test
- Withdrawal of driving licence
- Taxi and car rental affairs (concession)
- Logbook edition
- Exceptions to seat belt and helmet obligation
- Exceptions to Sunday and public holiday driving ban



[fahrerlaubnisbehoerde@darmstadt.de](mailto:fahrerlaubnisbehoerde@darmstadt.de)



- General affairs concerning foreign nationals law
- Issuing and delivery of residence permits
- Asylum affairs
- Visa affairs
- Declarations of commitment
- Statements on naturalization affairs



[auslaenderbehoerde@darmstadt.de](mailto:auslaenderbehoerde@darmstadt.de)

## Citizenship Office

- Naturalization
- Certificate of citizenship



[staatsangehoerigkeitsstelle@darmstadt.de](mailto:staatsangehoerigkeitsstelle@darmstadt.de)

# Our new service number



## What is 115?

The government service number 115 is your first point of contact for all kinds of questions concerning administrative issues. Monday – Friday, 8:00 – 18:00



Further information about the service

## Insurance Office

- Providing information on all pension issues
- Certification of pension documents
- Applications for: all types of pension, account clarification, refund of contributions, voluntary payment of pension contributions, rehabilitation measures



versicherungsamt@darmstadt.de





- Right of assembly
- Special uses
- Noise complaints
- Tombola permits
- Scrap vehicles
- Fireworks
- Pest control
- Events
- Hunting, fishing and explosives law
- Chimney sweep affairs
- Dangerous dogs
- Parking and speeding violations

## **Gun law**

waffenrecht@darmstadt.de

## **General fines**

bussgeldstelle@darmstadt.de

## **Lost Property Office**

fundbuero@darmstadt.de



sicherheitswesen@darmstadt.de

Now we are here for you  
at the Luisencenter



## Appointments can be made during the following times:

Monday	8:00 – 15:30
Tuesday	8:00 – 18:00
Wednesday	7:00 – 12:30
Thursday	8:00 – 19:00
Friday	7:00 – 12:30



## Your hotline to the office

- Consultation on administrative issues
- Forwarding of your request by email to the relevant office
- Available Monday to Friday from 8:00 to 18:00
- Direct dial 06151-115





## Contact Us

Residents' and Public Order Office  
Luisenplatz 5  
64283 Darmstadt

E-Mail: [buergerordnungsamt@darmstadt.de](mailto:buergerordnungsamt@darmstadt.de)  
[www.darmstadt.de](http://www.darmstadt.de)

## Published by

Darmstadt - City of Science  
Residents' and Public Order Office  
Commissioner for "Intercultural Affairs and  
and Culture of Welcome"  
E-Mail: [willkommenskultur@darmstadt.de](mailto:willkommenskultur@darmstadt.de)