

Checklist for Passport / Identity Card applications

Please note that only complete applications can be processed.

<input type="checkbox"/>	Current identity card and passport, if expired please bring them also along (if lost: report of loss record from the police station – template available on our website)
<input type="checkbox"/>	Application form (completed in block letters) for more than one document bring as many forms
<input type="checkbox"/>	For minors: declaration of consent if one parent/guardian cannot attend and passport copy both certified by either an Irish notary or An Garda Síochána
<input type="checkbox"/>	Passport size picture (2x) , two identical, current biometric passport photographs with a light background, not older than 3 months (detailed requirements on our website)
<input type="checkbox"/>	Birth certificate , long-form with details of parents (if in a third language: additionally with translation into German or English)
<input type="checkbox"/>	Marriage certificate , in the case of married persons or extract from the marriage register with mention of the married name (if in a third language: additionally with translation into German or English)
<input type="checkbox"/>	Certificate of name as per German Law , if applicable (f.e. when you do not have a German birth certificate/ marriage certificate and acquired your spouse's surname)
<input type="checkbox"/>	Certificate of naturalisation , if applicable
<input type="checkbox"/>	Doctoral certificate , if applicable and if the entry of the doctoral title is requested
<input type="checkbox"/>	Deregistration certificate from Germany , only necessary if the last passport/identity card still contains a German place of residence or you registered again in Germany
<input type="checkbox"/>	Current proof of address of your residence in Ireland , utility bill or bank statement not older than 3 months
<input type="checkbox"/>	Fees : cash or credit card (Visa and Mastercard are accepted) – no contactless
<input type="checkbox"/>	Self-addressed, prepaid envelope (10,- Euro for registered post) Envelope and stamps can be purchased at the Embassy for 12,- Euro
<input type="checkbox"/>	Appointment confirmation
<input type="checkbox"/>	Please read all information regarding applications: www.dublin.diplo.de/passports ; FAQs (German only) under: www.dublin.diplo.de/faqs

Please note that the German Embassy Dublin reserves the right to ask for additional documents at any time during processing.
Last updated: 03.02.2026