

## Information for the application of an identity card (children below 16 years)

### 1. Identity Card

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

Children and youth below 16 years at the time of the application are not allowed to use the online function of the identity card. Upon reaching the age of 16, the online function can be activated free of charge.

Information on identity cards and their uses can be found on the website of the Federal Ministry of the Interior ([www.personalausweisportal.de](http://www.personalausweisportal.de)), information on the signature function of the identity card can be found on the website of the Federal Network Agency for Electricity, Gas, Telecommunication, Post and Railway: [www.bundesnetzagentur.de](http://www.bundesnetzagentur.de)

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

### 2. 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](http://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 such as a divorce or death certificate has to be provided.

### 3. Residence in Germany

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

### 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** as well as their **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**. Copies certified 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"><li>• Completed and signed application for an identity card</li></ul>
<ul style="list-style-type: none"><li>• Two identical, current biometric passport photos. 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.</li></ul>
<ul style="list-style-type: none"><li>• Last German passport or children's passport (if available; if the last passport is lost or was stolen, please provide the police report)</li></ul>
<ul style="list-style-type: none"><li>• If applicable: deregistration from the last place of residence in Germany</li></ul>
<ul style="list-style-type: none"><li>• Birth Certificate</li></ul>
<ul style="list-style-type: none"><li>• Marriage Certificate of the parents (if the parents are or were married)</li></ul>
<ul style="list-style-type: none"><li>• If applicable: birth certificate of the German parent/s</li></ul>
<ul style="list-style-type: none"><li>• Current passports of the parents/legal guardians</li></ul>
<ul style="list-style-type: none"><li>• If a parent or the child was naturalized in Germany: German naturalization certificate or „Registrierschein“</li></ul>
<ul style="list-style-type: none"><li>• If a German parent or the child were naturalized in Namibia: Namibian certificate of naturalization and official permission to retain German citizenship (Beibehaltungsgenehmigung)</li></ul>
<ul style="list-style-type: none"><li>• If the child does not have Namibian citizenship: current residence permit</li></ul>
<ul style="list-style-type: none"><li>• If the child also has Namibian citizenship: Namibian identity document of the child</li></ul>
<ul style="list-style-type: none"><li>• If applicable: certificate of name issued by a German civil registry</li></ul>
<ul style="list-style-type: none"><li>• Confirmation of paternity (if applicable)</li></ul>
<ul style="list-style-type: none"><li>• Proof of the sole right of parental custody (if applicable): relevant court order, divorce or death certificate</li></ul>

**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

#### 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**.