



## First steps – Registration at place of residence

You must register in the municipality of your new place of residence within 14 days of your arrival, when you will be required to present the documents specified below (future inhabitants of the municipalities of **Riehen** and **Bettingen** may register either in Basel or at the responsible municipal offices).

### Swiss citizens (arriving from other parts of Switzerland or abroad)

1. Registration form completed for each adult
2. De-registration certificate if the last place of residence was in a Swiss municipality.
3. a) **Original certificate of nationality** or personal civil status document issued or updated not more than six months previously such as the **family booklet** or the **family ID**, the **marital status ID** or the **family certificate** (citizens of the Canton of Basel-Stadt require neither a certificate of nationality, nor another civil status document)  
b) for children aged below 18, family certificate with child entry or birth certificate  
c) Declaration in the case of children under joint parental custody
4. Passport, ID card or driving licence issued in Switzerland (in the case of written de-registration, please present colour copies of the front **AND** reverse sides of the ID card)
5. Tenancy agreement or apartment certificate (residential address in Basel, Riehen or Bettingen)

### EU citizens (arrival from another part of Switzerland)

1. Registration form completed for each adult
2. Criminal record declaration completed for each adult
3. De-registration certificate issued by the last municipality of residence in Switzerland
4. Foreigner's ID card (L / B / C)
5. Passport or ID card (in the case of written de-registration, please present colour copies of the front **AND** reverse sides of the ID card)
6. a) Arrival of married persons: Marriage certificate or family booklet/ID  
b) For children aged below 21: Family booklet or birth certificate  
c) Declaration in the case of children under joint parental custody
7. Tenancy agreement or apartment certificate (residential address in Basel, Riehen or Bettingen)

### EU citizens (arrival in Switzerland from abroad)

1. Registration form completed for each adult
2. Criminal record declaration completed for each adult
3. Appointment declaration, work certificate or valid employment contract →  
In the case of seconded employees and persons from Croatia, the employer must first submit a separate employment request to the *Amt für Wirtschaft und Arbeit (AWA)* (Office of Economy and Labour).
4. In the case of international commuters: a copy of the International commuter permit with valid employment confirmation
5. Students: Valid matriculation and proof of sufficient financial resources from parents or scholarship certificate
6. 1 passport photo (35 x 45 mm without border) per person, not older than 6 months

7. Valid passport or ID card (in the case of written registration, please provide colour copies of the front **AND** reverse sides of the ID card)
8. a) Arrival of married persons: Marriage certificate or family booklet/ID  
b) For children aged below 21: Family booklet or birth certificate  
c) Declaration in the case of children under joint parental custody
9. Tenancy agreement or apartment certificate (residential address in Basel, Riehen or Bettingen)

#### Non-EU citizens

1. Personal interview to record biometric data
2. Immigration permit / warranty
3. Students: Valid matriculation and proof of sufficient financial resources from parents or scholarship certificate
4. Registration form completed for each adult
5. Criminal record declaration completed for each adult
6. Valid passport
7. Valid Swiss visa
8. a) Arrival of married persons: Marriage certificate or family booklet/ID  
b) For children aged below 18: Family booklet or birth certificate  
c) Declaration in the case of children under joint parental custody
9. Tenancy agreement or apartment certificate (residential address in Basel, Riehen or Bettingen)

#### Important information:

1. The fee for registering at the *Einwohneramt* (Resident Registration Office) is CHF 25.00.
2. The fee for registering in the central migration system (*zentralen Migrationssystem - "ZEMIS"*) and for issuing the foreigner's ID is invoiced by the *Migrationsamt* (Migration Office).
3. Documents are accepted only in the official national languages of German, French, Italian as well as English. Documents in other languages must be translated.

#### GGG Migration

##### Übersetzungsdienst

Eulerstrasse 26

4051 Basel

Tel. [+41 61 206 92 22](tel:+41612069222)

[mail@ggg-migration.ch](mailto:mail@ggg-migration.ch)

[www.ggg-migration.ch](http://www.ggg-migration.ch) → übersetzen

4. Independent registration is possible only once the individual concerned has reached the age of maturity (18 years). Minors require the consent of their parents or guardians.
5. Persons with legal guardians require a declaration of consent from the legal guardian.
6. Nationality certificates or civil status documents such as the family booklet, family ID, marital status certificate, family certificate may be ordered from the civil status office of the place of origin. The birth certificate may be ordered from the civil status office of the place of birth.
7. Blocked address: Upon written request, the private address may be blocked in the register of inhabitants

**Basel:**

**Einwohneramt [Resident Registration Office]**

Spiegelgasse 6

CH-4001 Basel

Tel. [+41 61 267 70 60](tel:+41612677060)

[bdm@jsd.bs.ch](mailto:bdm@jsd.bs.ch)

[www.bdm.bs.ch](http://www.bdm.bs.ch) → Wohnen → Basel for new Arrivals

**Riehen:**

**Kundenzentrum [Customer Services]**

Wettsteinstrasse 1

CH-4125 Riehen

Phone [+41 61 646 81 11](tel:+41616468111)

[kundenzentrum@riehen.ch](mailto:kundenzentrum@riehen.ch)

[www.riehen.ch](http://www.riehen.ch) → → Über uns (About us) → Online Schalter (Online desk) →  
Einwohnerkontrolle (Residents' registration)

**Bettingen:**

**Gemeindekanzlei [Communal Office]**

Talweg 2

CH-4126 Bettingen

Phone [+41 61 267 00 88](tel:+41612670088)

[info@bettingen.ch](mailto:info@bettingen.ch)

[www.bettingen.bs.ch](http://www.bettingen.bs.ch) → Über uns (About us) → Online Schalter (Online desk) →  
Einwohnerkontrolle (Residents' registration)

**Important note:** It is important to remember to report every change of address (obligatory registration!).

**Change of canton for non-EU citizens**

Citizens of third-party states who are already resident in Switzerland (foreigners without EU/EFTA permit) must obtain the consent of the *Migrationsamt* [Migration Office] before taking up residence in the Canton of Basel-Stadt (Basel, Riehen and Bettingen).

**Migrationsamt Basel-Stadt [Migration Office of Basel-Stadt]**

Spiegelgasse 12

CH-4001 Basel

Phone [+41 61 267 70 70](tel:+41612677070)

[migrationsamt@jsd.bs.ch](mailto:migrationsamt@jsd.bs.ch)

[www.bdm.bs.ch](http://www.bdm.bs.ch) → Wohnen (Living) → Zuzug (Immigration)

Ausländerinnen und Ausländer (Foreigners): Zuzug aus der Schweiz (Immigration from Switzerland)

**Change of Canton for third-country nationals**

Third-country nationals already residing in Switzerland (foreign nationals without an EU/EFTA permit) must obtain the consent of the Migration Office before taking up residence in the Canton of Basel-Stadt (Basel, Riehen and Bettingen).

### **Weekly residence**

If you wish to register in Basel as a weekly resident, obtain further information under:

[www.bdm.bs.ch](http://www.bdm.bs.ch) → Wohnen → Zuzug → Wochenaufenthalt (Weekly residents)

or contact one of the desks at the *Einwohneramt* [Resident Registration Office] in person.