Guide for Applying for an appointment at the Registration Office
1. Introduction

It is important to register where you are living in Germany. Every time you move, you will have to re-register. This procedure includes making an appointment at the Registration Office (Einwohnermeldeamt). The Office is located in the Grafenstraße 30 in Darmstadt (64283). To apply for an appointment you need to use an online tool on this website: https://www.darmstadt.de/rathaus/online-dienste/terminvergabe-einwohnermeldeamt

2. Step-by-step

1. To get to the Application-tool you will first have to go to https://www.darmstadt.de/

2. There you click “Rathaus”. A small window will open where you click “Online-Dienste”

3. Click on the tab that says “M-Z”. There you will have to click on “Melde- und Passwesen (Terminvergabe)".
4. A new window will open up.
5. The text at the top of the site informs about the case of cancellation. If you need to cancel an appointment you need to write a mail to: meldeamt@darmstadt.de or call The Einwohnermeldeamt at: 06151/13-3222
6. Below the instructions for cancellation is the appointment tool.

7. Click on the number next to “An-, Ab-, Ummeldung”.
8. There you will have to choose “1”.
9. After choosing “1” you will have to click on the blue “Weiter” Button at the bottom of the tool.
10. A new window with a Calendar opens up. Here you will need to click on your preferred date of the appointment. The digits with a blue background are available for booking. The other dates not highlighted in blue are NOT available.
11. After clicking on your preferred date you will have to choose a time-slot

12. Click on a time-Slot that suits your schedule.

13. Next, you will have to submit your personal data.
14. Fill in all the information. “Anrede” is your sex. “Frau” means Mrs. “Herr” means Mr.
15. The next step is to tick the box after “Ich akzeptiere die Datenschutzbestimmungen.

   Thereby you clarify that you accept the privacy policy.

   *(By clicking on “Datenschutzbestimmungen” you can read through the privacy policy.)*
16. Click on “reservierung abschließen” to finish the process.
Confirming your appointment

17. You will get an email to your email address immediately after finishing the process.

18. Click on the link to confirm your appointment. **You will have to confirm the appointment within two hours or else the appointment will be cancelled.**

19. After clicking on the link, you will be redirected to the homepage of the “Einwohnermeldeamt” where it says that your appointment is confirmed.
20. You will receive an email with information regarding your appointment. You will have to be present at the “Einwohnermeldeamt” 10 minutes before your appointment. In the entrance hall are two monitors. Your waiting number ("Wartenummer") will be displayed on there with a room number next to it. When it is being displayed, you have to go to the room to attend your meeting. It is possible that you need to wait some time until your number shows up.

21. In Case of a cancellation, you can click the second link in the Mail. You will be redirected to a Website where you have to click “Stornieren”. A Cancellation is possible until 12 hours before the appointment.