

Checklist

Self-employment

To apply for a residence permit, please contact the **Hamburg Welcome Center** or **Foreigners' Office of the Hamburg District Offices responsible for your place of residence**.

For the application in the **Hamburg Welcome Center**, please make an appointment via e-mail: info@welcome.hamburg.de.

To determine the **responsible district office**, proceed as follows:

1. Call up the Hamburg Administration Guide (Behördenfinder):
www.hamburg.de/behoerdenfinder
2. In the "Suchbegriff" field, enter the term "Ausländerangelegenheiten" and select "Suchen"
3. Enter the registration address in Hamburg (street and house number)
4. Select the red button "Weiter"

The Hamburg Administration Guide will show you the relevant department's contact details and opening hours.

The **following documents** are required for the application:

- completed application form *
- national pass
- biometric picture
- confirmation of continuous health insurance coverage
 - if you have a *private health* insurance: Confirmation of Annex 6 or 7 by the health insurance company*
- rental agreement
- confirmation of address registration ("Meldebestätigung" – for the first application after moving into the new apartment)
- confirmation of the landlord ("Wohnungsgeberbestätigung" – for the first application after moving into the new apartment)*
- form "Steuerberater/ Wirtschaftsprüfer" (for your tax consultant / auditor - only necessary for extension of the residence permit)*
- certificate in tax matters (from the tax office - only necessary for extension of the residence permit)
- excerpt from the commercial register (if applicable)
- from "Prüfungsbericht" (audit report of the tax consultant to check by the Chamber of Commerce - only necessary for extension of the residence permit)*
- proof of sufficient retirement provision (for applicants who are older than 45 years)
- certificates from the qualification, business plan, financing plan, yield forecast (for the first application)

* see attachment

Additional documents may be required.

Fees are charged for the application.