



## Passport Application for minors Requirements 11/2018

Passports for applicants under the age of 24 are valid for six years. In general, biometric passports are issued for children. From the age of six, children must submit their fingerprints. Upon request from the parents, a children's passport ("Kinderpass") can be issued for minors under the age of 12. From the age of 12, a biometric passport is compulsory. **All minors must be present while submitting the application.**

When applying for a child's first passport, it may be required to submit a name declaration. In addition, a verification of the Ugandan documents can be requested if the child was born in Uganda and/or has one Ugandan parent (see more information on our web site).

Please note that we can only accept complete applications. In order to ensure that your application can be processed without delay, please submit the following documents in **original and one copy** (no certification needed).

### Required Documents

- ✓ A duly completed application form to be downloaded on our website. The application form must be signed by both parents. If you have sole guardianship, please submit the applicable court order. If one parent cannot be present, a signed consent form (parent or legal guardian) for the application of a German travel document for the child is required. The signature must be certified by a German authority.
- ✓ One recent passport photograph according to biometric specifications.
- ✓ Birth certificate of the child
- ✓ Previous passport/children's passport (in case of loss: police report)
- ✓ German passport(s) of parent(s)
- ✓ Birth certificate(s) of parent(s)
- ✓ If applicable: Deregistration certificate from the German registration office ("Abmeldebescheinigung" vom Einwohnermeldeamt), if German residency is registered in the previous passport
- ✓ If applicable: Parents' marriage certificate
- ✓ If applicable: Name declaration to be downloaded on our website

- ✓ If applicable: Verification of Ugandan documents (see more information on our website)
- ✓ If applicable: Proof of sole custody
- ✓ If applicable: Death certificate of one parent
- ✓ If applicable: Acknowledgement of paternity
- ✓ If applicable, a German Certificate of Naturalisation (“Einbürgerungsurkunde Naturalisation Certificate“)

Processing a passport can take from six to eight weeks. Please submit the application approximately three months before the current passport expires. If there are compelling reasons to receive a passport on short notice, a temporary passport can be issued when applying for a new passport.