



Application to register one or more existing directives

Please complete the form, **sign it and post it back** to the Central Register at the following address:
Zentrales Vorsorgeregister, Postfach 08 01 51, 10001 Berlin.

Please do not send us the actual directive documents.
Fields marked * are mandatory.
Please read the information at the end of the form carefully.

I. General information about your directive(s)

1. * Date directive(s) issued

2. * Directive(s) to be registered

 Lasting power of attorney (LPA) covering

 property and financial matters

 matters relating to medical treatment

 matters explicitly covered by section 1829 (1) and (2) of the German Civil Code

 matters explicitly covered by section 1832 (1) and (4) of the German Civil Code

 matters relating to place of residence

 matters explicitly covered by section 1831 (1) and (4) of the German Civil Code

 other personal matters

 Guardianship directive

 Advance medical directive

 Spousal representation opt-out

3. Directive document is kept

 with the principal / issuer

 with the agent / proposed guardian

 with another person

 with an institution

 Name of institution

 Street and street number of institution

 Postcode and town / city of institution

P

* Surname and first name of the principal / issuer

* Date of birth of the principal / issuer

II. Details of the principal / issuer

(Issuer of LPA / issuer of guardianship directive / issuer of advance medical directive / person exercising opt-out)

1. * Term of address

Ms Mr None

2. Title

Prof. Dr

3. * First name(s)

4. * Surname

5. Surname at birth

6. * Place of birth

7. * Date of birth

8. Country

9. * Street

10. * Number

11. Additional address information

12. * Postcode

13. * Town / city

14. E-mail address

15. * Payment method

Direct debit Bank transfer

16. IBAN

17. Account holder

I hereby authorise the Federal Chamber of German Civil Law Notaries (creditor identifier DE19REG00000101186) to collect a single payment from my above account by direct debit. I also instruct my bank to honour the direct debit request from the Federal Chamber. I can demand the refund of the debited amount within eight weeks after my account is debited.

This is subject to the conditions agreed with my bank. The unique mandate reference for the payment will be provided when I am invoiced.



Place, date

* Signature of account holder



* Surname and first name of the principal / issuer

* Date of birth of the principal / issuer

III. Details of agent / proposed guardian

1. * The trusted person is to act as (you can select more than one option)

an agent with

the power to act alone or

joint power of representation

a proposed guardian

2. * Term of address

Ms

Mr

None

3. Title

Prof.

Dr

4. * First name(s)

5. * Surname

6. Surname at birth

7. * Date of birth

8. Country

9. * Street

10. * Number

11. Additional address information

12. * Postcode

13. * Town / city

14. Telephone number

15. E-mail address

I – the principal / issuer – hereby apply for the above details to be registered.



Place, date

* Signature of the principal / issuer

Form P – Information

The Federal Chamber of German Civil Law Notaries maintains the Central Register of Lasting Powers of Attorney in accordance with section 78 (2) no. 1 and section 78a of the Federal Code for Notaries. The Central Register is designed to provide rapid and reliable information to adult guardianship courts and doctors about any directives that may be in place (lasting powers of attorney, guardianship directives, advance medical directives and opt-outs from spousal representation in medical emergencies pursuant to section 1358 (1) and (2) of the German Civil Code). This benefits citizens by avoiding guardianships being ordered unnecessarily and ensures that doctors and the adult guardianship courts can find and access directives promptly. The Central Register thus both strengthens citizens' right to self-determination and improves the efficiency of the judicial and healthcare systems.

Registration process

Registration in the Central Register of Lasting Powers of Attorney does not itself create a directive. Registration is no substitute for the legally effective creation of a directive, which generally involves the issue of an official legal document. Rather, the purpose of the Central Register is to record existing directives. For all legal questions relating to the content of a directive, you should seek the advice of a civil-law notary or lawyer.

If you have created a valid directive, you can apply online to have it registered in the Central Register of Lasting Powers of Attorney. More information is available at <https://www.vorsorgeregister.de>. Alternatively, you can use form P to apply for registration of your directive(s). **A separate form is required for each principal / issuer.** Please fill out the application form clearly and in full, and use capitalisation where appropriate. Fields marked * are mandatory. Sign and post the form to the Central Register: Zentrales Vorsorgeregister, Postfach 08 01 51, 10001 Berlin. **Under no circumstances should you send the actual directive document.**

You will be sent an invoice for registration once we have received your application. As soon as you have paid the registration fee, the details of your directive(s) will be saved and can then be accessed by the competent adult guardianship courts and doctors. You will be sent confirmation of the registration of your directive(s) once the process is complete.

Registration costs

An administrative fee is charged to cover the costs of registration. The basic fee is a one-off payment which covers permanent registration and responses to requests for information from courts and doctors. This basic fee for postal registration is €23.50. There is a €3.00 discount on the basic fee for online registration. If you do not pay by

direct debit, the basic fee is €26.00. The fee covers the registration of one named trusted person (agent or proposed guardian). Each of the fees listed above is reduced by €3.50 if you choose not to name a trusted person.

An additional €4.00 (or €3.50 for online registration) is charged for each trusted person you register subsequently. We strongly recommend that you name at least one trusted person in your application to take full advantage of the benefits of registration.

I. General information about your directive(s)

Section 1: It is mandatory to specify the date of the directive. This is usually the date on which you created your official directive document.

Section 2: You must provide the details of the directive(s) to be registered. You can select all the types of directive set out in your directive document. Please only select those that you have actually issued or granted.

A **lasting power of attorney** specifies who is to manage your affairs if you no longer can or wish to yourself. Lasting powers of attorney can be granted to family members, or indeed friends or acquaintances or other persons you trust.

Indicating the type of **lasting power of attorney** allows adult guardianship courts and doctors to promptly ascertain the areas it covers:

- **Property and financial matters** include but are not limited to the management and disposal of assets; entering into obligations; the conclusion of contracts; the issue and receipt of notices of termination; the application for and receipt of social benefits; representation in and out of court vis-à-vis persons, authorities and courts, including banks and credit institutions; and representation in matters of inheritance law. Lasting powers of attorney that are to be submitted to the land registry or registration court must at least have been officially certified. If a lasting power of attorney has been certified by a guardianship authority, certification expires upon the death of the principal (section 7 (1) sentence 2 of the Act on the Organisation of Adult Guardianship (*Betreuungsorganisationsgesetz*). For some legal transactions, notarially recorded powers of attorney are required.
- **Matters relating to medical treatment** include aspects such as visiting rights and the right to access medical records. The agent's power to give, withhold or withdraw consent to medical examinations, treatment or operations that involve certain levels of risk must be explicitly stated in the LPA in accordance with section 1829 (1), (2) and (5) of the German Civil Code. In accordance with

section 1832 (1) and (5) of the German Civil Code, the agent may only consent to medical treatment against the natural will of the principal under extremely strict conditions. For example, one precondition of consent is that the treatment is necessary in order to prevent serious harm to the principal's health and the power to give this consent is explicitly covered by the LPA. In accordance with section 1832 (4) and (5) of the German Civil Code, the same applies to cases in which the principal is hospitalised against his/her will and in which coercive medical treatment is being considered. Consent to the measures above must also be approved by the adult guardianship court.

- **Matters relating to place of residence** can cover measures involving the restriction or deprivation of liberty (e.g. restrictive care or deprivation of liberty in an institution, home or other establishment, or restriction using mechanical devices or medication or by other means). However, the LPA must in this case explicitly authorise the agent to give consent – on behalf of the principal – to coercive medical treatment or measures involving a restriction or deprivation of liberty (section 1831 (1) and (4) of the German Civil Code). Approval from the adult guardianship court is also required.

Unlike an LPA, a **guardianship directive** is not used to avoid guardianship, but rather to specify the details of a possible court-ordered guardianship. A guardianship directive can be used to state a person's wishes as regards the choice of guardian and how guardianship is to be implemented. It is generally binding on the court or the guardian, provided that the wishes set down in writing are not contrary to the best interests of the person to be placed under guardianship.

An **advance medical directive** sets out what medical treatment you wish to receive should you be unable to decide at the time – for example because you are unconscious.

A **spousal representation opt-out** is an official declaration that you do not wish for spousal representation in medical emergencies pursuant to section 1358 (1) and (2) of the German Civil Code. You can use the act of registration as notification that you are exercising your opt-out right within the meaning of section 1358 (3) no. 2 lit. a) of the German Civil Code. It is, however, also advisable to record that you are opting out of spousal representation in an official directive document and to file that document somewhere where it can be easily located.

Section 3: To ensure that the relevant people or institutions are made aware of your directive(s) should they be needed, please specify where your directive document is kept.

II. Details of the principal / issuer

Please ensure the details you provide are accurate. This information is essential if your directive is to be found when it is required.

(Sections 15 to 17) Payment method

If you wish to pay the fees by direct debit, please provide the necessary details and issue a direct debit mandate to the Federal Chamber of German Civil Law Notaries. You also have the option of being invoiced for the amount. This incurs an additional charge of €2.50.

III. Details of agent / proposed guardian

On page 3, form P allows you to designate a trusted person (agent or proposed guardian). If you wish to apply for the registration of additional trusted persons, please complete [form PZ](#) for each additional trusted person. You are strongly advised to register the trusted person(s) named in your directive document so that doctors and the adult guardianship courts have as much information as possible when deciding whether a directive is relevant to guardianship proceedings or decisions on medical treatment. Registering the trusted person(s) also ensures that they can be quickly identified in an emergency and contacted by the adult guardianship court or doctor. To protect data privacy rights, all trusted persons are notified of their registration in the Central Register of Lasting Powers of Attorney and of their right to request the erasure of their data at any time.

Subsequent changes

If you subsequently wish to change your contact details or those of a trusted person, you can do so online at www.vorsorgeregister.de. You will need the **activation code** provided in the confirmation of registration and must set up your own user account. Please therefore make sure you retain the confirmation of registration and the activation code. Alternatively, you can use our forms, which can be found at www.vorsorgeregister.de

Contact

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