



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 cash benefits

From 1 June 2022 the Sozial- und Versorgungsamt will be responsible for granting cash benefits in accordance with the Twelfth Book of the Social Code (Sozialgesetzbuch Zwölftes Buch – SGB XII) for the following persons:

- Persons who have reached the German statutory retirement age (currently: 65 years + 10 months)
- Persons who have not yet reached the German statutory retirement age, but have already received a Ukrainian old-age pension or an old-age pension from another country before leaving the Ukraine and who can provide proof of their entitlement to a pension,
- Persons who are at least 18 years old and are fully disabled (please contact us before applying)

Cash benefits are granted, according to the current status, on application, but not earlier than from the beginning of the month following the registration with the Immigration Office and the issuance of a fictional certificate (Fiktionsbescheinigung). For the month in which the registration with the Immigration Office takes place and a fictional certificate (Fiktionsbescheinigung) is issued, benefits under the Asylum Seekers' Benefits Act may first have to be applied for separately.

We require the following documents:

- Application for the granting of cash benefits according to SGB XII (attachment 3.5)
- Declaration of assets (attachment 3.6)
- Additional declaration on close family members who live somewhere else (attachment 3.7)
- Registration card from the town hall (received after registration at the town hall of the municipality of residence)
- Ukrainian passport
- If possible, permanent residence permit (Ukraine)
- If possible, fictional certificate (Fiktionsbescheinigung) or residence permit (Aufenthaltstitel) from the Immigration Office in Öhringen or Künzelsau
- If possible, rental contract with detailed breakdown of additional costs or proof of usage fees for accommodation
- If possible, declaration of assignment – direct payment of rent (attachment 3.8)
- If possible, notification of bank details (attachment 3.9)
- Proof of the receipt of, or entitlement to, a Ukrainian pension or a pension from another state/country (e.g. bank statements, pension card/certificate)

The Job Centre Hohenlohekreis is responsible for employable persons, who are a minimum of 15 years of age and who have not yet reached retirement age. Further information is available on the homepage of the Job Center Hohenlohekreis at:

[Jobcenter – Ukraine \(jobcenter-ge.de\)](http://jobcenter-ge.de)

Landratsamt Hohenlohekreis Sozial- und Versorgungsamt Allee 17 74653 Künzelsau Building A, 1st floor Sozialamt@hohenlohekreis.de or 07940/1266	Opening hours: Monday, Tuesday, Wednesday and Friday: 08:30 am to 12:00 am Thursday: 02:00 pm to 5:30 pm Personal consultation only by prior appointment!
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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



4. Application „Basic Security for Job Seekers“ according to the SGB II

According to the second book of the Social Security Code (SGB II), the Job Centre Hohenlohekreis is responsible for granting benefits to the following group of people as of 01.06.2022:

- All employable persons and possibly their children until the age of 25 living within the same household – until the retirement of the applicant
- From the age of 25 onwards, or if persons under the age of 25 have their own children, a separate application must be filed **(completed and submitted)**

Job Centre Hohenlohekreis Würzburger Straße 30 74653 Künzelsau For Appointments: Telephone: 07940 9151-581 Email: jobcenter-hohenlohekreis.leistung@jobcenter-ge.de Online appointments can be arranged via the Homepage www.jobcenter-ge.de/hohenlohekreis	Office hours: Mondays to Fridays 08:00 until 12:00 On Thursdays additional office hours in the afternoon: 14:00 until 16:30, or longer for workers Personal meetings only with an appointment! Closing times 30 Minutes before office hours end
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Process to follow:

1. Appointments between Applicant and Job Centre
2. Appointment for the issuing of an application: Meeting of the Applicant with a valid passport/identification document
3. Submission of the application via Email, mailbox at the job centre or [jobcenter.digital](https://www.jobcenter.digital)

What is required for processing:

- Completed application form (HA, HG, possibly WEP, possibly KI, EK, possibly UH-Attachments)
- Copies of the Ukrainian passport/identification document of all family members/community of those in need (Bedarfsgemeinschaft)
- Fictional Certificate (Fiktionsbescheinigung) from the immigration office or residence permit of all with an AZR-Number - without the Fictional Certificate (Fiktionsbescheinigung) with an AZR-Number, there is no entitlement to receive any benefits
- Notification of asylum seeker benefits, if requested, and, if applicable, also of the repeal of the notice
- Signature sample sheet/form of all persons over the age of 15 (can be collected from the application office)
- Bank statements from the last three months of all accounts held by those family members in need/those in your community of need (Bedarfsgemeinschaft). Should you have accounts via PayPal or credit cards, account statements or transaction lists of these accounts are also required dating back to the past three months. Should you not have any accounts, please state this in writing. Please enter the account number into the application form. In the case of an account number of a third party (relative, acquaintance), please confirm with the entry that you will obtain access to the benefit.
- Copy of the rental agreement or of the notice of fees from the municipality
- Started working? Please provide a copy of the employment contract and a copy of the last payslip/salary statement (if available)
- Copy of the (translated) birth certificate of a child
- Please provide proof of the application for child benefits or if applicable the copy of the child benefits notice
- Separated from the father of your child? Please provide proof of the application for advance maintenance payments (Youth Welfare Office Hohenlohekreis) or if applicable a copy of the notice of advance maintenance payments
- Confirmation of registration from the town hall

Please take note of the following:

- Please consult with a German-language speaker prior to your appointment, as we do not have the option of providing an interpreter
- A personal meeting is only possible following registration or with an appointment
- The submission of documents is also possible via the mailbox at the job centre (next to the entrance door at the job centre)

Please consult the homepage for more up-to-date information and appointments:



[Homepage](#)

[Jobcenter.digital](#)