



updated: December 2018

Information for the first-time application for a travel passport for adults or if the last passport expired more than 15 years ago

1. Application

An application for a travel passport can only be handed in personally 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

2. Residence in Germany

If you still have your place of residence in Germany, please apply for your passport there. The German Embassy Windhoek is not responsible for such cases and can only render support in exceptional circumstances.

3. 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 his German citizenship need to be included in the application.

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:

• Completed and signed application for a passport
• One biometric passport photo. Please note that photos that deviate from the pattern panel for passport photos cannot be accepted.
• Last German passport or children's passport (if available)
• Birth certificate
• Marriage certificate of your parents (if applicable)
• Birth certificate of the German parent (if applicable)
• Original German passports of your German parent/s issued before and after the time of your birth (if applicable)
• Valid passports or ID-cards of both parents (also if they are not German citizens)
• If your parents and/or you were naturalized in Germany: German naturalization certificate or "Registrierschein" (for late repatriates)
• If your German parents and/or you were naturalized in Namibia: Namibian certificate of naturalization and official permission to retain German citizenship (Beibehaltungsgenehmigung)
• If your parents and/or you are not Namibian citizens: current or last permanent residence
• If you are also a Namibian citizen: Namibian identity document
• Marriage certificate (if you are or were married)
• If applicable: divorce documents
• If applicable: certificate of name issued by a German civil registry

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| <ul style="list-style-type: none">• If the address in your last passport is still a German residence: Proof of deregistration from Germany (“Abmeldebescheinigung”) |
| <ul style="list-style-type: none">• If you wish your academic title to be registered: certificate of the degree |

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.

4. 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 of the Embassy on that day. Payment can be done with cash or credit cards (Visa or MasterCard).

Passport for applicants over 24 years (32 pages):	81,00 Euro
Passport for applicants over 24 years (48 pages):	103,00 Euro
Passport for applicants under 24 years (32 pages):	58,50 Euro
Passport for applicants under 24 years (48 pages):	80,50 Euro

5. Processing Time and Validity

German passports are produced by the Federal Printing Office in Berlin. Please expect a **processing time of 10 - 12 weeks for a first-time application**. Due to extensive verification it is **not** possible to apply for a passport in the express procedure. Passports for applicants below 24 years are **valid for 6 years**. Passports for applicants above 24 years are **valid for 10 years**.