



Please do not forget to make an appointment!

**Payment with credit cards (Visa, MasterCard) is accepted.  
Cheques cannot be used to pay the Embassy's fees.**

# Applying for a Passport

Find information about

1. Passports
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## 1. Passports (Biometric Passports, ePassports)

Since 2005 passports contain biometric data (see 6 for further information). The biometric passport (also known as “ePassport”; with a red cover) is valid for

- 10 years (from the age of 24) or
- six years for younger persons.

Extension of their validity is not possible. You must apply for a new one after expiration. The passports are printed by the Federal Printing Press in Berlin. **Therefore please allow for a processing time of approximately 6-8 weeks.** Applications should be made approximately 3 months before your old passport expires. An express surcharge of 32 Euros shortens the delivery time to approximately 2-3 weeks, depending on the application day.

The passport is available with 32 pages (regular) or 48 pages (at a surcharge) for extra visa pages.

Every applicant has to appear in person, as fingerprints need to be scanned and saved electronically on the chip of the passport. Please download the application form on our passport website page and fill it out in block letters.

**Please note** that applications for a passport have to be made **personally** at the passport office of the German Embassy Dublin (31 Trimleston Avenue, Booterstown, Co. Dublin) on principle.



### **Married name**

If you got married in Ireland or another foreign country, you might need to declare a name change prior to the application of your passport. Therefore please go to the last preceding website, read the information given on name changes and follow the instructions. The information is also available on "Legal and Consular Service" -->"Range of Consular Services" --> "Name declaration".

**Minors** can have a **biometric passport**. In case of minor applicants, the legal guardians and the child must all come to the Embassy in person. The application form then has to be signed by the guardians. If the parents are married, the marriage certificate or the adequate extract of the German family register needs to be presented. If only one parent is the sole guardian, he or she needs to provide evidence of sole guardianship (i.e. divorce decree or court decision). If the two legal guardians do not have the same married name, a name declaration to determine the child's surname may be necessary. Please also read our information about "Name declaration" on our website on "Legal and Consular Service" -->"Range of Consular Services".

### **Upon application, the following documents must be provided in original or certified copy with an extra copy of each:**

- old passport or identity card, if applicable: report of loss record from the police station
- filled in application form (download on our website)
- 2 recent biometric photos (see 6. for more information)
- deregistration confirmation of the last German residence (so-called "Abmeldebescheinigung")
- proof of address for Ireland (e.g. utility bill), not older than three months
- birth certificate \*\*\*
- proof of civil status (marriage certificate / divorce decree / death certificate of partner) \*\*\*
- if applicable: change of name certificate / name declaration \*\*\*
- if applicable: proof of citizenship (Naturalisation certificate or Certificate of Nationality / "Staatsangehörigkeitsausweis") \*\*\*
- if applicable: proof of doctorate
- if preferred: a self-addressed envelope with a 8 EUR stamp, so that the passport can be sent to you by registered post upon completion.

Alternatively, you can collect the passport from the Embassy.

\*\*\*If you don't carry these documents with you, you might also ask the registration office in Germany to fax or email it to the Embassy **before** your actual appointment (fax: 00353-1-2693800 or German fax number: 030-1817 67158, email: [info@dublin.diplo.de](mailto:info@dublin.diplo.de))

### **Please note!**

Depending on the particular case, you may be asked to provide further documents.

All documents must be presented in the original or as certified copy with one regular copy. The Embassy charges a fee for copies made in-house.



## **2. Temporary Passports**

Temporary Passports are issued in **exceptional cases** for a maximum of 1 year. You have to apply for the regular biometric passport at the same time. However, this passport does not authorise to a visa-free entry to the USA. The processing time generally depends on the completeness of the documents provided. Documents to submit > see 1. Passports + proof of urgency (e.g. flight ticket)

## **3. Children's Passports**

Children's Passports are only issued until the age of 12 (from the age of 12, one has to apply for a regular passport). The Children's Passport is valid for six years. An extension is possible until the child's 12<sup>th</sup> birthday. However, this passport does not authorise to a visa-free entry to the USA.

In case of minor applicants, the legal guardians and the child must all come to the Embassy in person. The application form then has to be signed by the guardians. If the parents are married, the marriage certificate or the adequate extract of the German family register needs to be presented. If only one parent is the sole guardian, he or she needs to provide evidence of sole guardianship (i.e. divorce decree or court decision). If the two legal guardians do not have the same married name, a name declaration to determine the child's surname may be necessary. Please also read our information about "Name declaration" on our website on "Legal and Consular Service" -->"Range of Consular Services".

**Upon application, the following documents must be provided in original or certified copy with an extra copy of each:**

- old Children's Passport or ID if applicable
- 2 biometric passport photos
- birth certificate
- proof of parents' address, not older than 3 months (e.g. utility bill)
- identity card or passport of both parents
- if applicable: parents' marriage certificate, respectively divorce decree with custody decision
- if applicable proof of the parents' marriage name or proof of name declaration for older siblings
- if applicable: deregistration confirmation from Germany (so called "Abmeldebescheinigung")
- if applicable: consent form of the absent parent (can also be signed and certified at a police station or the Honorary Consul upon presentation of photo ID)
- If the German citizenship has been acquired by birth: documents that provide evidence of the mother's/father's German citizenship at the time of the birth (i.e. Passport or certificate of naturalization/birth certificate)
- if preferred: a self-addressed envelope with a 8 EUR stamp so that the passport can be sent to you by registered post upon completion.  
Alternatively, you can collect the passport from the Embassy.

**Please note!**

Depending on the particular case, you may be asked to provide further documents.



All documents must be presented in the original or as certified copy with one regular copy. The Embassy charges a fee for copies made in-house.

#### **4. Travel Permit in Lieu of Passport**

**In case of loss or theft** of your passport, you should **immediately go to a police station** and report the loss or theft. After that, the Embassy can issue a **travel document only valid for the return journey to Germany**. It is valid only for the duration of the journey, or up to one month maximum. It only authorise to the return journey to Germany (if applicable, transit through other EU countries), not to continued journeys to others countries. For a longer journey, a Temporary Passports can be issued (see 2. Temporary Passports). For the Travel Permit, you have to apply personally at the Embassy and present the following documents:

- proof of identity \*\*\* (copy of German identity papers, photo identification e.g. driving license, student ID etc.)
- proof of German citizenship \*\*\*, e.g. copies of identity papers (also expired), birth certificates or civil status certificates connected with a copy of the identity paper of a parent or sibling. \*\*\*
- 2 biometric passport photos
- report of loss record from the police station
- For minor applicants: consent form; generally of the parents (signatures must be certified by a police station/registration office/German mission abroad), copies of parents' passports and child's birth certificate (copies must be certified by a police station/registration office/German mission abroad)

\*\*\* If you don't carry these documents with you, you might also ask the registration office in Germany to fax or email it to the Embassy (fax: 00353-1-2693800 or German fax number: 030-1817 67158, email: [info@dublin.diplo.de](mailto:info@dublin.diplo.de)).

Please note that it may take a few days to obtain proof of your identity from Germany, if you are unable to provide an ID copy.

#### **5. Application with the Honorary Consul in Galway**

The Honorary Consul in Galway can only accept applications for Children's Passports for children under the age of 10 as well as biometric passports for children under the age of 6 if you make an appointment prior to the application.

Applications which are received by the Honorary Consul are forwarded to the Embassy in Dublin.

#### **6. Biometric Data**

**Please note that since the introduction of the facial biometrical data on 1<sup>st</sup> November 2005, the quality of passport photos has to meet new requirements.**



**When applying for a new passport, the fingerprints of both forefingers will be scanned and saved on the chip of the passport to verify identity. After issuing of the passport, the fingerprints will be deleted from the system and only remain on the passport's chip.** Therefore, you should check that all data is correct when filing the application, as you will have to come to the Embassy again if the passport needs to be re-issued due to incorrect entries.

### **Requirements of Photos for German Passports (ePassports)**

#### **SIZE:**

Face displayed in the centre of the photo, clear visibility of facial features from the point of the chin to the hairline as well as the left and right sides of the face. Height of face has to take up 70 to 80 % of the photo (Height of face from between 32 to 36 mm). Head (including hairdo) has to be displayed completely, without minimising the amplitude of the face.

#### **SHARPNESS AND CONTRAST:**

Face displayed sharp, contrasty and clear in all areas.

#### **ILLUMINATION:**

The face has to be illuminated evenly. No reflexions or shadows in the face. No red eyes.

#### **BACKGROUND:**

Background single-colored and light without pattern (ideally neutral and grey) with a good contrast to face and hair. For light hair ideally a medium grey coloured background, for dark hair a light grey one. The photo can only display the person photographed (no further persons or objects visible in the photo, this is particularly important for toddlers). No shadows shown in the background.

#### **QUALITY OF PHOTO:**

Photo should be printed on high-graded paper with a printable resolution of at least 600 dots per inch (dpi) (no bends or impurities). The photo has to be neutral in colour and represent the skin tones in a natural way.

#### **POSITION OF HEAD, FACIAL EXPRESSION and VIEWING DIRECTION:**

Displaying a person with bended or turned head (i.e. half profile) is not permitted. The person has to face the camera straight on with a neutral facial expression and closed mouth. The eyes have to be open, displayed clearly and must not be concealed by hair or glasses frames.

#### **WEARER OF GLASSES:**

The eyes have to be clearly visible and recognizable (no reflexions on the glasses, no toned glasses or sunglasses). The edge of the glasses or the frame itself must not cover the eyes.

#### **HEADADDRESS:**

Headpieces are not allowed on principle. Exceptions are being made for religious reasons in particular. In this case, the following applies: the face has to be recognizable from the lowest part of the chin to the forehead. Shadows must not emerge on the face.



## 7. Fees

Fees depend on the type of passport, the applicant's age and residence. If you have are registered with residence in Germany or have habitual residence/domicile out of the Embassy's consular district, a sur-charge applies.

Additional fees may apply:

- Fixed rate for telephone/fax enquiries: 5,- Euros
- Application at the Honorary Consul: 20,- Euros
- Express processing: 32,- Euros
- Authorisation from the competent passport authority at place of residence: 5,- Euros

### ePassport

Younger than 24 years				Older than 24 years			
normal		With 48 pages		normal		With 48 pages	
still registered in Germany	Not registered in Germany	still registered in Germany	Not registered in Germany	still registered in Germany	Not registered in Germany	still registered in Germany	Not registered in Germany
96,00 €	58,50 €	118,00 €	80,50 €	141,00 €	81,00 €	163,00 €	103,00 €

### Temporary passport

still registered in Germany

↓  
65,00 €

Not registered in Germany

↓  
39,00 €

### Children's passport

still registered in Germany

↓  
39,00 €

Not registered in Germany

↓  
26,00 €