



## INSTRUCTIONS

### Application for Reconsideration for a Ghetto Pension under ZRBG

PLEASE READ THESE INSTRUCTIONS CAREFULLY  
BEFORE FILLING OUT THE APPLICATION

#### A. General Information

##### 1. What is the purpose of this form?

In 2009, the German Federal Social Court (“BSG”) liberalized the requirements for so-called ZRBG Ghetto pensions. Nazi victims who worked in a ghetto may now find it easier to qualify for a social security pension from Germany, or for an increase in their existing pension.

The attached Application for Reconsideration (“Application”) may be used to ask the German social insurance agency, the *Deutsche Rentenversicherung* (“DRV”), to reconsider a previously denied application under the newly liberalized criteria.

Ghetto survivors who have yet to file an application (or who do not know if they previously applied) may also use this form to request a first-time application form.

##### 2. Who may use this form?

The attached Application should be used for the following four types of cases:

- Ghetto survivors who previously applied for and were entirely denied a ZRBG pension, and wish to re-open their claims (*complete page 1 and page 2S of the application*);
- Ghetto survivors who previously applied for and were approved in part for a ZRBG pension in recognition of certain ghetto or persecution times, but were denied a pension for other ghetto or persecution times that the DRV did not recognize, and wish to re-open their claims (*complete page 1 and page 2S of the application*);
- Ghetto survivors who are unsure or do not know if they previously filed a ZRBG application, and wish to re-open or open their claim. If in fact the survivor never filed a ZRBG application, the DRV will consider the Application as a new application (*complete page 1 and page 2S of the application*);
- Widow(er)s of deceased Ghetto survivors who fall into any of the above categories (*complete page 1 and page 2W of the application*).

### 3. **Is it necessary to file an Application for Reconsideration?**

The DRV plans to re-open all previously denied ZRBG cases automatically. However, filing this Application will enable the DRV to update its databases, facilitate internal processing and expedite the decision making process.

In addition, there are certain cases (for example, where a survivor who already receives a Ghetto pension wishes to request a pension increase) that will not be re-opened automatically. In those cases, a special request to re-open the case must be submitted.

### B. **Instructions for Completing the Application**

Use **ALL CAPS** when entering information into boxes, except for all "*First name*", which should be entered using regular capitalization, e.g., LAST, First.

#### 1. **Identify the application mailing address.**

At the top of Page 1, check the box next to the appropriate mailing address for the Application:

- Check the box next to "**Deutsche Rentenversicherung Bund**" if the original application was filed and processed at the pension office in Berlin, OR if you do not know where the original application was filed or processed.
- Check the box next to "**Deutsche Rentenversicherung Nord**" if the original application was filed and processed at the pension office in Hamburg.

#### 2. **Indicate whether the applicant is the Ghetto survivor, or the Ghetto survivor's widow(er).**

##### a. **If the Ghetto survivor is still living and is therefore submitting the application on his/her own behalf:**

- Check the box marked "Application for Reconsideration" on Page 1.
- Complete Page 1 and Page 2S only. Remove and discard Page 2W; do not send page 2W to the DRV.
- The bottom of Page 2S should be signed by the Ghetto survivor personally. If the Ghetto survivor is unable to sign the Application, a legal/authorized representative (for example, a person with a valid power of attorney over the survivor or a court-appointed guardian/conservator) can sign. In such a case, the representative who signs the Application should not be the attorney filling out the Application. If the Application is signed by a legal/authorized representative, please attach a copy of the power of attorney or court order granting guardianship/conservatorship.

**b. If the Ghetto survivor is deceased and his/her widow(er) is submitting the application:**

- Check the box marked “Application for Reconsideration for a Widow(er) Pension” on Page 1.
- Complete Page 1 and Page 2W only. Remove and discard Page 2S; do not send page 2S to the DRV. *Note that the top half of page 2W calls for information about the widow(er), and the bottom half of page 2W calls for information about the deceased Ghetto survivor.*
- The bottom of Page 2W should be signed by the widow(er) personally. If the widow(er) is unable to sign, a legal/authorized representative (for example, a person with a valid power of attorney over the widow(er) or a court-appointed guardian/conservator) can sign. In such a case, the representative who signs the Application should not be the attorney filling out the Application. If the Application is signed by a legal/authorized representative, please attach a copy of the power of attorney or court order granting guardianship/conservatorship.

**c. If the widow(er) of a deceased Ghetto survivor is also a Ghetto survivor him/herself (and they both performed work in the Ghetto), complete two separate Applications:**

- For the widow(er)’s own Application, complete Page 1 and Page 2S only, and discard page 2W.
- For the widow(er)’s deceased spouse’s Application, fill out a separate Application, complete Page 1 and Page 2W only, and discard page 2S.

N **NOTE:** *The two applications could potentially be submitted to different addresses. (See Section D, below, to determine the appropriate mailing address for each application.) If the Applications are sent to different addresses, enclose with each original a copy of the Application that was sent to the other DRV address. The copies should be clearly marked or stamped “COPY.”*

**3. Indicate the Ghetto survivor’s and/or widow(er)’s German Insurance Number and Previously Responsible Pension Office, if that information is available.**

- **If the Ghetto survivor is submitting the Application in his/her own right**, fill in this information at the top of Page 2S.
- **If the widow(er) is submitting the Application on behalf of his or her deceased spouse:**
  - a. Fill in the Ghetto survivor’s German Insurance Number and Previously Responsible Pension Office in the bottom half of Page 2W.
  - b. If the widow(er) is currently receiving *any* type of pension from Germany, fill in the widow(er)’s German Insurance Number and the Previously Responsible Pension Office at the top of Page 2W.

- The **German Insurance Number** usually can be found on any previous correspondence from the *Deutsche Rentenversicherung* (“DRV”) – or its predecessor offices, the *Landesversicherungsanstalt Freie und Hansestadt* (“LVA”) or the *Bundesversicherungsanstalt* (“BVA”) – concerning the Ghetto survivor’s application. It is usually a 12-16 digit number that contains a letter corresponding to the applicant’s last name or maiden name.
- The **Previously Responsible Pension Office** is the office in Germany that handled the Ghetto survivor’s (or the widow(er)’s) previous application. Again, the name of this agency can be found on any previous correspondence from the DRV, LVA, or BVA about the claim.
  - If the original pension application was processed in Berlin, write “DRV – Berlin” in the box labeled “Previously Responsible Pension Office.”
  - If the original pension application was processed in Hamburg, write “DRV – Hamburg” in the box labeled “Previously Responsible Pension Office.”
- If the German Insurance Number and/or Previously Responsible Pension Office is not available, write “**NOT SURE**” in the appropriate boxes.

**C. Documents To Be Included with the Application**

**1. If the applicant is represented by an attorney, the following **MUST** be submitted:**

- a. Cover page with the attorney’s name and mailing address where all correspondence from Germany should be sent.
- b. Original Power of Attorney signed by the client that explicitly authorizes the representative to file the Application for Reconsideration.
- c. If the Ghetto survivor or widow(er) is unable to sign the Application, and the Application is signed by a legal/authorized representative, include a signed copy of the Power of Attorney or court order granting guardianship/conservatorship.

**2. Other documents that should be included, if available:**

- d. The first 3 pages of the denial/approval notice from the previous ZRBG application(s). (This document will likely be entitled, “*Bescheid*,” “*Rentenbescheid*,” or “*Widerspruchsbescheid*.”) If including this document, check the appropriate box at bottom of Page 1.
- e. If the applicant has filled out two Applications (for example, one in his/her own right, and one on behalf of his/her deceased spouse), include with the second application a clearly marked or stamped “**COPY**” of Application that was filed first.
- f. If the applicant is submitting two Applications and each Application is being mailed to a different DRV office, include with each original Application a clearly marked or stamped “**COPY**” of the Application that was sent to the other DRV address.

#### D. Mailing the Application

- Applications must be sent by mail only. E-mails, faxes, or phone calls are NOT accepted.
- **DO NOT INCLUDE THESE INSTRUCTIONS** when you send the Application.
- **MAKE AND RETAIN A PHOTOCOPY OF THE APPLICATION** before mailing it to Germany.

The mailing addresses of the two DRV offices are:

**Deutsche Rentenversicherung Bund**  
Ruhrstr. 2  
D-10709 Berlin  
Germany

(Send Applications here if the survivor/  
widow(er) is unsure or does not know  
where the original application was filed,  
OR if the survivor/widow(er)'s original  
application was filed here.)

**Deutsche Rentenversicherung Nord**  
Friedrich-Ebert-Damm 245  
D-22159 Hamburg  
Germany

(Send applications here if the survivor/  
widow(er)'s original application was  
filed here.)

#### E. What Will Happen After the Application is Submitted

After receiving the Application for Reconsideration, the DRV will first determine whether a previous ZRBG application was in fact filed by or for the Ghetto survivor.

- If there was a previous application, the DRV will re-examine the case under the liberalized criteria prescribed by the German Federal Social Court.
- If the DRV finds that a previous application was not filed, it will send a new application for a ZRBG pension to the applicant or, if applicable, to the attorney of record. The new application will be examined under the liberalized criteria prescribed by the German Federal Social Court.
- If any additional information is needed, the DRV will send further requests and/or forms to the applicant or, if applicable, to the attorney of record.

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