



updated: December 2018

Information for the Application for a German passport for minors

1. Application

Both parents or all legal guardians **and** the child must **personally** hand in the application at the German Embassy Windhoek. An appointment has to be booked in good time on the website of the Embassy: www.windhuk.diplo.de/service.

If one of the parents/legal guardians is unable to attend the appointment, **his/her signature on the application form** has to be certified (through a German authority, a German mission abroad or a competent Namibian authority).

If one parent has the **sole right of parental custody** of the child, the relevant court order or other documentation like a divorce or death certificate have to be provided.

2. Residency in Germany

If the child still has its place of residence in Germany, please apply for the passport there. The German Embassy in Windhoek is not responsible for such cases.

Should there be **exceptional circumstances** (such as a loss of passport during travel) that means that you cannot apply for a new passport in Germany, the German Embassy in Windhoek will be able to render support.

In addition to the passport fees, you will need to pay a non-responsibility recovery fee (Unzuständigkeitszuschlag) as well as other necessary fees such as telephone costs. The processing time will take longer, since the Embassy will need to receive an authorization from the responsible authority in Germany.

3. Different document options

The parents/legal guardians can choose between the following travel documents for the child:

- **Biometric travel passport (so-called EU-Passport)**

The biometric travel passport (similar to the one the parents of the child usually possess) is valid for six years and can be used to travel visa-free to the US. During that period of time no new photo can be inserted into the passport, which might after a few years lead to problems at border controls (baby photo).

- **Children's Travel Passport**

The children's travel passport is also valid for six years and can be extended once-only, until the child reaches the age of 12. The children's travel passport is cheaper, can be issued faster and has the possibility to insert a new photo. This document does not allow for visa-free travel to the US.

Please consider that the children's passport might not be valid in other countries. Before embarking on a trip please inform yourself whether the children's passport is sufficient for transit or entry into a foreign country.



4. Supporting documents

According to § 6 of the German Passport Law, all information as well as supporting documents that are needed for the **identification of the applicant** as well as their **German citizenship** need to be included in the application.

Dies schließt auch die Feststellung der einzutragenden **Namensführung** ein. Bitte informieren Sie sich im Vorfeld der Antragstellung, ob eine Namenserklärung für das Kind abgegeben werden muss.

All documents have to be provided as **original and as copy**. Certified copies by German or Namibian authorities can replace the original. Documents in other languages than in English or French must be handed in with a **translation into German or English**.

Please bring the following documents personally to your appointment:

<ul style="list-style-type: none">• Completed and signed application for a passport
<ul style="list-style-type: none">• One passport photo. The photo only has to be biometric for children above 6 years. Please note that photos that deviate from the pattern panel for passport photos cannot be accepted.
<ul style="list-style-type: none">• Last German passport or children's passport (if available; if the last passport is lost or was stolen, please provide the police report)
<ul style="list-style-type: none">• Proof or registration/deregistration of the last or current place of residence in Germany (if applicable)
<ul style="list-style-type: none">• Birth Certificate
<ul style="list-style-type: none">• Marriage certificate of the parents (if applicable)
<ul style="list-style-type: none">• If applicable: birth certificate of the German parent
<ul style="list-style-type: none">• Current passports of the parents or the legal guardians
<ul style="list-style-type: none">• If the parents or the child were naturalized in Germany: German naturalization certificate or „Registrierschein“
<ul style="list-style-type: none">• If a German parent and/or the child were naturalized in Namibia: Namibian certificate of naturalization and official permission to retain German citizenship (Beibehaltungsgenehmigung)
<ul style="list-style-type: none">• If the child does not have Namibian citizenship: current residence permit
<ul style="list-style-type: none">• If the child is also a Namibian citizen: Namibian identity document of the child
<ul style="list-style-type: none">• If applicable: certificate of name issued by a German civil registry
<ul style="list-style-type: none">• Confirmation of paternity (if applicable)
<ul style="list-style-type: none">• Proof of the sole right of parental custody (if applicable): relevant court order, divorce or death certificate

Please note that incomplete applications will not be accepted. In some cases it might be necessary to provide additional documents.

The Embassy requests your understanding that the application documents might be quite numerous for some applicants. As soon as all necessary documents are on file at the Embassy, it



is not necessary to provide them at the next passport application. If there are any changes during that time, they need to be supported through further documentation.

5. Fees

The fees for the passports need to be paid at the application in Namibian Dollar. The below mentioned fees will be converted into Namibian Dollar according to the exchange rate at the Embassy on that day. Payment can be done with cash or credit cards (Visa or MasterCard).

Passport for applicants under 24 years (32 pages):	58,50 Euro
Passport for applicants under 24 years (32 pages):	80,50 Euro
Issuing of a children's passport (valid until the age of 12):	26,00 Euro
Extension of a children's passport (for six years, only until the age of 12):	18,00 Euro
If necessary, non-responsibility fees (applicants under 24 years):	37,50 Euro

6. Processing Time and Validity

German passport are produced by the Federal Printing Office in Berlin. Please expect a **processing time of 10 – 12 weeks**. For a fee of 32,00 Euro you can apply for the passport in the **express procedure**. The processing time then takes approx. 3 weeks.

Children's travel passports are produced in the Embassy. Processing time is one week.

Passports for applicants below 24 years are **valid for 6 years**. A children's travel passport can be extended one time, only until the child reaches the age of 12.