



updated: December 2018

Information for the application of an identity card (for persons above 16)

1. Identity Card

The identity card with a contactless, electronic chip is a multifunctional card. If the applicant wishes so, the chip in the card can store fingerprints as an additional biometric security detail as well as the photo.

Information on identity cards and their uses can be found on the website of the Federal Ministry of the Interior (www.personalausweisportal.de, English version available).

The possession of an identity card is **not mandatory**. Should you already possess a valid travel passport, applying for an identity card is not necessary.

2. Application

An application for an identity card 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

3. 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.

4. 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 and also his/her German citizenship need to be included in the application. This includes information on the name that should be entered.

All documents must 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 an identity card
• Two identical, current biometric passport photos. Please note that photos that deviate from the pattern panel for passport photos cannot be accepted
• Last German identity card of travel passport (if available; if the last identity card 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 also have Namibian citizenship: 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
• If you wish your academic title to be registered: certificate of the degree
• If applicable: deregistration from the last place of residence in Germany

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 application. If there are any changes during that time, they need to be supported through further documentation.

5. Fees

The fees for the identity card needs 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).

Identity Card (below 24 years)	52,80 Euro
Identity Card (below 24 years and non-responsibility additional fees)	65,80 Euro
Identity Card (above 24 years)	58,80 Euro
Identity Card (above 24 years and non-responsibility additional fees)	71,80 Euro

6. Processing Time and Validity

German identity cards are produced by the Federal Printing Office in Berlin. Please expect a **processing time of 8 to 10 weeks**. Identity cards for applicants below 24 years are **valid for 6 years**. Identity cards for applicants above 24 years are **valid for 10 years**.