

Dear friends of the STOLPERSTEINE,

Gunter Demnig's foundation **STIFTUNG – SPUREN – Gunter Demnig** has been running and organizing the STOLPERSTEINE / STOLPERSCHWELLE project since January 2015. You can find further information about the foundation on our website. Since the STOLPERSTEINE art project develops daily, for which we would like to thank all those who support it and campaign to make sure that society does not forget what happened in the past, there are constant readjustments to our procedures. Please read the following "Steps" attentively to prevent any misunderstandings.

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## Steps for laying a STOLPERSTEIN

There are STOLPERSTEINE in Austria, Belgium, Croatia, the Czech Republic, Denmark, Finland, France, Germany, Greece, Italy, Hungary, Lithuania, Luxembourg, the Netherlands, Norway, Poland, Romania, Russia, Slovakia, Slovenia, Spain, Sweden, Switzerland and Ukraine. In 2017, a STOLPERSCHWELLE was placed in Argentina. In 2020, Gunter Demnig will place the first STOLPERSTEINE in Serbia.

The 75,000th STOLPERSTEIN was placed in December 2019 and they now exist in some 2,000 places in Europe. There are also already more than 25 STOLPERSCHWELLEN. We continue to receive more and more requests and unfortunately the waiting lists are getting longer. We do our best to ensure that all requests are answered but please be aware that it can sometimes take time for STOLPERSTEINE to be installed. We appreciate your patience and understanding.

## 1. Permission

Before a STOLPERSTEIN can be laid, permission must be obtained from the local authorities. In Germany, please request a **"Genehmigung für das Verlegen von STOLPERSTEINEN im öffentlichen Raum"** (**"Authorization for laying STOLPERSTEINE in the public realm"**) if permission has not already been granted. Outside of Germany, please contact the mayor or the local authorities and request permission if you do not already have it - success will vary according to the country, sometimes it will be a painstaking process, sometimes please be warned that there might not be an answer. Please note that the STOLPERSTEIN team is not responsible for requesting permission - we have found that it is more likely to be granted if the request comes from a third party (for example, a survivor, the descendant of a victim or an association).

Furthermore, we insist that everything be done to find and inform any living descendants or relatives before a STOLPERSTEIN is laid. They might well want to attend a STOLPERSTEIN ceremony. Alternatively, they might not want a STOLPERSTEIN, in which case none should be placed for their relatives.

Please go to the Downloads section of our website for help on how to find relatives.

In Germany, the laying of STOLPERSTEINE is often organized by local associations (please contact them to see if permission is necessary). We ask associations not to request family members of victims to pay for the laying of STOLPERSTEINE. If at all

possible, the costs should be covered by other sponsors. If family members insist on paying, nothing can be done and this is fine. Unfortunately, outside of Germany there are not always the same sponsors and, therefore, it is currently usually the case that costs are covered by those who request STOLPERSTEINE even if these are the family members themselves.

It is also advisable to inform the current inhabitants of buildings in front of which STOLPERSTEINE will be laid. This is not compulsory, however, because the sidewalk is usually public property. Nonetheless, it can prevent later problems or controversy.

If possible, we encourage involving school children in the process of laying STOLPERSTEINE and carrying out research. Experience shows that there is great interest among young people.

## 2. Inscriptions

Gunter Demnig's motto is: ONE VICTIM - ONE STONE. There are no collective STOLPERSTEINE (please see STOLPERSCHWELLE below). This project commemorates all victims of National Socialism - Jews; Sinti; Roma; Jehovah's Witnesses; homosexuals; mentally and/or physically disabled people; people persecuted for their political views, their religion, their sexual orientation or the color of their skin; forced laborers; men considered deserters; people who were persecuted on grounds that they were "asocial" such as homeless people or prostitutes - anyone who was persecuted or murdered by the Nazi regime between 1933 and 1945.

NB: STOLPERSTEINE are not only placed for people who were murdered, but also for "**survivors**". For example, in front of a house in Amsterdam, a STOLPERSTEIN might be placed for a woman who survived Auschwitz alongside two STOLPERSTEINE for her parents who did not. This "reunites" families. Stolpersteine can also be placed for people who were able to escape to Palestine or South America or survivors of concentration camps. The project also commemorates those who were forced by the circumstances to commit suicide.

Therefore, please try to find out as much as you can about the families of victims before requesting a STOLPERSTEIN.

We also recommend that you to do everything possible to find out as much information about a victim before sending us your proposed inscriptions. Please do not rely solely on information from family members but carry out further research.

Sources of information for research about inscriptions or addresses:

- the International Tracing Service (<https://www.its-arolsen.org/english/>)
- the Federal Archives of Germany (<http://www.bundesarchiv.de/index.html.en>)
- the Memorial Book (<http://www.bundesarchiv.de/gedenkbuch/directory.html>)

NB: We consider this a reliable source. Inscriptions for STOLPERSTEINE should tally with the information found in the Memorial Book. If your information does not tally, please inform the Federal Archives. They will do their best to amend their information even if this might not occur immediately.

- Yad Vashem (<http://www.yadvashem.org>)
- local archives and historical societies
- the Union of Persecutees of the Nazi Regime (VPN)
- trade unions
- churches
- groups and associations for Sinti & Roma
- groups and associations for homosexuals
- groups and associations for Jehovah's Witnesses
- hospitals can provide information on the Nazis' euthanasia programs

If possible, STOLPERSTEINE are always placed in front of the last residence of choice - never in front of places that people were forced to move to. Therefore, they should never be placed in front of what the Nazis called "Judenhaeuser" ("Houses for Jews").

A STOLPERSTEIN usually bears the heading **HERE LIVED**.

Exceptions might be made if a street no longer exists or if there is a reason for placing a STOLPERSTEIN in front of a place of employment for example. In such cases it might bear the heading HIER LERNT (HERE STUDIED), HIER LEHRTE (HERE TAUGHT), HIER ARBEITETE (HERE WORKED) or HIER PRAKTIZIERTE (HERE PRACTICED) instead of HIER WOHNTE (HERE LIVED).

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Sometimes, there might be a case for not having a heading at all, for example if somebody did not live in a house at the time of deportation.

The following information is required for the inscription on a STOLPERSTEIN, insofar as it is known or applicable:

- First name, family name and maiden name (NO MORE THAN THREE NAMES)
- Year of birth (not full date of birth)
- Full date of arrest if applicable
- Information about internment in a camp (e.g. Westerbork / Drancy)
- Year (not full date) of deportation to concentration camp (e.g. Auschwitz / Dachau)
- Full date of murder

For Gunter Demnig, people who died in concentration camps as part of the Nazis' mass extermination program were murdered, and therefore the most common "fate" is ERMORDET (MURDERED) even if someone died of tuberculosis for instance. FLUCHT IN DEN TOD (FLIGHT INTO DEATH) is used in cases of suicide. The word EMI-GRATED is not used, instead ESCAPE, YEAR and DESTINATION are preferred.

If a fate is not known, then the inscription SCHICKSAL UNBEKANNT (FATE UNKNOWN) can be used.

If somebody survived a concentration camp until the end, then please use the term BEFREIT (LIBERATED) instead of SURVIVED.

Inscriptions are in the language of the country in which they are being placed. In some cases, this means that the inscriptions might be bilingual.

Once you have been given a date for the laying of STOLPERSTEINE, please send inscriptions in a WORD document per e-mail to Karin Richert (for Germany) or contact Anne Thomas, who will provide you with a template if they are to be placed outside of Germany. Anne and Karin need to receive inscriptions at least three months before the installation.

You will receive the inscriptions for proofreading before the STOLPERSTEINE are made. If you have any questions, Karin and Anne will gladly advise you.

**Gunter Demnig has the final say on inscriptions. The Stolpersteine are a "work in progress" and sometimes there will be changes to wording of inscriptions as the project develops.**

### **3. Appointments**

As mentioned above, there is already a huge interest in STOLPERSTEINE, which is growing by the minute, and we do our best to accommodate all requests. However, we cannot meet every demand and certainly cannot grant all requests for STOLPERSTEINE to be laid on a particular day.

Gunter Demnig is on the road over 300 days a year and we try to organize his routes as logically as possible, which means that if he has already been in a particular region or country, it might be at least a year before he is able to return.

At the moment, there is a waiting period of between nine months and a year - sometimes much more. In countries such as Poland or France, it is not always easy to obtain permission and therefore the wait can be much longer. The earlier we receive your requests, the earlier an appointment will be given (if there is permission).

Please do not ask us for an appointment for STOLPERSTEINE to be placed unless there is already permission from the local authorities and until you have carried out all the necessary research for the inscriptions.

We try to announce Gunter Demnig's timetable six months in advance. Once times and dates have been fixed, they remain **subject to change**. This might be because of last-minute cancellations or for reasons pertaining to weather, illness or production. Sometimes, Gunter's tours have to be re-arranged entirely.

Although we do our best to meet all requests, we reserve the right to postpone or cancel the installation of STOLPERSTEINE in case of emergency.

Please be aware that Gunter places STOLPERSTEINE on all days of the week regardless of public or religious holidays - he suggests that people organize unveiling ceremonies on later dates if the laying of a STOLPERSTEINE clashes with a holiday.

Gunter Demnig almost always places the first STOLPERSTEINE in a new village, town or city. However, once STOLPERSTEINE have been placed in a given village, town or city, it is sometimes possible to organize installations without him. These are called *Gemeinschaftsverlegungen* (community installations or CIs).

If you would like to organize a community installation without Gunter Demnig (NB: This is only possible if Gunter has already placed STOLPERSTEINE in a given village, town or city), please let us know well in advance and be prepared to wait as Michael Friedrichs-Friedlaender, who makes all the STOLPERSTEINE by hand, has limited capacity.

We would appreciate it if the organizers of community installations of STOLPERSTEINE would send us pictures of the event afterwards. Please send pictures to Karin Richert.

If you want to place STOLPERSTEINE, please contact Anna Warda ([termine@stolpersteine.eu](mailto:termine@stolpersteine.eu)) for Belgium, Germany, Luxembourg, the Netherlands and Spain (she speaks German, English and Spanish) or Anne Thomas ([international@stolpersteine.eu](mailto:international@stolpersteine.eu) for all countries except Belgium, Germany, Luxembourg, the Netherlands and Spain (she speaks English, French and German)).

To comply with EU data protection regulations, from 2020 we will be asking all applicants for STOLPERSTEINE to send us a signed consent form.

#### **4. Placing STOLPERSTEINE**

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A STOLPERSTEIN is a cube that is **96 x 96 mm** big and **100 mm** high. A hole should not be more than 12 cm deep. Please find more information in the Technical Aspects section of our website.

Gunter Demnig tries to place as many STOLPERSTEINE as possible himself - he almost always places the first STOLPERSTEINE in a new place.

STOLPERSTEINE are never placed on/in a wall but always on a sidewalk - usually directly in front of the entrance or underneath the house number. Gunter tends to decide where exactly they should be placed at a given location on the day itself.

Gunter tries to keep families together by placing STOLPERSTEINE for them as a unit - stones for parents will be placed above those for children.

Where possible, please request help from the local building authorities (with preparing the holes or removing rubble for example) or a construction firm well in advance of the given date.

In Germany, help is compulsory. In other countries, it depends on individual situations but it is preferable if there is help on hand.

If there is no help from the local authorities, please ensure that Gunter has access to electricity as well as a pair of extra hands to help remove rubble etc. It makes sense to provide information about the surface where a Stolperstein might be placed in advance if possible. Gunter can then prepare his work more thoroughly.

As a general rule, Gunter needs 20 minutes per address if he has the assistance of the local building authorities (Bauamt in Germany) or a construction firm.

Gunter Demnig can place STOLPERSTEINE in up to 12 addresses (maximum) per day.



When planning his itinerary, please ensure you leave enough time for Gunter to travel from one address to the next.

Please ensure that you have obtained permission for Gunter to park his Peugeot van, which has a height of 1.95 meters (**VB-GD 2710**) In Germany, this can be obtained from the Ordnungsamt.

The STOLPERSTEIN team does not organize ceremonies or programs to accompany the installation of the STOLPERSTEINE. If you do plan such a program, please do not wait for Gunter Demnig to have finished placing the STOLPERSTEINE. Please bear in mind that he often has to move on to the next place and might not have time to attend the whole ceremony or listen to long speeches - please do not be offended if he leaves earlier than expected. Furthermore, Gunter Demnig does not speak all languages. If you expect him to understand, please provide an interpreter into German.

If a STOLPERSTEIN is stolen or damaged, please contact Karin Richert (for Germany) or Anne Thomas (for outside of Germany). Everything will be done to replace the STOLPERSTEINE as soon as possible.

You can also find instructions for cleaning and maintaining STOLPERSTEINE in the Downloads section of our website.

## 5. Costs

In Germany, it costs **120 euros** (incl. VAT) to install a STOLPERSTEIN. This includes the making of the stone and its placement or delivery if applicable, as well as its recording in our database. It does not include accommodation costs which might be incurred (especially abroad) nor does it always cover travel costs.

From January 2020 onwards, we will be including a surcharge of 10 percent on STOLPERSTEINE placed outside of Germany. Please find more information regarding this increased price [here](#).

All the STOLPERSTEINE are made by Michael Friedrichs-Friedlaender in Berlin.

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STOLPERSTEINE are financed by private donations. Private individuals, institutions, educational establishments, companies, associations or political parties might choose to “sponsor” a STOLPERSTEIN.

We work on a principle of trust. You will receive an invoice once the STOLPERSTEINE have been laid. Please do not transfer any money before receiving an invoice. Please indicate the invoice number when transferring money.

Karin Richert is responsible for invoices for STOLPERSTEINE placed in Germany. These are issued after STOLPERSTEINE have been laid and are written in German. Katja Demnig is responsible for all invoices for STOLPERSTEINE placed outside of Germany. Please contact her (and NOT Anne Thomas) if you have any enquiries regarding quotes, pre-payments or invoices for STOLPERSTEIN installations outside of Germany.

If Gunter Demnig is timetabled to spend the night in the place where you are laying STOLPERSTEINE, we expect you to reserve and cover the costs of hotel accommodation. Thank you.

In certain cases, travel costs might also have to be covered, especially if Gunter Demnig has to make a special journey to install STOLPERSTEINE.

### **6. Lecture by Gunter Demnig**

Upon request, Gunter Demnig will hold a lecture in the form of a PowerPoint presentation about his project. He will talk about his career as an artist from 1968 onwards.

A lecture can be organized for the general public and/or for students or schoolchildren or to raise funds to lay STOLPERSTEINE.

Gunter Demnig's fee for a 50-minute lecture followed by a Q&A is **200 euros & 19% VAT**.

Sometimes accommodation and/or travel costs will also be incurred.

Please provide a laptop and projector if you arrange a lecture.

Gunter Demnig speaks in German. If necessary, please provide simultaneous translation.

If Gunter Demnig is not available, Katja Demnig, Anna Warda and Anne Thomas can also hold lectures. Please contact them directly for more information.

## **7. Requests for STOLPERSTEINE outside of Germany**

Anne Thomas coordinates most of Gunter Demnig's timetable and routes outside of Germany. Anna Warda is now responsible for planning routes in Belgium, the Netherlands, Luxembourg and Spain, as well as Germany. Anne Thomas is still responsible for the inscriptions for all non-German STOLPERSTEINE. Please contact her with any requests or questions. She is a native speaker of English and French, but you can correspond with her in German if necessary.

For STOLPERSTEINE outside of Germany, please be aware that you might have to wait for a year or two before obtaining an appointment.

## **8. Educational concepts**

We have welcomed the interest of schoolchildren in the STOLPERSTEINE project for years. Thanks to active teachers and classes who become very involved in research, the project continues to grow on a daily basis. Gunter Demnig's new foundation provides support for school projects. We can help with research and give advice as to how to organize ceremonies that involve schools. We can also provide educational materials and put schools in touch with each other. Please contact Katja Demnig if you have any questions about school projects or if you would like her to send additional material.

## **9. STOLPERSCHWELLEN**

There are certain cases when hundreds or thousands of Stolpersteine would have to be laid in a single place. This being almost impossible, Gunter Demnig has come up with an alternative, the STOLPERSCHWELLE (which can be roughly translated as "Stumbling Threshold"). A STOLPERSCHWELLE can record the fate of a group of victims in a few lines. These are translations of the texts that have been included on STOLPERSCHWELLEN that have been placed in Germany:

ROECHLING'S IRON AND STEELWORKS 1941 - 1944

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FORCED LABOR FOR ULTIMATE VICTORY  
THOUSANDS WERE FORCED TO WORK FOR THE GERMAN ARMS INDUSTRY- MAL-  
NOURISHMENT - ABUSE - ACCIDENTS - DISEASE  
KILLED HUNDREDS

PLACED IN VÖLKLINGEN, 2014

LEIPZIG-DOESEN SANATORIUM AND NURSING HOME

1933 - 1945

AFTER 1934, 604 PEOPLE WERE SUBJECTED TO COMPULSORY STERILIZATION  
624 CHILDREN IN THE "CHILDREN'S SECTION" WERE MURDERED BETWEEN 1939 &  
1945

860 DISABLED PEOPLE WERE "TRANSFERRED" BETWEEN JUNE & AUG. 1941  
MURDERED IN PIRNA-SONNENSTEIN - 'AKTION T4'

PLACED IN LEIPZIG, 2016

Like a Stolperstein, a STOLPERSCHWELLE is 96 mm wide but can be up to one meter in length. It can hold up to six lines of text.

Like the STOLPERSTEINE, each STOLPERSCHWELLE is made by hand. The cost of a STOLPERSCHWELLE varies according to the text (which should be discussed with Gunter Demnig) and the necessary workload. Please contact us to find out more.

## 10. Database

In 2016, we started working on a database for all the STOLPERSTEINE, which is due to go online at the end of 2020. Our goal is to provide as much information as possible about the inscriptions of STOLPERSTEINE and about the lives of the victims for which they are placed, as well as photos and documents. There will be a map and search function to help users find STOLPERSTEINE online more easily. If you have placed Stolpersteine before, we would appreciate your help in compiling the content for our database. If you would like to find out more or have any information about previously-laid STOLPERSTEINE, please contact Katja Demnig.

## **11. Sponsors and donations**

Stolpersteine In Germany, STOLPERSTEINE are usually financed by sponsors. If you would like to sponsor a STOLPERSTEIN in Germany, please get in touch with the appropriate association (See CONTACT US).

It is of course also possible to support our project and foundation by making a donation, for which we are always very grateful. NB We cannot issue receipts for non-binding donations.

Bank details for the foundation “Stiftung-Spuren-Gunter Demnig”:

STIFTUNG-SPUREN-Gunter Demnig

Bank: Volksbank Köln Bonn eG

IBAN: DE91 3806 0186 4518 0470 14

BIC: GENODED1BRS

Reason for payment: Donation for Stiftung-Spuren-Gunter Demnig

## 12. Contact us

### **Gunter Demnig**

Artist

E-mail: [info@stolpersteine.eu](mailto:info@stolpersteine.eu)

Cell phone: +49 - 177 - 206 18 58

### **Karin Richert**

Inscriptions, invoices for Germany, press photos

E-mail: [inschriften@stolpersteine.eu](mailto:inschriften@stolpersteine.eu)

Tel.: +49 - 221 - 42 48 077

### **Anna Warda**

Appointments and project coordination (for Belgium, Germany, Luxembourg, the Netherlands and Spain)

E-mail: [termine@stolpersteine.eu](mailto:termine@stolpersteine.eu)

Tel.: +49 - 176 - 31773607

### **Anne Thomas**

Appointments, inscriptions and project coordination (outside of Germany except Belgium, Luxembourg, the Netherlands and Spain)

E-mail: [international@stolpersteine.eu](mailto:international@stolpersteine.eu)

Tel.: +49 (0)1792145925

### **Katja Demnig**

Education, press relations, database and invoices for installations outside of Germany

E-mails: [paedagogik@stolpersteine.eu](mailto:paedagogik@stolpersteine.eu), [info@stolpersteine.eu](mailto:info@stolpersteine.eu) & [datenbank@stolpersteine.eu](mailto:datenbank@stolpersteine.eu)

### **Jérôme Heuper**

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