



Checklist for passport application (adults)

To bring along with the application

- **Duly completed application form** (only the original is required)
- One **recent valid biometric passport picture** per application. Please note that the German size differs from the Swiss standard size and refer to the passport picture template on our website at www.deutscher-honorarkonsul-genf.ch/passports.php?lang=en#passbilder

For each application, all documents below must be submitted both in original (which will be returned) plus one copy. Please do not staple the copies together.

- **Previous passport / temporary passport / ID card**
Please copy the biographical data page of the passport or the front and back of the ID card. If the identity document was lost or stolen, a police report is required.
- **Certificate of your deregistration from your last residence in Germany** ("Abmeldebestätigung") -only applicable if the place of residence mentioned in your current identity document is still in Germany.
- **Residence permit in which your current place of residence is stipulated**
Applicants holding both the German and Swiss nationalities, as well as applicants holding a *Carte de Légitimation/Séjour* on which the place of residence is not mentioned, must produce a certificate of residence established by the municipality.
- **Birth certificate / certificate of origin**
Alternatively the German marriage / partnership certificate or the German family register
- If you are married or have a registered civil partnership:
Marriage certificate / registered civil partnership certificate with declaration of name choice or, if the union took place abroad, **excerpt of the family register** with declaration of name choice. If need be, a name certificate in accordance with German law must be produced www.bern.diplo.de/ch-de/service/-/1435470.

In addition (if applicable):

- Act of acquisition of German citizenship by naturalization ("Einbürgerungsurkunde").
- Act of acquisition of a foreign nationality (e.g. for the Swiss nationality, the certificate of origin issued by the canton, not by the municipality nor by the State Secretariat for Migration).
- Doctorate / PHD degree (s) (in German or English, with full name and date of birth), if the applicant wishes the academic title to be mentioned in his new identity document and it did not appear in the previous one.

Additional documents and certificates may be required

When applying for a passport for the first time, please read the information note on the legislation on naming rights at www.bern.diplo.de/ch-de/service/-/1435470.



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General information

- **It is not possible to extend the validity** of a passport or an ID card. **You must appear in person** in order to apply for identity documents. Applications sent by post will be returned unprocessed to the sender.
- **Electronic fingerprint scanning** is required by law since 1 November 2007 for a passport application.
- If you are **no longer registered in Germany** and live in Switzerland or the Principality of Liechtenstein, the embassy in Bern is the competent authority to establish or renew your passport and/or ID card. As long as you reside in their respective jurisdictions, you can also apply for a passport with the **Honorary Consuls in Zurich, Basel, Geneva or Lugano**. Please note that IDs are only issued in Bern.
- A passport application can **only** be submitted if you make an appointment. Please contact us, either through our website www.deutscher-honorarkonsul-genf.ch or by phone at **022 734 6606**.
- Did you change your name after marriage or divorce? Is your child entitled to bear your surname according to German law? Please inquire in advance by phone if, in your case, a certificate of change of name and / or a copy of a divorce decree is required. Please also read the information note on the legislation on naming rights www.bern.diplo.de/ch-de/service/-/1435470 or respectively, the recognition of divorce www.bern.diplo.de/ch-de/service/-/1435466.

Passport fees & important information

The fee is payable upon application. The fees of the Honorary Consul in Geneva can be paid in **Swiss francs in cash** (Euros are not accepted) or with a **Maestro debit card**. **Payment by credit card or PostFinance Card is not possible.** We advise you carry the required amount in cash in case any technical difficulties arise with the card reader.

If you are domiciled **outside the district**, for example in neighbouring France, or if your residence is still registered in Germany, the fees will increase depending on the requested document.

Biometric passport (with fingerprints), processing time about 8 weeks

For applicants under 24, validity 6 years	approx. CHF 70.– (depends on exchange rate)
For applicants 24 years and older, validity 10 years	approx. CHF 95.– (depends on exchange rate)
Additional fee for 48 page passport	approx. CHF 26.– (depends on exchange rate)
Additional express processing fee (approx. 4 weeks)	approx. CHF 40.– (depends on exchange rate)
Honorary Consul fee	currently CHF 50.–
Fixed fee	CHF 8.–

Please read carefully the information on the conditions of entry into a foreign country for holders of German passports on the website of the Federal Ministry of Foreign Affairs at www.auswaertiges-amt.de/de/ReiseUndSicherheit/reise-und-sicherheitshinweise.

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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 reach us: from Geneva main station Cornavin take TPG bus no. 3 - direction „Gardiol“ - bus stop „Moillebeau“