



Information Sheet - Passport and Children's Passport

General Information:

- Your **personal presence** is required when applying for a passport. Applications sent by mail will be returned unprocessed to the sender.
- **All documents** must be presented in **original** and one **copy** thereof (application form: only the original). *For simultaneous applications of several passports: please bring the original and one copy thereof per application.*
- When applying for a passport, the scanning of **electronic fingerprints** is required by law since 1st November 2007.
- The passport application is only possible by appointment. Please contact us online via www.deutscher-honorarkonsul-genf.ch or by calling **022 734 6606**.
- If you live in Switzerland or Liechtenstein and are **de-registered in Germany**, the German Embassy in Bern is the responsible authority for your passport and identity card. You can submit your passport application also with the Honorary Consuls in Zurich, Basel, Geneva or Lugano, as long as you live in the administrative district (identity cards and express passports only in Bern).
- Has your name changed after marriage or divorce? Please clarify in advance by telephone if a **name declaration** and/or **divorce authentication** is required in your case. *Please read the information in the leaflet regarding naming law www.bern.diplo.de/namensrecht.*
- An **extension** of passports / children's passports / identity cards is **not possible**.
- **The fee is payable upon application.**

Documents to be submitted (original plus one copy):

- Duly completed **application form** (only original necessary)
- Per application one current biometrical passport photo compliant with German standards (*for requirements see passport photo template at www.deutscher-honorarkonsul-genf.ch/passports.php*)
- Previous passport / temporary passport or children's identity card / passport (original and copy thereof). Please copy the biographical data page of the passport or the front and back of the identity card (or police report in case of a loss or theft - original and copy thereof)
- **Residence permit** - original and copy thereof (for applicants with German **and** Swiss nationality alternatively the Swiss Passport/Identity Card and a copy thereof **plus** certificate of residence)
- Current **birth certificate** or **genealogical certificate** - original and copy thereof
- **Extract of the family register** or **marriage certificate** (if necessary divorce decree) with declaration of name choice (required only if you are married or divorced) - original and copy thereof
- **De-registration form** ('Abmeldebestätigung') from local authority of last residence in Germany; only applicable if the last place of residence was in Germany or if a German place of residence is shown in the passport.

Additionally (if applicable):

- Certificate of naturalisation regarding the acquisition of the German nationality – original and copy thereof
- Certificate of naturalisation regarding the acquisition of a foreign nationality (e.g. Swiss) – original and copy thereof
- Retention permit („Beibehaltungsgenehmigung“) to maintain German citizenship – original and copy thereof
- Award certificate of a doctoral/PHD degree - original and copy thereof, if this is not specified in a previous passport / identity card and the entry in the new passport is desired



For children and adolescents under the age of 18 years further required are:

- Please read the information sheet regarding naming law if you apply for the first time for a children's passport / identity card: www.bern.diplo.de/namensrecht
- Personal presence of the child as well as **both** parents, if both have custody
- **Valid passports/identity cards of both parents** – original and copy thereof
- **Residence permits** of the child and both parents – original and copy thereof (if applicant is German and Swiss citizen, the Swiss Passport/Identity Card and a copy thereof **plus** certificate of residence)
- **Marriage certificate/extract of family book** outlining the choice of family name (**confirmation of the name declaration**) – original and copy thereof
- If applicable, **court custody order** in case of single custody or divorce decree – original and copy thereof
- If applicable, **acknowledgement of paternity** according to German law – original and copy thereof

Individual cases may have to be treated differently and further documents may be requested. Documents issued in a foreign language require a certified translation into German, English or French.

Passport fees & important information:

The Office of the Honorary Consul in Geneva accepts payments made in cash in Swiss Francs (no Euros accepted). You may also pay by maestro card (no Postbank card). It is advised to have the required amount in cash available in case of any technical difficulties with the card reader.

Passport

(biometric passport with fingerprints):

for applicants younger than 24 years, valid for 6 years

for applicants 24 years and older, valid for 10 years

surcharge for 48 page passport

surcharge for the office of an honorary consul

general expenses

processing time approx. 8-12 weeks

approx. CHF 65,- (€ 58,50)

approx. CHF 90,- (€ 80,00)

approx. CHF 25,- (€ 22,00)

currently: CHF 50,-

CHF 8,-

Children's Passport

(machine-readable, without fingerprints):

for applicants up to the max. age of 12 years, valid for 6 years

surcharge for the office of an honorary consul

general expenses

processing time approx. 2-4 weeks

approx. CHF 30,- (€ 26,00)

currently: CHF 50,-

CHF 8,-

The children's passport is not recognized by all countries (e.g. the USA). Before embarking on foreign travel, you should duly inquire whether the child's entry and transit is even possible with a children's passport. Please consult the homepage of the Ministry of Foreign Affairs (www.diplo.de) regarding immigration regulations of individual countries.

Outside of regional jurisdiction, e.g. if you are still registered in Germany or live in neighboring France, passport fees are higher depending on the type of passport.

Office of the Honorary Consul of the Federal Republic of Germany
Rue de Moillebeau 49
1209 Geneva
Phone: 022 734 66 06
Fax: 022 734 66 08
Email: genf@hk-diplo.de
Internet: www.deutscher-honorarkonsul-genf.ch

Appointment by phone:
Tue 09:00 am - 1:00 pm
Wed 09:00 am - 2:00 pm

How to find us: from central station Cornavin take the TPG bus no. 3 - direction „Gardiol“ - bus stop „Moillebeau“