First steps for a person applying for asylum in Bamberg

First step: Register at the Registration Office

Right after moving to Bamberg you have to register within 14 days at the registration office of the city of Bamberg. This applies to all the members of your family which came along with you.

For the registration a face to face conversation is necessary. For a family it is sufficient if only one person (of the married couple or parent) appears. Children at the age of 16 or older have to apply in person.

You need the following documents for your registration:

“Zuweisungsentscheidung der Regierung von Oberfranken” and the “Bescheinigung über die Meldung als Asylsuchender (BüMA)” or the „Ankunftsnachweis“ (s.u.). for all family members that are moving with you.
Ankunfts­nachweis
Zuweisungs­bescheid

Please bring these documents with you when you appear at the registration office.

The registration office is open from Monday till Friday (8 a.m. - 12 a.m.) and also Monday (2 p.m. - 6 p.m.). It is located on the second floor at the town hall, Maximiliansplatz 3 in Bamberg. You have to assign a number in the hallway before you can talk to the staff. The screen displays the number of the room which you have to enter for your registration.

If you move within Bamberg you also have to inform the registration office.
Second step: Appointment at the Alien Office

After you register at the registration office it usually takes about one week until your personal data is transmitted to the alien office. If you have questions about your procedure for granting the right of asylum or extension of your residence permission you can take an audition at the Alien Office.

The Alien Office is also on the second floor at the town hall, Maximiliansplatz 3. If you have questions about the subject asylum please contact room number 119 and 120 at the Alien Office.

An appointment is not necessary on

Monday       8 a.m. - 12 a.m.   2 p.m. - 4 p.m. and
Thursday    2 p.m.- 4 p.m.

Than we have extra time for a conversation with you at the office.

Please bring along all documents you received in the procedure for granting the right of asylum. Also all proof of identity, your passport or official documents from your home country.

First the assistant who is in charge of your case will check if the town of Bamberg or the “Regierung von Oberfranken in Bayreuth” is the appropriate authority.

If the “Regierung von Oberfranken in Bayreuth” is the appropriate authority the Alien Office will send you there. In this case they will send you to the “Zentrale Ausländerbehörde in Bayreuth” (Central Aliens Department Bayreuth). They will manage your case.

The “Zentrale Ausländerbehörde in Bayreuth” (Central Aliens Department Bayreuth) is located at Ludwig-Thoma-Str. 14, 95447 Bayreuth. Opening hours are Monday till Thursday 8 a.m. – 12 a.m. An appointment on Friday is not possible. If Bayreuth is too far away for you the “Migrationssozialdienst der AWO, Theatergassen 7, Bamberg” or the “Asyl- und Flüchtlingsberatung der Caritas (refugee advice centre), An der Breitenau 9, Bamberg” will help you.

Please bring along a translator if you have difficult questions so the staff of the Alien Office in Bayreuth can comprehend your request.

Third step: Appointment at the Social Welfare Office

The Asylum-Department at the Social Welfare Office is responsible for the payment of the pocket money and the issuing of certificates of the health insurance.

You will receive the pocket money after registration at the Registration Office (first step) and if you bring along your valid residence permit (BüMA, Ankunftsnachweis, Aufenthaltsgestattung, Duldung).

If you or your family members are sick, you can apply for a health insurance certificate at the Asylum-Department at the Social Welfare Office. With this certificate you can make a doctor’s appointment.

The opening hours of the Asylum-Department at the Social Welfare Office are Monday till Friday 8 a.m. – 12 a.m. The Asylum-Department is located at the Townhall Geyerswörth, Geyerswörthstr. 1, Bamberg, room number N5D.