

Landesarchiv Berlin
Eichborndamm 115-121
13403 Berlin

The old residents registration files (1875 – 1960)

How to make enquiries

The old Berlin registration files from 1875 to 1960 are available in the Landesarchiv Berlin for information on former residents.

The index contains in general information about people whose registration of residence in West-Berlin was cancelled before 31/12/1960 (due to relocation or death).

Later registration documents can be found in the

Landesamt für Bürger- und Ordnungsangelegenheiten (LABO)
Abteilung II Einwohnerwesen
Friedrichstraße 219
10958 Berlin
Tel.: (030) 90269 – 2000
Fax: (030) 90269 – 2095

There is only little data available on people who were born before 1850.

Information from the index can be obtained, if

- . **surname**
- . in the case of married women the **maiden name**
- . **fornames**
- . **date of birth**
- . and the **occupation**

are provided.

Married women can normally only be searched for with the data of the husband.

In the case of minors, details about both parents need to be given.

Addresses are not a search criterion; they serve only as confirmation in the case of a successful search.

Documents such as birth, marriage and death certificates cannot be issued from the index. The Landesarchiv Berlin can only attempt to find the relevant Berlin registry office.

In accordance with the archive law of state of Berlin (§ 8), people who seek information from the index have to satisfy the Landesarchiv Berlin of a **legitimate interest**. This is normally proven by photocopies of relevant documents.

Use of the index is subject to a **charge**. A fee of Euro 10,00 for each person investigated is payable per enquiry.

Berlin, Mai 2008

LANDESARCHIV BERLIN
Eichborndamm 115 – 121
13403 Berlin

Sender:

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Re: Information from the old residents registration files

I would like to have an investigation made in the old residents registration files.
Reason for my enquiry:

- search for family
- research scientific

- I am willing to pay the fee of 10,00 € for each person investigated.
- I would like further documents of the Landesarchiv Berlin to be consulted for the investigation and agree to be charged accordingly.

To prove my legitimate interest I enclose photocopies of the following:

- power of attorney or
- certificate of inheritance or
- excerpt of land register or
- proof of descent or
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I enquire about the following persons:

(surname) (maiden name) (forname) (date of birth)

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Date: Signature: