

NewStart

Information for migrants

NeuStart – Infos für Migranten und Migrantinnen



Important information

Please note that, in light of the ongoing coronavirus pandemic, it is only possible to have a personal appointment with municipal authorities and advisory centres after arranging an appointment by phone in advance.

Dear readers,

Welcome to the City of Pforzheim! Our 'NewStart' brochure aims to make your new start in your new city a little easier.

It's not easy to start again in a new place – and when the country, the language, the alphabet and everyday life seem foreign to you, the adventure is not always straightforward. To help you get to grips with life here a little easier, NewStart contains all the information you need for the early days in Pforzheim.

We want you to get to know and love our city and find a new home for yourself and your family – so please make use of our brochure and our other language, education and integration services. Then we're sure your new start will be a success!

Yours,
Frank Fillbrunn
Mayor



A handwritten signature in black ink, which appears to be 'F. Fillbrunn'. The signature is stylized and fluid, with a long horizontal stroke extending to the right.



Ignazio Minotta
Italy

I've been living in Pforzheim for over 25 years now and I loved the city right from the start. For me, the key was learning German early on and learning to communicate in German. This made life much easier.



Bushra Lupardi
Iraq

Integration means living in the here and now: talking to others, working, getting involved, meeting people – even when we're different. I am delighted at the opportunity presented to migrants who want to start a new life in Pforzheim.



Chariklia Isaakidou
Greece

As a former migrant myself, I am familiar with some of the problems here. When I started to get to know people here a little better, they were very friendly and helpful. I hope that all immigrants can find people to help them in their day-to-day lives, just like I did.



Fazli Isbilen
Turkey

It's always hard to start out in a new country – I too encountered lots of new, strange things when I first arrived here years ago. I hope that this brochure makes it easier for others to understand the way the authorities work here and what day-to-day life in Germany is like!



Herbert Eiwien
Romania

As someone who was born in Romania and who sits on the International Council, I feel responsible for the growing number of Romanian migrants. They still have great chances of integrating quickly and contributing to the development of Pforzheim.

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1. Registering a residence in Pforzheim/ Anmeldung in Pforzheim

- Anyone moving to Germany needs to register their address in person with the local registration authorities within two weeks.
- If you move house, you also need to re-register within two weeks.
- When registering a residence, you must present confirmation from the landlord.
- People who do not register or re-register within this time will have to pay a fee.
- So that the post can be delivered properly, it is important that you label the buzzer to your flat and your letter box with your surname once you have registered and moved into your new home.

Registering a place of residence	
Where?	Bürgerzentrum or municipal office
Address	Altes Rathaus Östliche Karl-Friedrich-Str. 2-4, 75175 Pforzheim
Office hours	Monday–Wednesday 7.30 a.m.–1 p.m.
	Thursday 8 a.m.–12 p.m. 2 p.m.–6 p.m.
	Friday 8 a.m.–12 p.m.
What will you need?	<ul style="list-style-type: none">■ Passport or ID card■ For children: children's ID card (<i>Kinderausweis</i>) (birth certificate; for foreign birth certificates, please also provide a translation into German or an international birth certificate)■ Rental contract
What will you receive?	Confirmation of residence registration (<i>Anmeldebestätigung</i>) Keep this in a safe place!



During the coronavirus pandemic, it is only possible to attend personal appointments after arranging an appointment in advance at: www.qtermin.de/stadt-pforzheim.

2. Going to the immigration authorities/ Vorsprache bei der Ausländerbehörde

Every non-EU citizen coming to live in Germany has to register with the local immigration authorities.

You can **only** go to the authorities once you have **made an appointment**:

Going to the immigration authorities					
Where?	Abteilung für Migration und Flüchtlinge				
Address	Altes Rathaus, semi-basement level (SG) Östliche Karl-Friedrich-Str. 2-4, 75175 Pforzheim				
Appoint- ments	Surname	Phone number	Phone line open		Email
	Aa-Ala Ama-Bas	07231 39-1032	Mon-Thur Thur	8 a.m.-12 p.m. 2 p.m.-4 p.m.	melanie.herceg@pforzheim.de
	Alb-Aldh Bat-Din	07231 39-3158	Mon-Thur	8 a.m.-12 p.m. 2 p.m.-4 p.m.	valeria.olah@pforzheim.de
	Aldi-Alg Dio-Haw	07231 39-3084	Mon-Thur	8 a.m.-12 p.m. 2 p.m.-4 p.m.	gina.kienzle@pforzheim.de
	Alh-Alia Hax-Kim	07231 39-3160	Mon-Thur	8 a.m.-12 p.m. 2 p.m.-4 p.m.	katharina.herrmann@pforzheim.de
	Alib-Alj Kin-Mal	07231 39-2509	Mon-Thur Mon	8 a.m.-12 p.m. 2 p.m.-4 p.m.	ines.hufnagel@pforzheim.de
	Alk-Alm Mam-Pll	07231 39-2123	Mon-Thur	8 a.m.-12 p.m. 2 p.m.-4 p.m.	oliver.gaide@pforzheim.de
	Aln-Alo Plm-Se	07231 39-3159	Mon-Thur Thur	8 a.m.-12 p.m. 2 p.m.-4 p.m.	mary-ann.bucher@pforzheim.de
	Alp-Als Sf-Tuq	07231 39-3161	Mon-Thur	8 a.m.-12 p.m. 2 p.m.-4 p.m.	regina.weidner@pforzheim.de
	Alt-Alz Tur-Z	07231 39-3162	Mon-Thur Mon, Tue, Thur	8 a.m.-12 p.m. 2 p.m.-4 p.m.	monika.bernhardt@pforzheim.de
What will you need?	<ul style="list-style-type: none"> ■ Passport ■ Confirmation of residence registration (<i>Anmeldebestätigung</i>) ■ Proof of income ■ Any other documents listed by your case officer 				
What will you receive?	Residence permit (<i>Aufenthaltstitel</i>) Keep this in a safe place!				

When you come to your appointment, please announce yourself via the intercom on the blue pillar in the basement level of the Altes Rathaus.



Refugees and asylum seekers can agree appointments by phone **using the table below**. You can **only** go to the authorities once you have **made an appointment in advance**:

Appointment, asylum seekers and refugees				
Where?	Abteilung für Migration und Flüchtlinge			
Address	Altes Rathaus, semi-basement level (SG) Östliche Karl-Friedrich-Str. 2-4, 75175 Pforzheim			
Hours for making appointments by phone	Surname	Phone number	Phone line open	
	A-Ek	07231 39-3109	Mon-Thur Thur	8 a.m.-12 p.m. 2 p.m.-4 p.m.
	El-J	07231 39-3168	Mon-Thur Thur	8 a.m.-12 p.m. 2 p.m.-4 p.m.
	K-Saf	07231 39-4264	Mon-Thur Thur	8 a.m.-12 p.m. 2 p.m.-4 p.m.
	Sag-Z	07231 39-3166	Mon-Thur Thur	8 a.m.-12 p.m. 2 p.m.-4 p.m.
What will you need?	<ul style="list-style-type: none"> ■ Passport / ID / Temporary residence permit (<i>Gestattung</i>) / Suspension of deportation (<i>Duldung</i>) ■ Confirmation of residence registration (<i>Anmeldebestätigung</i>) ■ Proof of income ■ Any other documents listed by your case officer 			
What will you receive?	Residence permit (<i>Aufenthaltstitel</i>) / Temporary residence permit (<i>Gestattung</i>) / Suspension of deportation (<i>Duldung</i>) Keep this in a safe place!			

- Please buzz the intercom and inform us that you have come for your appointment.
- The appointment and acceptance of the application can only take place within the agreed appointment time in the semi-basement level office in the Altes Rathaus.
- Please wait in front of Room S10 when you come to your appointment.








3. Accommodation/Wohnen

3.1 How do you find a place to live?/

Wie finden Sie eine Wohnung?

- You can find accommodation listings:
 - In newspapers
 - Online
 - From property management companies

- Most landlords require a deposit when you conclude a rental agreement (generally two to a maximum of three months' basic rent) as collateral.

Property management companies	Address	Office hours
Arlinger eG	Hohlohstr. 6 75179 Pforzheim Tel.: 07231-94 62-0 www.arlinger.de	 Mon-Fri 8 a.m.-12 p.m. Mon-Wed 2 p.m.-4 p.m. Thur 2 p.m.-6 p.m. As well as by appointment
Pforzheimer Bau- und Grund GmbH	Erbprinzenstr. 20 75175 Pforzheim Tel.: 07231-93 02-0 www.pforzheimerbauundgrund.de	 Mon-Fri 8 a.m.-12.30 p.m. Mon, Tue 1.15 p.m.-5 p.m. Thur 1.15 p.m.-6 p.m.
Familienheim e.G.	Lindenstr. 39 75175 Pforzheim Tel.: 07231-93 19-0 www.familienheim-pforzheim.de	 Tue, Wed, Thur 8 a.m.-12 p.m. Tue 2 p.m.-5.15 p.m.
STADTBAU GmbH Pforzheim	Schlossberg 20 75175 Pforzheim Tel.: 07231 39-31 10 www.stadtbau-pforzheim.de	 Mon, Wed 8 a.m.-12 p.m. Thur 2 p.m.-6 p.m. As well as by appointment
Huchenfeld eG	Huchenfelder Hauptstr. 105 75181 Pforzheim Tel.: 07231-97 92 70 www.baugenossenschaft-huchenfeld.de	 Mon-Fri 9 a.m.-12 p.m. Thur 2 p.m.-6 p.m. As well as by appointment

WOHNEN



3.2 Rent – what is included?/ Wohnungsmiete – was gehört dazu?

The rent includes:

Basic rent and utilities costs

The rent excluding heating is a fixed basic amount. Utilities include things such as administrative costs, water, waste water and heating, and are generally billed once a year depending on consumption. Utilities costs are either paid to the landlord or to Stadtwerke Pforzheim (SWP – Pforzheim public utilities company).

Electricity

Electricity is billed separately and paid to Stadtwerke Pforzheim (SWP) or another electricity provider.

Waste

Every household has to pay for waste disposal. Waste is collected regularly.

- Registering for waste collection is done via an order form that has to be signed by the building owner/administrator. This form must be submitted to **ServiceCenter Abfallwirtschaft**, Heinrich-Witzenmann-Str. 13, 75179 Pforzheim.
All containers are equipped with an electronic chip in order to track waste collections.
- Waste is collected either once a week or once a fortnight, depending on the order. The bins must be positioned on the edge of the pavement with their lids closed by 6.30 a.m. on the day of collection, or at the earliest from 6 p.m. the evening before.
- You can use the waste collection calendar provided or enter your street and house number online (www.abfallwirtschaft-pforzheim.de/kundenportal/abfallkalender) to find out when your waste will be collected.
- You can get a copy of the latest version of the waste collection calendar here:
 - ServiceCenter Abfallwirtschaft, Heinrich-Witzenmann-Str. 13, 75179 Pforzheim
 - Technische Dienste/Abfallwirtschaft, Heinrich-Witzenmann-Str. 13, 75179 Pforzheim
 - Municipal offices (Büchenbronn, Eutingen, Hohenwart, Huchenfeld, Würm)
- In Pforzheim, waste must be sorted as general household waste, paper, glass or packaging. Organic waste such as fruit, salad or vegetables, potato peels or eggshells, coffee grinds, teabags and leftover food **must** be disposed of in an organic waste bin (brown bin).





Disposal of bulky waste

Bulky waste includes: cupboards, tables, chairs, upholstery, bed frames, mattresses, carpets, large household appliances such as washing machines, sinks and fridges, etc.

- If you need to dispose of bulky waste, you can bring it to municipal recycling centres (Entsorgungszentrum Hohberg, in Huchenfeld, in Eutingen or in Büchenbronn). For usual household volumes (up to 3 m³), this is **free of charge, once a year**. You need an authorisation coupon for the free disposal of bulky waste at municipal recycling centres. You can get these coupons from the Service-Center Abfallwirtschaft at Heinrich-Witzenmann-Str. 13. For volumes exceeding usual amounts, €5 per cubic metre is charged.
- If you do not have any way to transport it yourself, bulky waste of up to 3 m³ can be picked up free of charge, once a year. To do this, please place the bulky waste by the side of the road. Any further bulky waste registered is calculated at a cost of €60 and the full service is not included. If you need the full service, you can agree this on an individual basis with the waste management company in question.
- If more than 3 m³ is to be collected (household clearance, etc.), please contact a private household clearance or transport company.

If you have any questions about waste disposal, please ask the staff at the municipal waste management office (tel.: 07231 39-1393), who are available from:

Monday-Friday 7.30 a.m.-12 p.m.

Thursday 1.30 p.m.-6 p.m.

For more information, please visit www.abfallwirtschaft-pforzheim.de.



Waste separation



Yellow bin / yellow bag (Gelber Sack)

for packaging made from metal, plastic or composite material



Grey bin

for general household waste

Brown bin

for organic waste



Glass containers

for bottles and jars, separated by colour



Paper

Paper as a bundle or in the blue bin



3.3 Subsidised housing/Sozialwohnung

In Germany, people with low incomes can rent low-cost housing, known as 'subsidised housing'. There is some of this kind of housing available in Pforzheim, too, although there is a limited amount. In order to rent subsidised housing, you need a **subsidised housing entitlement certificate** (*Wohnberechtigungsschein*).

Application for the subsidised housing entitlement certificate (<i>Wohnberechtigungsschein</i>)	
Where?	Jugend- und Sozialamt, Sachgebiet Wohnungswesen/Wohnungssicherung
Address	Zehnthofstr. 10 and 12, Room 501 75175 Pforzheim Tel.: 07231 39-2388
Office hours (by appointment only)	Monday 8 a.m.-12 p.m. Wednesday 8 a.m.-12 p.m. Thursday 2 p.m.-6 p.m. Friday 8 a.m.-12 p.m. Please arrange appointments by phone
What will you need?	<ul style="list-style-type: none">■ Passport or ID card■ Proof of income■ Current rental contract
What will you receive?	Subsidised housing entitlement certificate (<i>Wohnberechtigungsschein</i>) Keep this in a safe place!



3.4 What is housing benefit and where can you apply for it?/Was ist Wohngeld und wo können Sie es beantragen?

- Housing benefit is extra financial support for people with low incomes to help them pay the rent.
- Generally speaking, anyone with a low income may apply for housing benefit.
- You can get the application form and further information from the housing benefit office (*Wohngeldstelle*).

Application for housing benefit (<i>Wohngeld</i>)	
Where?	Jugend- und Sozialamt, Sachgebiet Wohngeld
Address	Zehnthofstr. 10 + 12 75175 Pforzheim
Office hours (by appointment only)	Monday 8 a.m.-12 p.m. Wednesday 8 a.m.-12 p.m. Thursday 2 p.m.-6 p.m. Friday 8 a.m.-12 p.m.
What will you need?	<ul style="list-style-type: none">■ Passport or ID card■ Proof of income■ Rental contract
What will you receive?	Approval/denial of housing benefit support (<i>Wohngeldbewilligung/Wohngeldablehnung</i>) Keep this in a safe place!



4. Current account/Girokonto

In Germany, every family has to have its own bank account/current account (*Girokonto*) so that money for the family (e.g. wages, unemployment benefit, income support benefits, child allowance) can be transferred to this account. The same account can also be used to pay rent, electricity, phone bills and other bills.

- Therefore, you need to open a current account with a bank (e.g. Sparkasse, Volksbank, Postbank or other).

Opening a current account	
Where?	A bank of your choice
What will you need?	<ul style="list-style-type: none">■ Passport or ID card■ Residence permit (<i>Aufenthaltstitel</i>)
What will you receive?	A bank card with an account number Keep this in a safe place!

5. Integration

5.1 Integration officer for the City of Pforzheim/ Integrationsbeauftragte der Stadt Pforzheim

The successful integration of migrants is very important to the City of Pforzheim.

This process is overseen by the integration officer, who supports and advises the municipal administration and local council on specific topics to do with integration – in consultation with the mayor for education and social affairs. The integration officer plans and coordinates projects and measures to promote integration and boost social cohesion. As the contact partner for the City of Pforzheim for the topic of “the integration of migrants”, she works together closely with the city’s integration committee, known as the International Council (*Internationaler Beirat*) and acts as coordinator for the Pforzheim Integration Alliance (*Pforzheimer Integrationsbündnis*) and with a wide range of social partners and migrant-led organisations.

Integration officer	
Name	Anita Gondek
Address	Marktplatz 4, 75175 Pforzheim
Room	309, third floor (Jugend- und Sozialamt)
Phone number	07231 39-2117
Email	anita.gondek@pforzheim.de

5.2 Learning German/Deutsch lernen

So that you can enjoy life here in Germany, can find work and make friends, and so that you can support your children at school, you will need to learn German.

Migrants can learn German via an **integration course**.

- People who are eligible to attend an integration course **may register** for a German course at the **coordination office for language courses** (*Koordinierungsstelle Sprachkurse*) (see point 5.4).
- People who are required to take part in an integration course by the immigration authorities' department of migration and refugees (*Ausländerbehörde, Abteilung für Migration und Flüchtlinge*), the Jobcenter or by youth welfare and social services (*Jugend- und Sozialamt*) for granting asylum seekers' benefits (*Leistungsgewährung Asyl*) **must register** to take part in a course as quickly as possible with the **coordination office for language courses** (*Koordinierungsstelle Sprachkurse*) (see section 5.4), and they must complete the course.
- EU citizens without any requirement to take the course may participate in the integration course and have the right to apply for the costs to be covered. The coordination office for language courses (*Koordinierungsstelle Sprachkurse*) and Caritas and Diakonie immigrant consultation offices (*Migrantenberatungsstellen*) can help you with this. The forms can also be found on the Federal Office for Migration and Refugees (BAMF) website: (<https://www.bamf.de/DE/Themen/Integration/ZugewanderteTeilnehmende/Integrationskurse/integrationskurse-node.html>). 
- Non-participation in an obligatory integration course may have negative consequences:
 - The duration of your residency may be shortened.
 - Social benefits (e.g. unemployment benefit [*Arbeitslosengeld II*] or income support benefits) may be terminated.
 - You may have to pay a fine.

5.3 Integration courses/Integrationskurse

- The integration course comprises a **language course** (at least 600 hours) and an **orientation course** (100 hours). The language course teaches the basics of the German language up to level B1. The orientation course focuses on the culture, legal system and history of Germany.
- If necessary, **specific integration courses** (e.g. for young people, women and parents) may be attended, which comprise 900 to 1,200 hours in the language course section and 100 hours in the orientation course section.
- **Integration courses with literacy** (300 hours) are available for migrants who are unable to read and write.
- Participation in the integration course is subject to cost. However, you may - under certain circumstances - apply to have the costs covered.
- Registration for all integration courses is done centrally at the **coordination office for language courses** (*Koordinierungsstelle Sprachkurse*) at Schlossberg 15 (see Section 5.4).
- You can find a flyer about the integration course in several languages on the website of the Federal Office for Migration and Refugees (BAMF): https://www.bamf.de/SharedDocs/Anlagen/DE/Integration/Integrationskurse/Kursteilnehmer/Merkblaetter/630-036_merkblatt-auslaenderbehoerde.html?nn=282388



5.4 Coordination office for language courses/ Koordinierungsstelle Sprachkurse

In Pforzheim, a central coordination office organises the integration courses and provides advice on other language courses available.


Anyone wanting to visit an integration course must register with the coordination office.

Coordination office for language courses (<i>Koordinierungsstelle Sprachkurse</i>)		
Where?	Jugend- und Sozialamt Koordinierungsstelle Sprachkurse	
Address	Schlossberg 15 (right next to the Jobcenter at Blumenhof 4), 5th floor, please use lift B at the back, 75175 Pforzheim	
What will you need?	<ul style="list-style-type: none"> ■ Passport or ID card ■ Residence permit (<i>Aufenthaltstitel</i>) ■ Other documents as required 	
Office hours	Monday, Tuesday, Friday	8 a.m.-11 a.m.
	Wednesday	Closed Phone information only From 9 a.m.-12 p.m. on: Tel.: 07231 39-2862 Tel.: 07231 39-2863 Tel.: 07231 39-2874
	Thursday	1 p.m.-5 p.m.
What will you receive?	You will be assigned to a suitable integration course and given advice on language courses available in Pforzheim.	

During the **coronavirus pandemic**, appointments are only held after being arranged by phone first.

5.5 Immigrant consultation offices/ Migrationsberatungsstellen

- If you have any problems or questions, please contact one of the immigrant consultation offices (*Migrationsberatungsstellen*) free of charge.
- There are three immigrant consultation offices (*Migrationsberatungsstellen*) in Pforzheim:

Advice for adults		
Where?	Caritasverband Pforzheim e. V.	Diakonie Pforzheim
Address	Blumenhof 6 75175 Pforzheim	Goethestr. 41 75173 Pforzheim
What will you need?	<ul style="list-style-type: none"> ■ Passport or ID card ■ Any documents you have questions about 	
Office hours	Consultations only after prior arrangement by phone: Tel.: 07231 128 166 Marco Peichl marco.peichl@caritas-pforzheim.de Tel.: 07231 128 125 Jan Westermann jan.westermann@caritas-pforzheim.de Online migration consultation offered by Caritas Pforzheim (free, anonymous, safe): https://www.caritas-pforzheim.de/beratung/onlineberatung/ 	Tel.: 07231-428 650 Sonja Ehmann Ismail Niedermaier-Demirci

Advice for young people	
Where?	Jugendmigrationsdienst Pforzheim (JMD)
Address	Bleichstr. 81 (administration), Bleichstr. 64, second floor (consultation) Tel.: 07231-3861-901 or Tel.: 07231-3861-902
What will you need?	<ul style="list-style-type: none"> ■ Passport or ID card ■ Any documents you have questions about
Office hours	Monday 10 a.m.-12 p.m. Wednesday 1 p.m.-3 p.m. or by phone appointment

5.6 Integration management/ Integrationsmanagement

We help refugees to get settled in Pforzheim!

We can advise you on issues relating to daily life and can accompany you to important appointments with the authorities (such as the Jobcenter or town hall). We can also help you to find your own way in Germany.

Some of our colleagues speak Arabic, Kurdish, Farsi, English, French and Turkish.

If you arrived in Germany as a refugee in 2015 or later, you and your family can obtain the help of the integration management service.

Where?	Jugend- und Sozialamt / Integrationsmanagement
Address	Westliche Karl-Friedrich-Str. 31, 4th floor 75172 Pforzheim
What will you need?	<ul style="list-style-type: none"> ■ Passport or ID card ■ Any documents you have questions about
Office hours	Please arrange consultation appointments by phone Tel.: 07231 39-3499

Where?	Diakonie Pforzheim / Integrationsmanagement
Address	Goethestr. 41 75173 Pforzheim
What will you need?	<ul style="list-style-type: none"> ■ Passport or ID card ■ Any documents you have questions about
Office hours	Please arrange consultation appointments by phone Tel.: 07231 - 4286534

We can also advise you in your own home if you wish.

6. Work/Arbeit

6.1 Work permits for people from EU countries/ Arbeitserlaubnis für Personen aus EU-Ländern

EU citizens are allowed to work or be self-employed in Germany. They do not need a permit for foreign nationals to do so and are subject to the same rights as Germans.

For more information, please contact International Placement Services (ZAV) on 0228 713 20 20 or visit the website: www.make-it-in-germany.com



6.2 Work permits for people from non-EU countries/ Arbeitserlaubnis für Personen aus Nicht-EU-Ländern (sogenannten “Drittländern”)

Migrants from non-EU countries may work in Germany if their residence permit (*Aufenthaltstitel*) allows it. The relevant permits may be obtained from the immigration authorities (*Ausländerbehörde*).

On the topic of work, your residence permit (*Aufenthaltstitel*) may list the following remarks:

■ **“Erwerbstätigkeit gestattet”**

This means that you are permitted to work for an employer and/or be self-employed.

■ **“Beschäftigung gestattet, selbstständige Tätigkeit nicht gestattet”**

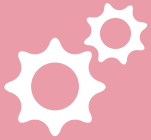
This means that you are permitted to work for an employer but you are not permitted to be self-employed.

■ **“Erwerbstätigkeit nur mit Erlaubnis der Ausländerbehörde gestattet”**

This means that, if you have found a potential job or want to register a self-employment opportunity, you will need to apply for the relevant work permit (*Arbeitserlaubnis*) from the immigration authorities (*Ausländerbehörde*). Only once you have received the approval of the authorities will you be permitted to work.

For more information, please contact the immigration authorities (*Ausländerbehörde*), department of migration and refugees (*Abteilung für Migration und Flüchtlinge*) (p. 7 and 8).





6.3 Looking for work/employment agencies/ Arbeitssuche/Arbeitsvermittlung

- If you do not have a job, you may register with the Federal Employment Agency (*Agentur für Arbeit*) in Pforzheim.
- If you would like information about the unemployment benefit known as *Arbeitslosengeld II* (also known as *Hartz IV*), or if you already receive this unemployment benefit, please contact the **Jobcenter Pforzheim** directly.

Registering as looking for work		
Where?	Agentur für Arbeit Pforzheim	Jobcenter Pforzheim
Address Tel.	Luisenstr. 32, 75172 Pforzheim Tel.: 0800 4 5555 00 (free)	Blumenhof 4, 75175 Pforzheim
Office hours	Monday 8 a.m.-1 p.m. Tuesday 8 a.m.-1 p.m. Wednesday 8 a.m.-1 p.m. Thursday 8 a.m.-1 p.m. 2 p.m.-6 p.m. Friday 8 a.m.-1 p.m.	Monday-Wednesday 8 a.m.-12 p.m. Thursday 2 p.m.-6 p.m. Friday 8 a.m.-12 p.m.
What will you need?	<ul style="list-style-type: none"> ■ ID card or passport with confirmation of residence registration (<i>Anmeldebestätigung</i>) ■ CV 	<ul style="list-style-type: none"> ■ Passport or ID card ■ Confirmation of residence registration (<i>Anmeldebestätigung</i>)
What will you receive?	<ul style="list-style-type: none"> ■ Support and advice when looking for work, qualifications and training ■ Financial support (e.g. application for the unemployment benefits known as <i>Arbeitslosengeld I</i>) 	<ul style="list-style-type: none"> ■ Application for the unemployment benefits known as <i>Arbeitslosengeld II</i> ■ Support and advice when looking for work, qualifications and training ■ Financial support (unemployment benefits known as <i>Arbeitslosengeld II</i>)

For more information about apprenticeships, traineeships, work, further training and the like, please contact the careers information centre (*Berufsinformationszentrum*, BiZ) at the **Agentur für Arbeit Pforzheim**.

Opening hours of the careers information centre (BiZ)

Monday-Wednesday 8 a.m.-4 p.m.
Thursday 8 a.m.-6 p.m.
Friday 8 a.m.-1 p.m.



6.4 Recognition of qualifications from outside Germany/Anerkennung ausländischer Abschlüsse

If you have qualifications from your home country, or have learned a trade, this can be verified in Germany and officially recognised. This is an important step in your integration in the German job market.

There is a consultation on the recognition of qualifications once a week at Jobcenter Pforzheim. You **need to arrange an appointment in advance**.

You can arrange an appointment with the relevant advisory centre in Mannheim, on **tel.: 0621 43 773 113** or via email: anerkennung@ikubiz.de.

You can also receive support and advice on the recognition process from the following:

<p>Gesellschaft für berufliche Eingliederung (GBE) Deimlingstraße 17, 75175 Pforzheim Quartierszentrum Innenstadt QuarZ Tel.: 07231-5897969 gbe-quarzinnenstadt@gbe-pforzheim.de www.gbe-pforzheim.de Only migrants from non-EU countries (Please arrange appointments by phone)</p> 	<p>Q-Prints&Service FABÈ Beratungszentrum für Frau und Beruf Simmlerstr. 10, 75172 Pforzheim (Advice on the recognition process for women only) Andrea Riegraf, tel.: 07231-56603-501 Dr Anita Galuschek, tel.: 07231-56603-507 Chris Meyer, tel.: 07231-56603-563 (Please arrange appointments by phone)</p>
<p>Caritasverband e. V. Pforzheim Blumenhof 6, 75175 Pforzheim Marco Peichl, tel.: 07231-128 166 Main office, tel.: 07231-128 112 (Please arrange appointments by phone) Online migration consultation offered by Caritas Pforzheim (free, anonymous, safe): https://www.caritas-pforzheim.de/beratung/ onlineberatung/</p> 	<p>Diakonie Pforzheim Goethestr. 41, 75173 Pforzheim Sonja Ehmann Ismail Niedermaier-Demirci Tel.: 07231-42865-00 (Please arrange appointments by phone)</p>
<p>Welcome Center Nordschwarzwald Industrie- und Handelskammer Nordschwarzwald (IHK) Dr.-Brandenburg-Str. 6, 75173 Pforzheim Lina Zambrano, tel.: 07231-201-174 zambrano@pforzheim.ihk.de www.welcome-to-nordschwarzwald.de</p> 	<p>Stadt Pforzheim Jugend- und Sozialamt Integration officer Marktplatz 4, 75175 Pforzheim Tel.: 07231 39-2117 (Please arrange appointments by phone)</p>

For more information, please visit:

www.berufliche-anerkennung.de and www.anerkennung-in-deutschland.de.





7. Children/Kinder

7.1 Child benefit/Kindergeld

- Migrants permanently residing in Germany are entitled to receive child benefit (*Kindergeld*).
- Child benefit is paid until the child turns 18, although in some cases it may continue even after this point.
- Child benefit is paid into the parents' current account (*Girokonto*) every month.
- Applications for child benefit (*Kindergeld*) are processed by Familienkasse Baden-Württemberg West.

Application for child benefit (<i>Kindergeld</i>)							
Where? Phone numbers	Familienkasse Baden-Württemberg West Service hotline: 0800 4 5555 30 (free) Payment dates: 0800 4 5555 33 (free) Fax: 07452 829 266						
Internet Email	www.familienkasse.de Familienkasse-Baden-Wuerttemberg-West.F13@arbeitsagentur.de						
Address	Visitor address: Bahnhofstr. 37, 72202 Nagold Postal address: 76088 Karlsruhe						
Office hours	<table border="1"> <tr> <td>Monday, Tuesday Thursday, Friday</td> <td>8 a.m.-12 p.m.</td> </tr> <tr> <td>Wednesday</td> <td>Closed</td> </tr> <tr> <td>Thursday</td> <td>2 p.m.-6 p.m.</td> </tr> </table>	Monday, Tuesday Thursday, Friday	8 a.m.-12 p.m.	Wednesday	Closed	Thursday	2 p.m.-6 p.m.
Monday, Tuesday Thursday, Friday	8 a.m.-12 p.m.						
Wednesday	Closed						
Thursday	2 p.m.-6 p.m.						
What proof do I need to attach to the completed application form?	<ul style="list-style-type: none"> ■ Passport or ID card, as well as valid residence permit (<i>Aufenthaltstitel</i>) ■ For newborns: birth certificate ■ For school-age children: certificate issued by the school ■ For children completing an apprenticeship/traineeship (<i>Ausbildung</i>): traineeship/apprenticeship contract (form KG 5b) ■ For persons over 18: declaration of the completion of an initial traineeship/apprenticeship and job (form KG 5b) 						
Where do you need to submit the completed child benefit application (<i>Kindergeld-antrag</i>) form?	Familienkasse Baden-Württemberg West In person: Bahnhofstr. 37, 72202 Nagold By post: Familienkasse Baden-Württemberg West, 76088 Karlsruhe						
What will you receive?	Confirmation of child benefit (<i>Kindergeldbescheid</i>), keep this in a safe place!						

KINDER

The application forms are also available at: www.familienkasse.de





7.2 Children's bonus allowance/*Kinderzuschlag*

The children's bonus allowance (*Kinderzuschlag*) supplements the child benefit payment (*Kindergeld*). Single parents and parents may be entitled to the children's bonus allowance (*Kinderzuschlag*) for their unmarried children, if they are younger than 25 and live with their parent(s) if:

- Child benefit (*Kindergeld*) is paid for these children,
- The monthly income of the parents reaches the minimum income level,
- The income and capital to be taken into account does not exceed the upper income cap, and
- The family's needs are covered by the payment of the child benefit allowance (*Kinderzuschlag*) and the family is therefore not entitled to unemployment benefit (*Arbeitslosengeld II*) or income support (*Sozialgeld*).

For couples, the minimum income threshold is €900 and for single parents, the threshold is €600. Parents can only apply for the children's bonus allowance (*Kinderzuschlag*) if their monthly income reaches the relevant minimum income threshold. The children's bonus allowance (*Kinderzuschlag*) is calculated separately for each child. As of 01/01/2021, you will receive a maximum of €205 per child each month. If you have more than one child, a combined amount will be paid out. It is generally paid to the person who receives the child benefit payment (*Kindergeld*).

Application for children's bonus allowance (<i>Kinderzuschlag</i>)		
Where?	Familienkasse Baden-Württemberg West	
Address	Visitor address Familienkasse Baden-Württemberg West Bahnhofstr. 37 72202 Nagold	Postal address Familienkasse Baden-Württemberg West 76088 Karlsruhe Tel.: 0800-455500
Office hours	Monday, Tuesday, Thursday, Friday Wednesday Thursday	8 a.m.-12 p.m. Closed 2 p.m.-6 p.m.
What will you need?	<ul style="list-style-type: none"> ■ Application for children's bonus allowance (<i>Kinderzuschlag</i>) ■ Proof of accommodation and heating costs ■ Proof of income and assets ■ Proof of child maintenance payments for the child/children 	
What will you receive?	Approval/denial of the application for children's bonus allowance (<i>Kinderzuschlag</i>)	

You can find the relevant information and application forms for the children's bonus allowance (*Kinderzuschlag*) at:





7.3 Parents' allowance/Elterngeld

- Mothers or fathers are eligible for parents' allowance after the birth of their child, if:
 - they live in Germany and have a valid residence permit (*Aufenthaltstitel*)
 - they can provide for the child themselves
 - they live in the same household as their child
 - they do not work, or do not work more than 30 hours a week
 - they are studying or completing a traineeship/apprenticeship (*Ausbildung*).
- Parents' allowance is paid for a maximum of 14 months.

Application for parents' allowance (<i>Elterngeld</i>)	
Where?	Jugend- und Sozialamt, Wirtschaftliche Jugendhilfe
Address	Altes Rathaus, A 420 Östliche Karl-Friedrich-Str. 2 75175 Pforzheim
Office hours	Monday and Wednesday 8 a.m.-12 p.m. Thursday 2 p.m.-6 p.m. Friday 8 a.m.-12 p.m.
What will you need?	<ul style="list-style-type: none"> ■ Completed and signed application for parents' allowance ■ Copy of your residence permit (<i>Aufenthaltstitel</i>) ■ Original birth certificate of the child for whom the parents' allowance is being applied ■ Copies of the birth certificates of any other children under 6 living in the same household ■ Proof of employment or copies of income statements from the last 12 calendar months prior to the birth ■ Confirmation from the health insurer (<i>Krankenkasse</i>) regarding the payment of maternity benefits ■ Copy of the latest confirmation regarding the payment of social benefits or income supplements
What will you receive?	Confirmation regarding the amount and duration of the parents' allowance Keep this in a safe place!

More information is available from L-Bank Karlsruhe:
Tel.: 0800 6645471, email: familienfoerderung@l-bank.de



7.4 The education and social inclusion package/ Das Bildungs- und Teilhabepaket (BuT)

The German government's education package (BuT) opens up better educational and future prospects for children in families with low incomes.

Families receiving the following benefits are also eligible to receive support from the BuT package:

- Unemployment benefits (*Arbeitslosengeld II*) or income support according to SGB II
- Income support (*Sozialhilfe*) according to SGB XII and Section 2 AsylbLG
- Housing benefit (*Wohngeld*) and/or
- Children's bonus allowance (*Kinderzuschlag*)

The education and social inclusion benefits (BuT) include:

- Lunch at nursery, school and shelters
- Membership contributions for cultural, sports and leisure clubs/activities
- Costs for nursery and school trips covered
- Support for children with learning difficulties
- School supplies
- Extra learning assistance


Application for support from the BuT package				
Where? Address	For people receiving housing benefit (<i>Wohngeld</i>), children's bonus allowance (<i>Kinderzuschlag</i>) or income support	For people receiving asylum seekers' support	For people receiving unemployment benefits in the form of <i>Arbeitslosengeld II</i>	
	Jugend- und Sozialamt Zehnhofstr. 10 + 12 Room 212/213 75175 Pforzheim Tel.: 07231 39-1097	Jugend- und Sozialamt Zehnhofstr. 10 + 12, 4th floor 75175 Pforzheim	Jobcenter Pforzheim Administration office Blumenhof 4, 75175 Pforzheim	
Office hours	Jugend- und Sozialamt		Jobcenter Pforzheim	
	Mon, Wed	8 a.m.-12 p.m.	Mon, Tue, Wed	8 a.m.-12 p.m.
	Thur	2 p.m.-6 p.m.	Thur	2 p.m.-6 p.m.
	Fri	8 a.m.-12 p.m.	Fri	8 a.m.-12 p.m.
	By appointment only			
What will you need?	<ul style="list-style-type: none"> ■ Passport or ID card ■ Potentially the completed application for education and social inclusion benefits (BuT) (you can get application forms at the youth welfare and social services [<i>Jugend- und Sozialamt</i>] or the Jobcenter Pforzheim) ■ Any missing documentation will be requested at your initial appointment 			
What will you receive?	Confirmation regarding the amount and duration of the education and social inclusion benefits (BuT), keep this in a safe place!			




7.5 Registering with a nursery/ Anmeldung in einer Kindertagesstätte

There is a huge range of childcare options available in Germany. Day care facilities such as crèches and nurseries supplement the childcare and education that takes place in the home. In Germany, every child has the right to attend daytime childcare from age 1 until the time they start school.

- It is a good idea to register your child at a nursery (*Kindertagesstätte*) of your choice **in good time** so that your child can start learning German as quickly as possible.
- So that your child gets a place at nursery, his or her name must first be added to a central **waiting list** (*Kita-Vormerkliste*). You can do this yourself online at **<https://www.pforzheim.de/buerger/kinderbetreuung/anmeldung.html>** or you can ask for assistance at the reservations office (see below).
- If your child attends nursery, you will have to pay a monthly attendance fee. In certain circumstances, you may apply to have this covered in part or in full by youth welfare and social services (*Jugend- und Sozialamt*).

Waiting list for enrolment in a nursery	
Where?	Nursery waiting list online: https://www.pforzheim.de/buerger/kinderbetreuung/anmeldung.html Or the Zentrale Vormerkstelle im Jugend- und Sozialamt 
What will you need?	<ul style="list-style-type: none"> ■ Parents' passports ■ Child ID or birth certificate of the child to be enrolled ■ Evidence of parents' employment, training/studies or benefits received from the Jobcenter
What will you receive?	Evidence that your child has been registered for a nursery place

Help in special circumstances					
Where?	Jugend- und Sozialamt, Zentrale Vormerkstelle Kita				
Address	Lindenstr. 2, 1st floor, 75175 Pforzheim, Tel.: 07231 39-2011				
Office hours	<table border="1"> <tr> <td>Monday, Wednesday, Friday</td> <td>8 a.m.-12 p.m.</td> </tr> <tr> <td>Thursday</td> <td>2 p.m.-6 p.m.</td> </tr> </table>	Monday, Wednesday, Friday	8 a.m.-12 p.m.	Thursday	2 p.m.-6 p.m.
Monday, Wednesday, Friday	8 a.m.-12 p.m.				
Thursday	2 p.m.-6 p.m.				
What will you receive?	<ul style="list-style-type: none"> ■ Advice ■ Nursery addresses, see also: https://www.pforzheim.de/buerger/kinderbetreuung/kita.html ■ Information on contact partners in childcare 				



7.6 Registering with a school/Schulanmeldung

In Germany, all children aged 6 and over **must** attend school. School attendance is free. Schooling begins by attending primary school (*Grundschule*) for four years. After this, the child then goes up to a secondary school, such as an intermediate secondary school (*Werkrealschule*), a technical secondary school (*Realschule*) or an academic secondary school (*Gymnasium*).

- Children aged between 6 and 10 are enrolled at a primary school in their school district.
- Children aged 10 and above generally attend a school near where they live.
- When enrolling in a school, the child in question must attend the enrolment appointment in person.

You can find out which school is right for your child at the central support centre for education (*Zentrale Anlaufstelle Bildungsberatung*).

Central support centre for education (<i>Zentrale Anlaufstelle Bildungsberatung</i>)	
Where?	Amt für Bildung und Sport Zentrale Anlaufstelle Bildungsberatung Lindenstraße 2 (1st floor; Room 1.06) 75175 Pforzheim Tel.: 07231 39-2420 Email: bildung@stadt-pforzheim.de
What will you need?	<ul style="list-style-type: none">■ Parents' passports or ID cards■ Child's birth certificate■ Certificate of registered address (<i>Meldebestätigung</i>)
Office hours	Monday 8.30 a.m.-12 p.m. Tuesday 8.30 a.m.-12 p.m. Wednesday 2 p.m.-6 p.m. Thursday 8.30 a.m.-12 p.m.
What will you receive?	<ul style="list-style-type: none">■ Advice and information■ School addresses and contacts■ Help when looking for schools



8. Health/Gesundheit

8.1 Health insurance/Krankenversicherung

Health insurance is mandatory in Germany. There is a large number of health insurers (*Krankenkassen*) available. You can find a selection of health insurers online or in the phone book under the heading *Krankenkassen*.

- You can register with the health insurer of your choice as follows:
 - Personal application
 - Via your employer
 - Via the Agentur für Arbeit/Jobcenter


- If your spouse already has health insurance, you and your children (up to a certain age limit) can also be insured with the same insurer with family insurance.

8.2 Visiting the doctor/Arztbesuche

If you or your child becomes ill, you should visit a general practitioner (GP) in your area. If you require further treatment by a specialist, you will be referred to one by your GP.

8.3 The elderly, carers and disabilities/ Alter, Pflege und Behinderung



Questions about services for the elderly and carers					
Where?	Pflegestützpunkt Pforzheim pflugestuetzpunkt@stadt-pforzheim.de www.pflugestuetzpunkt.pforzheim.de 				
Address	Östliche Karl-Friedrich-Str. 9 75175 Pforzheim (opposite the Altes Rathaus)				
Office hours	<table border="1"> <tr> <td>Monday-Wednesday, Friday</td> <td>10 a.m.-1 p.m.</td> </tr> <tr> <td>Thursday</td> <td>2 p.m.-6 p.m.</td> </tr> </table> <p>Tel.: 07231 39-3838 or 39-3839</p>	Monday-Wednesday, Friday	10 a.m.-1 p.m.	Thursday	2 p.m.-6 p.m.
Monday-Wednesday, Friday	10 a.m.-1 p.m.				
Thursday	2 p.m.-6 p.m.				
What will you receive?	Advice and information about the elderly and carers				

Questions about disabilities					
Where?	Jugend- und Sozialamt, Integration support for people with disabilities				
Address	Östliche Karl-Friedrich-Str. 37a 75175 Pforzheim				
Office hours by appointment only	<table border="1"> <tr> <td>Monday-Wednesday, Friday</td> <td>8 a.m.-12 p.m.</td> </tr> <tr> <td>Thursday</td> <td>2 p.m.-6 p.m.</td> </tr> </table> <p>Tel.: 07231 39-2424</p>	Monday-Wednesday, Friday	8 a.m.-12 p.m.	Thursday	2 p.m.-6 p.m.
Monday-Wednesday, Friday	8 a.m.-12 p.m.				
Thursday	2 p.m.-6 p.m.				
What will you receive?	<ul style="list-style-type: none"> ■ Support in finding an appropriate school education ■ Additional educational support for children who are not yet attending school ■ Support during training and while studying ■ Help participating in working life (e.g. in workshops for people with disabilities) ■ Help participating in social life 				



9. Emergency contact numbers/ Notrufnummern

As is the case in other countries, you can call the emergency services in certain emergencies in Germany. You can make an **emergency call** for fast, professional assistance from the **police** (for example, in the case of domestic violence, theft, burglary, fraud or assault), the **fire service** (if your home or property is on fire) or an **ambulance/emergency doctor** (in the case of physical injury as a result of an accident, or a fast-onset, life-threatening illness).

Emergency contact numbers	
Police	110
Fire and rescue	112
Ambulance	112
Poison control centre	0761 19240

- The emergency numbers 110 and 112 can be called free of charge from any landline or mobile. You do not need to dial a prefix.

10. Everyday life/Alltag

10.1 Certificates and translations/ Urkunden und Übersetzungen

- You will need certified translations of your certificates (for example, your birth certificate, marriage certificate, school certificates, professional qualifications) for many formalities in Germany.
- Foreign certificates must be translated by a sworn translator.

You can find professional translators and interpreters online.



10.2 Driving licence/Führerschein

- A foreign driving licence is only valid for six months from the time at which you register at your new address in Germany. After this time, the licence is no longer valid and you are no longer permitted to drive (exception: EU driving licence).
- Ask at the citizens' centre (*Bürgerzentrum*) whether you need to convert your driving licence before the six-month deadline is up.
- If you need to have your driving licence converted, please fill in the application form. You may have to pass a theory test and practical driving test with a driving school.
- Concrete issues may have to be clarified in certain circumstances. The citizens' centre is happy to answer your questions and provide more information.

Application for the conversion of a foreign driving licence	
Where?	Bürgerzentrum or municipal office
Address	Altes Rathaus, Östliche Karl-Friedrich-Str. 2, 75175 Pforzheim
Office hours	Monday–Wednesday 7.30 a.m.–1 p.m. Thursday 8 a.m.–12 p.m. 2 p.m.–6 p.m. Friday 8 a.m.–12 p.m.
What will you need?	<ul style="list-style-type: none"> ■ Passport or ID card ■ Up-to-date biometric passport photo ■ Foreign driving licence with German translation
What will you receive?	A driving licence valid in Germany



During the **coronavirus pandemic**, it is only possible to attend personal appointments after arranging an appointment in advance at: www.qtermin.de/stadt-pforzheim.

10.3 Family centres/Familienzentren

- Pforzheim's family centres are a meeting place for children, young people, men, women and senior citizens of all different nationalities and cultures. At these centres, you can obtain important information about your district and have the opportunity to benefit from the various services that the family centre offers (e.g. help with homework, language courses, advice for parents, leisure activities for children and young people).
- There are six family centres in Pforzheim:

Family centres	Address
Familienzentrum Ost	Zeppelinstr. 20 75175 Pforzheim Tel.: 07231 15 45 600
LukasZentrum Familienzentrum der Pforzheimer Weststadt	Maximilianstr. 38 75172 Pforzheim Tel.: 07231 4 13 79-19
Zentrum für Familien/Mehrgenerationenhaus im Bernhardushaus	Barfußberggasse 12 75172 Pforzheim Tel.: 07231 128-666
Familienzentrum Au	Calwer Str. 2-6 75175 Pforzheim Tel.: 07231 41 44 06
Familienzentrum Nord Pforzheimer Stadtmission	Sachsenstr. 30 75177 Pforzheim Tel.: 07231 77 89 608
Bürgerhaus Buckenberg/Haidach und Hagenschieß e. V.	Marienburgerstr. 18 75181 Pforzheim Tel.: 07231 6 78 00



10.4 Leisure and assistance for children and young people/Freizeit- und Hilfsangebote für Kinder und Jugendliche

There are various leisure and assistance services available for children and young people in Pforzheim, including:

<p>Stadtjugendring Pforzheim SJR Betriebs gGmbH. Oranierstr. 15, 75175 Pforzheim, tel.: 07231 - 14 42 80, www.sjr-pforzheim.de</p> <p>SJR Betriebs gGmbH funds 13 youth centres in Pforzheim and its districts, where children and young people can spend their leisure time. They offer young people in difficult circumstances extra support, as well as when they are making the transition from school to the working world. There are whole host of exciting projects for children, with extra activities available during the school holidays.</p>	<p>Beratungsstelle für Kinder, Jugendliche und deren Familien aus Pforzheim</p> <p>Baumgäßchen 3, Melanchthonhaus, 75172 Pforzheim, tel.: 07231 - 2 81 70-0, www.beratung-pf.de</p> <p>The services offered by the <i>Beratungsstelle</i> ('advice point') include, for example, parenting and family advice, advice for children and young people, help in times of crisis and advice for schools and nurseries. Advice is provided free of charge.</p>
<p>Plan B gGmbH Jugend-, Sucht- & Lebenshilfen Schießhausstr. 6, 75173 Pforzheim, Tel.: 07231 - 9 22 77-0, www.planb-pf.de</p> <p>The youth support and drugs advice point provides advice, supports and treats young people experiencing problems, people at risk of addiction and people suffering from addiction as well as their families.</p>	<p>Deutscher Kinderschutzbund Pforzheim Enzkreis e. V., Entry via Tunnelstr. 33 or Luisenstr. 46, 75172 Pforzheim, Tel.: 07231 - 58976-0, www.dksb-pforzheim.de</p> <p>The services offered by the child protection league (<i>Kinderschutzbund</i>) include advice and support for families experiencing difficulties. The child protection league offers a forum for single parents, as well as crèches and playgroups. It can be contacted via a 24-hour helpline for children, young people and adults (Tel.: 07231 767 200).</p>

10.5 Sports/sport clubs/ Sport/Sportvereine

Anyone wanting to play sports can register with a sports club in Pforzheim, with the city's sports clubs offering a wide range of **sports and exercise options** for all age groups.

In addition to being able to stay fit and healthy with regular exercise, membership in a sports club also helps children and young people, as well as adults, in other ways:

- Exercise strengthens the personality and sense of well-being.
- Regular exercise promotes the positive physical and emotional development of children and young people.
- It enables you to make contact with other people and develop friendships.
- Contact with German-speaking members makes it easier to learn German.
- Playing sports boosts social awareness and teaches values such as fairness, tolerance and respect.

Over 100 sports clubs in Pforzheim offer countless activities, including gymnastics, football, swimming, tennis, handball, basketball, judo, karate, athletics, dancing, riding and much more.

There are membership fees for these sports clubs.

For children and young people from families with low incomes, the membership fees may be covered via support from the BuT package (see section 7.4 'The education and social inclusion package (BuT)').

If you are interested in joining a sports club	
Where?	Amt für Bildung und Sport
Address	Lindenstr. 2, Room 1.21, first floor
Contact	You can receive extra information on the following numbers: 07231 39-2929, 39-2414, 39-1160
What will you receive?	Information about sports clubs



11. Social information/Soziales

11.1 Pforzheimer Tafel food bank/ Pforzheimer Tafel

The Pforzheimer Tafel food bank enables you to buy food for subsidised prices. You can only buy things from the Pforzheimer Tafel food bank if you are receiving SGB II or SGB XII benefits and have a Goldstadt-Pass.


Buying things at the Pforzheimer Tafel food bank		
Address	Zeppelinstr. 16, 75175 Pforzheim (Oststadt)	Kelterstr. 107, 75179 Pforzheim (Brötzingen)
Opening hours	Monday, Tuesday and Thursday 10 a.m.-2 p.m. Wednesday, Friday 9.30 a.m.-1.30 p.m.	Monday-Friday 10 a.m.-2 p.m. Closed on Wednesday
What will you need?	■ Goldstadt-Pass ■ Photo	
What will you receive?	Permission to buy items from the food bank Keep this in a safe place!	



11.2 Goldstadt-Pass

The Goldstadt-Pass enables you to benefit from various services offered by the City of Pforzheim and other organisations for reduced prices – for example, trips to the swimming baths, cultural institutions, the second-hand department store and others. Recipients of unemployment benefits (SGB II) or basic income support (SGB XII) receive the pass when they are issued with the confirmation of their eligibility for benefits.

Recipients of housing benefit (*Wohngeld*), asylum-seekers benefits (*AsylbLG*), the children's bonus allowance (*Kinderzuschlag*) or people who live in sheltered accommodation in accordance with SGB VIII (*betreute Wohnform nach dem SGB VIII*) can apply for the Goldstadt-Pass at the citizens' centre (*Bürgerzentrum*) or municipal offices (*Ortsverwaltungen*).

Application for the Goldstadt-Pass							
Where?	Bürgerzentrum or municipal office						
Address	Altes Rathaus, ground floor Östliche Karl-Friedrich-Str. 2-4, 75175 Pforzheim						
Office hours	<table border="1"> <tr> <td>Monday–Wednesday</td> <td>7.30 a.m.–1 p.m.</td> </tr> <tr> <td>Thursday</td> <td>8 a.m.–12 p.m. 2 p.m.–6 p.m.</td> </tr> <tr> <td>Friday</td> <td>8 a.m.–12 p.m.</td> </tr> </table>	Monday–Wednesday	7.30 a.m.–1 p.m.	Thursday	8 a.m.–12 p.m. 2 p.m.–6 p.m.	Friday	8 a.m.–12 p.m.
Monday–Wednesday	7.30 a.m.–1 p.m.						
Thursday	8 a.m.–12 p.m. 2 p.m.–6 p.m.						
Friday	8 a.m.–12 p.m.						
What will you need?	<ul style="list-style-type: none"> ■ Passport or ID card ■ Confirmation of eligibility for benefits <p>Information and forms available at: https://www.pforzheim.de/goldstadt-pass </p>						
What will you receive?	Goldstadt-Pass Keep this in a safe place!						



During the **coronavirus pandemic**, it is only possible to attend personal appointments after arranging an appointment in advance at: www.qtermin.de/stadt-pforzheim.



11.3 TV licence/Rundfunkbeitrag

In Germany, all citizens over the age of 18 and who possess a TV, radio or computer must pay for a licence. The fee is charged for the option of using public broadcasting programmes. You are obliged to pay this fee from the first of the month in which you move into your new home, in which you register your residence or in which you are listed as becoming a tenant in your rental contract.

The fee is charged per household, regardless of how many people are living there and how many different devices there are.

- Certain groups of people may apply for exemption or to have the amount reduced as a result of financial hardship or health reasons. This must be done in writing.
- You can download the application form online at **www.rundfunkbeitrag.de** or pick it up in Pforzheim, Blumenhof 4 (information stand on the ground floor). 
- The application form must be completely filled in, signed and returned along with the necessary proof to: ARD ZDF Deutschlandradio Beitragsservice, 50656 Köln.

12. Appendixes/Anhang

12.1 Public holidays in Baden-Württemberg/ Feiertage in Baden-Württemberg



New Year's Day	1 January
Epiphany	6 January
Good Friday	March/April*
Easter Sunday	March/April*
Easter Monday	March/April*
Labour Day	1 May
Ascension Day	May/June* (Thursday)
Whit Sunday	May/June*
Whit Monday	May/June*
Corpus Christi	May/June* (Thursday)
German Unity Day	3 October
All Saints' Day	1 November
Christmas Day	25 December
Boxing Day	26 December

* These are Christian holidays whose dates change from year to year.



12.2 Useful information about Pforzheim/ Wissenswertes über Pforzheim

Pforzheim is in the state of Baden-Württemberg and was called 'Portus' (Latin: port/ford) by the Romans. The city is located on the northern edge of the Black Forest, at the confluence of the Enz, Nagold and Würm rivers.

In the 18th century, Pforzheim became home to a jewellery and watchmaking industry that became famous around the world, and, for this reason, it became known as the 'Golden City', or the city of gold, jewellery and watches.

Information and facts	
Area:	98.03 km ²
Population:	125,957 (31 December 2019)
Population density:	1,285 people per km ²
Postcodes:	75172, 75173, 75175, 75177, 75179, 75180, 75181
Prefix:	07231
Car registrations:	PF
City districts:	15 districts
Mayor:	Peter Boch (CDU)

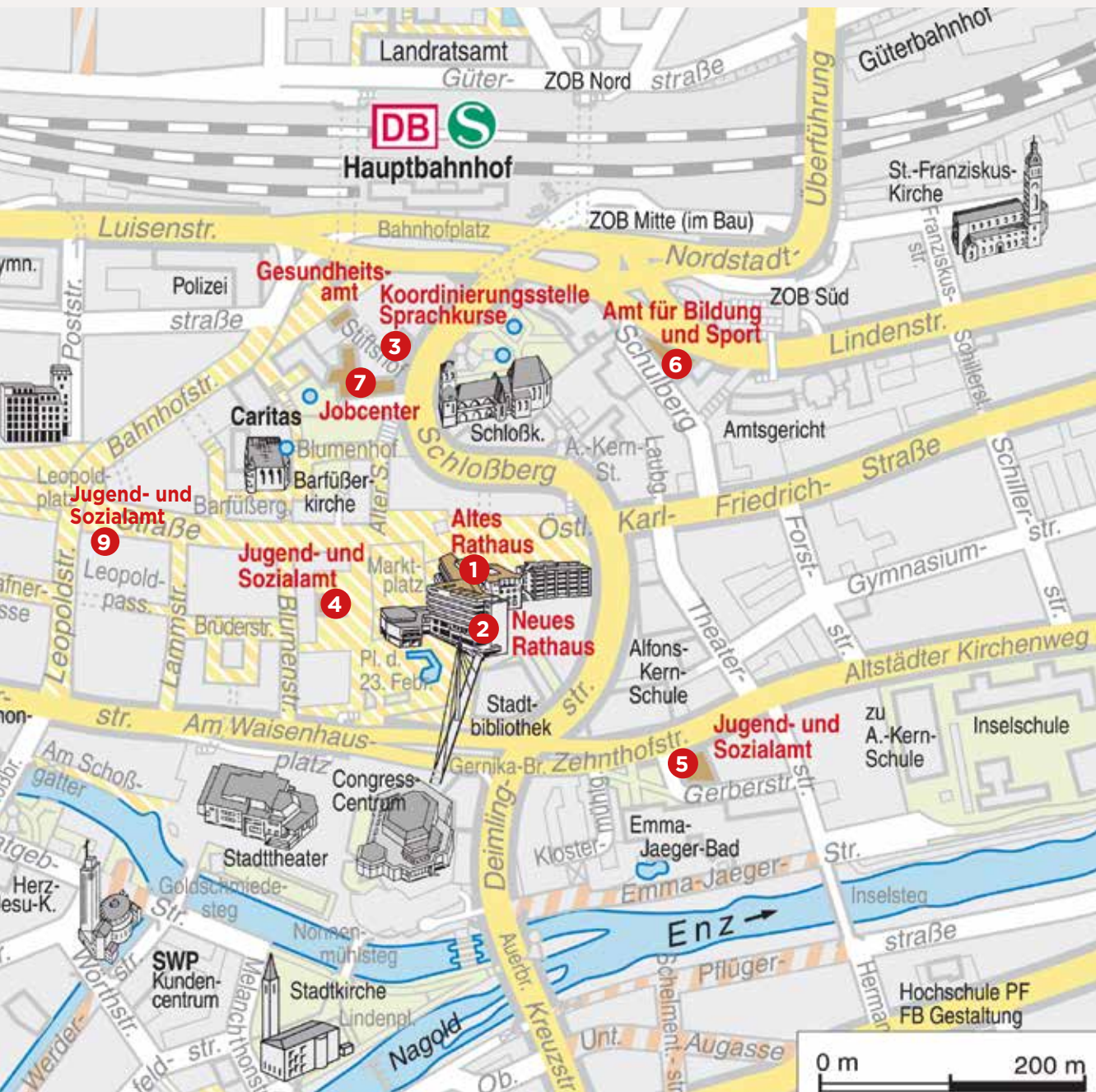


12.3 Districts/Stadtteile

1. Innenstadt (centre)
2. Au
3. Oststadt
4. Nordstadt (with Maihalden)
5. Südoststadt
6. Südweststadt
7. Weststadt
8. Brötzingen (with Arlinger)
9. Dillweißenstein (with Sonnenhof)
10. Buckenberg (with Haidach, Hagenschieß and Altgefäll)
11. Büchenbronn (with Sonnenberg)
12. Eutingen (with Mäuerach)
13. Hohenwart
14. Huchenfeld
15. Würm

12.4 The centre of Pforzheim/Innenstadt Pforzheim







12.5 EU Member States (as at 01/01/21)/ EU-Mitgliedstaaten (Stand 01.01.21)

Country (year of accession)	Country (year of accession)
Belgium (1952)	Malta (2004)
Bulgaria (2007)	Netherlands (1952)
Denmark (1973)	Austria (1995)
Germany (1952)	Poland (2004)
Estonia (2004)	Portugal (1986)
Finland (1995)	Romania (2007)
France (1952)	Sweden (1995)
Greece (1981)	Slovakia (2004)
Ireland (1973)	Slovenia (2004)
Italy (1952)	Spain (1986)
Croatia (2013)	Czech Republic (2004)
Latvia (2004)	Hungary (2004)
Lithuania (2004)	Cyprus (2004)
Luxembourg (1952)	

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[https://www.pforzheim-integriert.de/
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Print copies can be ordered free of charge
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(*Jugend- und Sozialamt*).
Please email denise.hrowat@pforzheim.de.

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Akademie für Kommunikation
in Baden-Württemberg





Altes Rathaus
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75175 Pforzheim



Neues Rathaus
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Jugend- und Sozialamt
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75172 Pforzheim



Jugend- und Sozialamt
Marktplatz 4, 75175 Pforzheim



Jugend- und Sozialamt
Zehnthofstr. 10, 75175 Pforzheim



Amt für Bildung und Sport,
Lindenstr. 2, Room 1.21, 75175 Pforzheim



Jobcenter
Blumenhof 4, 75175 Pforzheim



Agentur für Arbeit
Luisenstr. 32, 75172 Pforzheim



Koordinierungsstelle Sprachkurse
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