



Welcome to the
**Citizen Centre and
Regulatory Authority**

City of Science
Darmstadt



Dear Sir/Madam,

The services provided by the Citizen Centre and Regulatory Authority are designed to address the needs, questions, and concerns of Darmstadt's citizens in an efficient, friendly and timely manner.



With more than 240 dedicated colleagues, we offer a customer-oriented citizen service and a wide range of digital and analogue services. Whether we're issuing important documents, clarifying official procedures or granting permits, the Citizen Centre and Regulatory Authority is the central point of contact for administrative services in various aspects of life.

Our employees are responsible for maintaining public safety and order, and they do so with a strong sense of responsibility.

This leaflet provides an overview of our roles and responsibilities, along with contact details. Please visit our website: www.darmstadt.de for more details.

A handwritten signature in blue ink that reads "Paul G. Wandrey".

Paul Georg Wandrey
Councillor of Darmstadt City of Science



Dear Reader,

With the gradual expansion of online services, our citizen service is becoming increasingly flexible and eco-friendly. What's more, you will still have the option of attending a face-to-face appointment in our up-to-the-minute premises at the Luisencenter.

This ensures positive contact with the administration in whichever way you prefer.

We are pleased to provide you with information about the essential services of the Citizen Centre and Regulatory Authority in this leaflet.

A handwritten signature in blue ink that reads "Roland Ohlemüller".

Roland Ohlemüller
Head of the Citizen Centre and Regulatory Authority



- Registration, de-registration and change of registration of primary and secondary residences
- Application for identity documents
- Issue of registration and life certificates
- Resident parking permits
- Application for certificates of good conduct
- Withdrawal from the church
- Resident Register information



☎ 06151 115

✉ meldeamt@darmstadt.de

Elections

- Elections Office
- Processing of postal ballots
- Appointment of election workers



☎ 06151 13-3007 (only available from 6 weeks before the election)

✉ wahlen@darmstadt.de

✉ wahlhelfer@darmstadt.de

✉ briefwahl@darmstadt.de

- Application for information from the Trade Register
 - Application for information from the Central Register of Trade and Industrial Offences
- ☎ 06151 13-2296 or 06151 13-2271

- Processing of trade registrations
 - Issue of permits in accordance with the Trade, Commerce and Industry Regulation Act, including itinerant trade licences
- ☎ 06151 13-2193, 06151 13-2293 or 06151 13-2294

- Processing of matters in accordance with the Prostitutes Protection Act, for practitioners of complementary and alternative medicine and for minders
- ☎ 06151 13-2298

- Licensing of commercial gardens
 - Processing of matters in accordance with the Hessian Restaurant Act, the Gaming Ordinance and the State Treaty on Gambling
- ☎ 06151 13-2291 or 06151 13-2297



✉ gewerbeordnungsamt@darmstadt.de




- Issue and renewal of driving licences
- Issue of replacement driving licences
- Replacement of old driving licences with new ones
- Exchange of foreign driving licences
- Issue or renewal of driving licences for public service vehicles
- Issue of international driving permits
- Assessment of fitness to drive
- Issue of taxi and vehicle-rental concessions
- New issue of a driving licence after disqualification


- Information and advice on matters pertaining to immigration law
- Issue and renewal of residence permits and temporary stay permits
- Issue of entitlements and obligations to attend integration courses
- Involvement in visa procedures




 **Hotline 06151 13-3323**

 auslaenderbehoerde@darmstadt.de

Visa Matters

 06151 13-2241 or 06151 13-3498


Declarations of commitment for short-term stays

 service.abh@darmstadt.de


Citizenship Office

- Information and advice on naturalisation
- Receipt and forwarding of applications for naturalisation
- Delivery of certificates of naturalisation



 fahrerlaubnisbehoerde@darmstadt.de



 06151 13-2258, 13-3962 or 13-3687

 staatsangehoerigkeit@darmstadt.de



- Demonstrations, events, special use permits
- Noise complaints, night-work permits
- Ownership of dangerous dogs
- Weapons, hunting, fishing and explosives legislation
- Parking and speeding violations
- Pest control, raffle permits
- Scrap vehicles
- Street music
- Lost-Property Office

- Provision of information on all issues relating to pensions
- Certification of pension documents
- Applications for all types of pensions
- Settlement of accounts
- Reimbursement of contributions
- Voluntary payment of pension contributions
- Rehabilitation measures



☎ 06151 13-2284

✉ sicherheitswesen@darmstadt.de

General Fines

☎ 06151 13-3858 or 13-2266

✉ bussgeld@darmstadt.de

Lost-Property Office

☎ 06151 13-2267 or 06151 13-3877

✉ fundbuero@darmstadt.de

Weapons Law

☎ 06151 13-3856 or 06151 13-2282

✉ waffenrecht@darmstadt.de



☎ 06151 13-2887

✉ versicherungsamt@darmstadt.de

Our service number
06151-115



Your point of contact to the City Administration

- Information on and answers to the most common administrative enquiries
- Forwarding of enquiries to the responsible department
- Fast, uncomplicated, and reliable
- Available Monday to Friday from 7:30 AM to 6:00 PM



The current opening hours for each authority can be found at:



[https://www.darmstadt.de/
Buergerordnungsamt](https://www.darmstadt.de/Buergerordnungsamt)

An appointment is required for face-to-face consultations.

Online services and appointments:



[https://www.darmstadt.de/
Buergerordnungsamt](https://www.darmstadt.de/Buergerordnungsamt)



Further information about the service:
[https://www.darmstadt.de/
Behoerdenauskunft](https://www.darmstadt.de/Behoerdenauskunft)

The Residents' Registration Office also offers walk-in consultations:

Wednesday: from 7:00 AM to 12:30 PM
Friday: from 7:00 AM to 12:30 PM



Imprint | Contact

Darmstadt City of Science

Citizen Centre and Regulatory Authority of Darmstadt

Luisenplatz 5

64283 Darmstadt