

# Checklist: Organizational Matters during Pregnancy

*The most important facts at a glance*

**TIP** A tip for unmarried parents:  
read our checklist  
[📄 Child Custody & Maintenance](#)

## WHO AND WHEN?


### Mother

 After identifying a pregnancy

### Mother / parents on low incomes

 After identifying a pregnancy

### Mother / parents

 Early in the pregnancy

## WHAT?

Appointment for an initial **prenatal exam**

**NOTE** It is usually at this appointment that the maternal pass (*Mutterpass*) is issued.

Application for **financial support**

**TIP** The Federal Foundation – Mother and Child (*Bundesstiftung Mutter und Kind*) supports pregnant women in emergency situations. A flyer is available in several languages:

[📄 www.bundesstiftung-mutter-und-kind.de](http://www.bundesstiftung-mutter-und-kind.de)

**See a midwife** for care during the pregnancy and after the birth, including a hospital midwife if desired

## WHERE? WHERE TO GO FOR HELP?

Gynaecologist or midwife

[📄 Pregnancy advice centres \(\*Schwangerschaftsberatungsstellen\*\)](#), which can file the application with the 'Bundesstiftung Mutter und Kind' and know about other options for financial support for pregnant women

Addresses are available at:

- [📄 Pregnancy advice centres \(\*Schwangerschaftsberatungsstellen\*\)](#)
- Birthing clinics
- Gynaecological practices

**TIP** You will find the addresses of midwives in the whole of Germany at:

[📄 GKV-Hebammenliste](#)

## WHO AND WHEN?

### Mother



Early in the pregnancy

### Mother/parents

### Mother/parents



Up to the 20th week of pregnancy

### Mother



At least one week before the start of maternity protection period (*Mutterschutz*)

## WHAT?

**Informing your employer/training company/university/school** about your pregnancy

**NOTE** A pregnant woman is not legally required to inform her place of work/the training company/her university or her school. But it can make sense so that she can be protected from hazards or threats to her health.

**Selecting, and registering for, the place where the child is to be born**

If you wish to give birth at a birthing centre or elsewhere with a midwife in attendance, early application is needed.

You can register later at a hospital. This registration is not binding.

Registering for **ante-natal classes**

#### TIPS

- In addition to ante-natal classes just for mothers there are also couples' classes and classes for fathers.
- There are often also courses addressing newborn care.

Applying for **maternity benefit** (*Mutterschaftsgeld*)

## WHERE? WHERE TO GO FOR HELP?

Employer/training company/  
university/school

Clinic/birthing centre/midwife

**TIP** Many clinics and birthing centres offer delivery room tours and information events.


- Midwifery practices
- [GKV-Hebammenliste](#)
- Clinic/birthing centres
- Gynaecological practices
- Pregnancy advice centres

The mother's health fund (*Krankenkasse*)

**NOTE** A doctor's note about the expected due date is required.

## WHO AND WHEN?

**Father** if he wants to go on parental leave right after the birth

 At least seven weeks before the expected due date

**NOTE** Legal protection against dismissal from work begins at the earliest eight weeks before the parental leave.

## WHAT?

Applying for **parental leave** (*Elternzeit*)

**NOTE** When you register for parental leave, you have to decide already what periods you want to select for parental leave up until the child's second birthday.


## WHERE? WHERE TO GO FOR HELP?

The father's employer

### TIPS


- It has to be a written notice. You can find a template [📄 here](#).
- Send your notice by registered mail (make a copy of the documents for your own records first).
- If you want to work part-time during your parental leave, it is best to apply for this straight away too.

### Mother

 Around four weeks prior to the expected due date

Final preparations for the delivery  
Packing a **bag for the clinic**

**Mother**, if she wants to take parental leave right after maternity protection period (*Mutterschutz*)

 No later than seven weeks prior to the end of the *Mutterschutz*

Registering for **parental leave** (*Elternzeit*)

**NOTE** When you register for parental leave, you have to decide already what periods you want to select for parental leave up until the child's second birthday.

The mother's employer

### TIPS

- It has to be a written notice. You can find a template [📄 here](#).
- Send your notice via registered mail (make a copy of the documents for your own records first).
- If you want to work part-time during your parental leave, it is best to apply for this straight away too.

The Federal Office for Migration and Refugees provides information about pregnancy, parenthood and family issues online: [📄 www.bamf.de/EN](https://www.bamf.de/EN). It also offers a search engine for counseling services nearby. The website is available in several languages.