



Necessary visits to the authorities for refugees from the Ukraine

1. Registration at the Town Hall in charge

Please check first, if you need to make an appointment with the city government or urban administration.

To avoid communications problems please bring a person who is able to translate.

Please bring along:

- Identity document (ukrainian passport or national identity document)
- Statement of your landlord if living in a private accommodation (attachement **1**)
- If possible certificate of birth
- If possible certificate of marriage internationally translated
- If possible bank account

Afterwards you will receive your registration card (see 2. and 3.). The fiscal identification number (Tax ID) will be sent by mail.

Important:

Show up all names on the letter box, even if you are living in a private accommodation only temporarily. Otherwise you cannot receive your letters.

2. Application and registration at the Immigration Office

Attention: Please notice the responsibility of the Immigration Offices of Öhringen (2.1) and Künzelsau (2.2).

2.1 Concerning the city of Öhringen, the community of Zweiflingen and the community of Pfedelbach the Immigration Office of the city government of Öhringen is responsible.

<p>Große Kreisstadt Öhringen Marktplatz 15 74613 Öhringen Room 316, 3rd floor abh@oehringen.de</p> <p>Appointments only by agreement in advance. Please contact Advice of Integration 0160 95965674 or by E-mail fluechtlingshilfe@oehringen.de</p>	<p>Opening hours Monday: 08:30 to 12:15 am Thursday: 14:00 to 18:00 pm</p> <p>Attention: The Town Hall of Öhringen is only available at this time after making an appointment in advance.</p>
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Please bring along:

- Ukrainian identification document
- (Ukrainian passport, national identity document, ukrainian ID-card)
- Statement of your landlord if living in a private accomodation (attachement 1)
- 1 current biometric photo (Passport photograph)
- Registration card from the town hall (Received after registration, see above 1.)
- If possible certificate of birth internationally translated
- If possible certificate of marriage internationally translated
- If necessary, please bring a person who is able to translate.

➔ You will get a separate invitation subsequently for an identification verification and registration

2.2 Concerning all other cities and communities in the Hohenlohe administrative district the Immigration Office in the District Office Hohenlohe in Künzelsau is responsible.

Landratsamt Hohenlohekreis Office for Order, Immigration and Law Allee 17 74653 Künzelsau Room 13, ground floor For appointments call 07940 18-1743 or -1506 and by E-mail auslaenderamt@hohenlohekreis.de	Opening hours Monday: 08:30 to 12:00 am Wednesday: 08:30 to 12:00 am Thursday: 14:00 to 17:30 pm Friday: 08:30 to 12:00 am Closing date on Thursdays 30 minutes before end of opening hours, else 15 minutes before end of opening hours
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Please bring along:

- Completely filled data sheet for ukrainian refugees (attachment 2)
- Ukrainian identification document
(Ukrainian passport, national identity document, ukrainian ID-card)
- 1 current biometric photo (Passport photograph)
- Registration card from the town hall (Received after registration, see above 1.)
- Statement of your landlord if living in a private accomodation
- If possible certificate of birth internationally translated
- If possible certificate of marriage internationally translated
- Visit in person from age of 6 years up is necessary (for fingerprints and identification)

3. Application for payments

The relevant authority for granting benefits for persons applying for asylum is situated at the District Office Hohenlohe in Künzelsau, which is responsible for the whole Hohenlohe administrative district .

Landratsamt Hohenlohekreis Office for Order, Immigration and Law Allee 17 74653 Künzelsau Room 17, ground floor asyl@hohenlohekreis.de	Opening hours Monday: 08:30 to 12:00 am Wednesday: 08:30 to 12:00 am Thursday: 14:00 to 17:30 pm
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Please bring along:

- Application for permission of benefits according to the law for asylum seekers **(attachment 3.1)**
- Declaration of assets **(attachment 3.2)**
- Registration card from the town hall (received after registration at the town hall)
- Ukrainian passport
- If possible unlimited residence permit (Ukraine)
- If possible fictional certificate of the Aliens Department
- If possible rental agreement and an itemized breakdown of the incidental costs
- If possible declaration of assignment – direct payment of the rent **(attachement 3.3)**
- If possible bank account **(attachment 3.4)**

You will find further information in the internet, also related to subjects like accomodation and medical care. You will find answers to frequently asked questions there, too.

www.germany4ukraine.de

www.hohenlohekreis.de/ukraine

