

## Registration offices

Anybody who takes up residence in Austria (Austrians, EU/EEA nationals, nationals of third countries) has to register with the registration office at their place of residence within three working days.

The registration offices are the mayors' offices. This means that in the university cities/towns the municipal authority ("Magistrat") is the competent authority and in all other places the municipal office ("Gemeindeamt") is in charge of registration, cancellations of registrations and changes of registrations.

To register you need the following documents:

- Travel document
- Birth certificate
- Marriage certificate and/or proof of academic titles as applicable
- [Registration form](#) (must be signed both by the landlord/landlady and by the tenant)

**Please note:** Nationals of EU/EEA countries and Switzerland who are staying in Austria for longer than 3 months additionally have to apply for a document called "Anmeldebescheinigung" at the competent authority that is in charge of foreign nationals within the first 4 months of their stay in Austria. For more information see the [Entry to Austria](#) section.

You have to report any change of your residential address to the registration office within three working days, and any change of other data within one month.

You should keep your confirmation of registration (Meldebestätigung) safe because you will need it for certain dealings with the authorities, e.g. for a renewal of your residence title.

**Before leaving Austria you have to cancel your registration.** In Vienna the "magistratische Bezirksämter" are the competent authorities for registration and cancellations of registrations. Their addresses, registration forms and further information are available on the [Municipality of Vienna's](#) website. You will find the competent authorities for registration for all other places in the [elektronischer Amtshelfer](#).