

## Information on the Birth Announcement of Your Newborn Child

1. On the **day after the delivery**, please report  
**to hospital admissions on the ground floor / level 0**  
  
**> to receive the birth announcement of your child.**
2. The **birth announcement** is the written notification of the clinic to the registry office in Würzburg.
3. Please **read** through the announcement **carefully** to **avoid errors in advance**.
4. In case of **errors or corrections**, please change and countersign them **by hand**,  
**especially after name changes or additions to the name of the newborn.**

**We will apply for 3 free** birth certificates for authorities (parental allowance, child benefit, health insurance) for you.

**From 01/12/2020, birth certificates subject to a fee must be applied for directly at the Würzburg registry office.**

5. Please hand in the birth announcement **in person** to admissions on the ground floor / level 0 within **3 working days** after delivery.

**You can hand it in at the following times: Monday - Thursday, 7 am - 2.30 pm**

**Friday, 7 am - 1 pm**

6. After the registry office has processed the application, the birth certificates and documents will be returned to us and be ready for collection.

7.

**-> Once you have received the birth announcement, you can request the birth certificate at the Würzburg registry office.**

**Please call us after approximately 2 WEEKS,  
to check whether the birth certificates are ready to be collected.**

**You can contact us via the following phone number: 12 pm – 2.30 pm**

**+49 (0)931 201-25260**

Thank you.

The Inpatient Admissions Team