



Passport Application for adults Requirements 09/2017

In order to ensure that your application may be processed without delay, please submit the following documents in **original and one copy** (no certification needed). Foreign documents that are not written in English language need a German translation of a recognized translation bureau. Please note that only completed applications will be accepted.

As each application is reviewed individually, the Embassy reserves the right to ask for additional documents if needed.

Required documents

- ✓ A duly completed passport application form to be downloaded on our website (please ensure that you sign the form)
- ✓ Two recent passport photographs according to biometric specifications
- ✓ Current passport (in case of loss: ID or copy of the passport/ID, police loss report)
- ✓ Birth Certificate
- ✓ Deregistration certificate from the German registration office (“Abmeldebescheinigung“ vom Einwohnermeldeamt), if German residency is registered in the previous passport
- ✓ if applicable: marriage certificate (if your name changed through marriage or if you wish to change it)
- ✓ if applicable, a name declaration to be downloaded on our website
- ✓ if applicable, German Certificate of Naturalisation (“Einbürgerungsurkunde“) or the German “Beibehaltungsgenehmigung“
- ✓ If you possess a citizenship certificate (even if expired), please submit it with your application

Processing a passport can take from six to eight weeks. Please submit your application approximately six months before your current passport expires. If there are compelling reasons for you to receive a passport on short notice, a temporary passport can be issued when you apply for a new passport (approximately 3-4 working days).