

<b>Jugendamt - Familienservicebüro .....</b>	<b>2</b>
<b>Address .....</b>	<b>2</b>
<b>Contact .....</b>	<b>2</b>
<b>Information on the address of this location .....</b>	<b>2</b>
<b>Barrier-free access .....</b>	<b>2</b>
<b>Opening hours .....</b>	<b>2</b>
<b>Transportation links .....</b>	<b>2</b>
<b>Payment options .....</b>	<b>2</b>
<b>Apply for advance child support .....</b>	<b>3</b>
<b>Prerequisites .....</b>	<b>3</b>
<b>Documents required .....</b>	<b>4</b>
<b>Forms .....</b>	<b>5</b>
<b>Fees .....</b>	<b>5</b>
<b>Legal basis .....</b>	<b>5</b>
<b>More information .....</b>	<b>5</b>
<b>Average time to process request .....</b>	<b>5</b>
<b>Notes on responsibility .....</b>	<b>6</b>

# Jugendamt - Familienservicebüro

Bezirksamt Spandau

## Address

Brunsbütteler Damm 75  
13581 Berlin

## Contact

Telephone: (030) 90279 - 8300

Fax: (030) 90279 -

Internet:

<https://www.berlin.de/ba-spandau/politik-und-verwaltung/aemter/jugendamt/materielle-und-familienunterstuetzende-hilfen/artikel.1144407.php>

E-mail: [fsb@ba-spandau.berlin.de](mailto:fsb@ba-spandau.berlin.de)

## Information on the address of this location

Klingel und Fahrstuhlzugang über Aufgang A (1. Aufgang nach der Durchfahrt)

## Barrier-free access



[Explanation of symbols \(https://service.berlin.de/hinweise/artikel.2699.php\)](https://service.berlin.de/hinweise/artikel.2699.php)

## Opening hours

Monday: 09:00-12:00 (telefonische Erreichbarkeit zusätzlich 13:00 - 15:00)

Tuesday: 09:00-12:00 (telefonische Erreichbarkeit zusätzlich 13:00 - 15:00)

Wednesday: 09:00-12:00 (telefonische Erreichbarkeit zusätzlich 13:00 - 15:00)

Thursday: 14:00-17:00 (telefonische Erreichbarkeit zusätzlich 09:00 - 12:00 & 13:00 - 18:00)

Friday: 09:00-12:00

## Transportation links

 **Bus**

0.1km [Grünhofer Weg](#)

M32

## Payment options

Eine Bezahlung ist nicht vorgesehen

# Apply for advance child support

Child support advances are a benefit for children of single parents. They help ensure your child's financial well-being if child support payments are not made. In such cases, your child may receive an advance payment from the government.

## Prerequisites

- **Child under 18 years of age**
- **The child lives with you**
- **You live in Berlin**

You and your child live in Berlin and are registered here.

- **You are raising your child on your own**

You are single, divorced, widowed, or permanently separated from your spouse or domestic partner. You are also considered permanently separated if the other person has been in a hospital or prison for 6 months or longer. You are not considered a single parent if you and the other parent take turns raising the child.

- **Child support payments: only partial, irregular, or none at all**

Your child is not receiving any child support from the other parent, or is receiving only a portion of the support, or is receiving it only irregularly. For orphans: If your child receives orphan's benefits, these are not as high as the advance child support payment.

- **Once your child turns 12, they are eligible only if one of the following conditions is met:**

- You or your child do not receive basic income support (SGB II)
- The advance on child support can prevent your child from becoming eligible for welfare assistance
- You have a gross monthly income of at least 600 euros and receive supplemental basic income support (SGB II)

- **Advance child support payments if you receive basic income assistance (SGB II)**

If you and your child receive basic income support (SGB II) from the Jobcenter and your child has turned 12, you are only eligible for advance child support payments under certain conditions (see "Information Sheet on Advance Child Support Payments" under "Further Information").

It is possible that your basic living expenses will continue to be covered solely by the Jobcenter.

- However, if the Jobcenter determines that you are eligible for priority advance child support, you will be asked to submit an application there.
- In any case, the Jobcenter will provide you with benefits to cover your living expenses for a transitional period (until advance child support is actually paid) without deducting the advance child support payments at the previous rate.

- **For online applications: Online ID function (eID) (optional)**

(<https://service.berlin.de/dienstleistung/329833/>)

For this, you will need:

- 1. An ID card or residence permit with an activated online ID function (eID) and the six-digit PIN
- 2. An external card reader or a modern smartphone running the

- Android or iOS operating system
- 3. The software (AusweisApp)

## Documents required

- **Application for Advance Child Support**

You can apply online or submit a paper application by mail

For online applications:

- You can submit the application entirely digitally if you use an ID document with an activated online ID function. If you do not use the online ID function, you can still submit the application online, but you must print out a PDF at the end of the application and also send it to the relevant authority by mail.
- Please have all required documents and supporting materials ready to upload in PDF format. The total size of your files must not exceed 70 MB. No single file may be larger than 5 MB.

- **Additional information for children aged 12 and older**

(see 'Forms')

- **Identity document**

for example, an ID card or passport

- **Proof of your residence**

Identification card or certificate of residence (There is a fee for the certificate of residence.)

- **If you are a foreign national: Proof of your right of residence**

If you are a citizen of a European Union (EU) member state, your identification document is generally sufficient. If you are a citizen of another country, you will need a valid residence permit, such as a residence permit or a temporary residence permit.

- **Child's birth certificate**

- **School certificate for the child**

Proof of age for children 15 years and older

- **Proof of the child's income**

Proof of age for children 15 years of age or older who have completed their schooling

- **Maintenance order**

Please submit any written agreements regarding the determination of child support. This includes documents from the Youth Welfare Office, notarized documents and agreements, court orders and judgments, as well as informal private records.

- **Proof of child support agreements**

for example, through court orders, written agreements, or documents issued by the Youth Welfare Office or notaries

- **Proof of child support payments or a half-orphan's pension**

for example, through bank statements, receipts, pension notices, or notifications of pension adjustments

- **For children born out of wedlock: Proof of paternity**

for example, through acknowledgment or establishment of paternity

- **Before a divorce: Proof that you have been living separately for an extended period**

If you are still married to the other parent (or in a civil partnership with them), you will need proof that you are living permanently separated from

them. This could be, for example, a letter from a lawyer or a confirmation from the tax office that your tax bracket has been changed due to the separation.

- **After the divorce: Proof of divorce**

Divorce decree or proof of dissolution of a civil partnership

## Forms

- **Application for Advance Child Support**

(<https://www.berlin.de/sen/jugend/familie-und-kinder/finanzielle-leistungen/unterhaltsvorschuss/antrag-uvg-anlage-2.pdf>)

- **Additional information for children aged 12 and older**

(<https://www.berlin.de/sen/jugend/familie-und-kinder/finanzielle-leistungen/unterhaltsvorschuss/ergaenzende-angaben-uv-ab-12-lj-anlage-3.pdf>)

## Fees

none

## Legal basis

- **Advance Child Support Act "Unterhaltsvorschussgesetz"**

(UhVorschG) §§ 1 ff.

([https://www.gesetze-im-internet.de/uhvorschg/\\_1.html](https://www.gesetze-im-internet.de/uhvorschg/_1.html))

## More information

- **Advance Child Support Payments from the State of Berlin (Senate Department for Education, Youth, and Family Affairs)**

(<https://www.berlin.de/sen/jugend/familie-und-kinder/finanzielle-leistungen/unterhaltsvorschuss/>)

- **Information Sheet on Advance Child Support Payments from the State of Berlin (Senate Department for Education, Youth, and Family Affairs)**

(<https://www.berlin.de/sen/jugend/familie-und-kinder/finanzielle-leistungen/unterhaltsvorschuss/merkblatt-uvg-2024.pdf>)

- **Advance Child Support Payments (Federal Ministry for Family Affairs, Senior Citizens, Women, and Youth)**

(<https://www.bmbfsfj.bund.de/bmbfsfj/themen/familie/familienleistungen/unterhaltsvorschuss/unterhaltsvorschuss-73558>)

- **Brochure on Advance Child Support Payments (Federal Ministry for Family Affairs, Senior Citizens, Women, and Youth)**

(<https://www.bmfsfj.de/bmfsfj/service/publikationen/der-unterhaltsvorschuss-73764>)

- **Online ID Function (eID) - Change/Reset PIN (Service)**

(<https://service.berlin.de/dienstleistung/329833/>)

## Average time to process request

<https://liste-antraege.bda.service.berlin.de/intelliform/forms/default/bda/SenBJF/Unterhaltsvorschuss/index>

## **Notes on responsibility**

Child Support Advance Office of the Youth Welfare Office in your district