

updated: February 2018

## Information for the application of a travel passport for adults (repeat application)

### 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](http://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.

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. Documents

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; if the last passport is lost or was stolen, please provide the police report)
• Birth Certificate
• If you were naturalized in Germany: German naturalization certificate or „Registrierschein“
• If you were naturalized in Namibia: Namibian certificate of naturalization and official permission to retain German citizenship (Beibehaltungsgenehmigung)
• If you do not have Namibian citizenship: current residence permit
• If you are also a Namibian citizen: Namibian identity document
• Marriage certificate (if you are or were married)
• If applicable: divorce documents

Address:  
Sanlam Center, 6. Floor  
Independence Ave 145

Telephone: (+264 61) 273 100  
Telefax: (+264 61) 222 981

Internet: [www.windhuk.diplo.de](http://www.windhuk.diplo.de)  
E-Mail: [info@windhuk.diplo.de](mailto:info@windhuk.diplo.de)

Windhoek

- |   |
|---|
| • If applicable: certificate of name issued by a German civil registry        |
| • If applicable: deregistration from the last place of residence in Germany   |
| • 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 asks for 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 application. If there are any changes during that time, they need to be supported through further documentation.

#### 4. Fees

The fees for the passport 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 below 24 years (32 pages):	58,50 Euro
Passport for applicants below (48 pages):	80,50 Euro
If applicable: non-responsibility recovery fees (Passport validity 10 years)	60,00 Euro
If applicable: non-responsibility recovery fees (Passport validity 6 years)	37,50 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. Against an additional fee of 32,00 Euro you can apply for a regular passport also in the express procedure. Processing time then takes approx. 3 weeks. First-time application cannot be applied for in the express procedure due to extensive verification.

Passports for applicants below 24 years **are valid for 6 years**. Passports for applicants above 24 years are **valid for 10 years**.