



Registration Service

Registration Service Centre in the Vienna District Office 9

Wilhelm-Exner-Gasse 5
1090 Wien

Opening hours: Mon, Tue, Wed, Fri 08:00 a.m. - 01:00 p.m., Thu 08:00 a.m. - 05:30 p.m.
(see back of this page for directions)

Obligation to register

According to Austrian law you have to register with the authorities within three days after moving to a new address. For example:

- If you move to an address in Vienna for the first time
- If your address within Vienna changes
- If you have a secondary residence, besides your primary address in Vienna

Required documents

The image shows a 'Meldezettel' form with various sections for registration. Key sections include:

- PERSONENSTAMM:** Name, date of birth, sex, and nationality.
- ANMELDUNG:** Address, date of registration, and registration number.
- BEZUGSNUMMERN:** Reference numbers for other registrations.
- ANMERKUNGEN:** Remarks section.

- Completed application form (residence registration form) with our signature
- Documents which clearly indicate the following data: first and last name, last name before marriage / name at birth, date and place of birth, sex and nationality (for example: passport and/or birth certificate)
- If you hold more than one citizenship you have to submit all documents proving your identity, place of birth, and nationality, i.e. basically travel documents
- Foreign citizens have to submit a passport or asylum certificate (Asylausweis)

Residence Registration Certificate (Meldebestätigung)

- After the registration procedure you receive a residence registration certificate for free.
Please bring a copy of the certificate to the office!
- You have to pay a fee if you need further certificates for your residence for yourself or for other persons for whose registration you are responsible (e.g. your child). In this case you just need to submit a photo ID (e.g. passport or driving license).

The image shows a 'BESTÄTIGUNG DER MELDUNG' certificate. It includes:

- Magistrat Wien-MEA f.d. 9. Bezirk:** Wilhelm-Exner-Gasse 5, 1090 Wien.
- PERSONENDATEN:** Familienname oder Nachname, Vorname, Geschlecht, Geburtsdatum, Geburtsort, Staatsangehörigkeit, ZMR-Zahl.
- Reisedokument:** Dokumentenart, Dokumentennummer, Ausstellungsdatum, Ausstellungsort, Ausstellungsbehörde, Ausstellungstext.
- MELDEDATEN:** Wohnbezugszeit, Straße, Postleitzahl, Ortsgemeinde, gemeldet seit.
- MELDEVERWEK:** A unique registration number.