



Checklist for passport application (minors)

The minor must present himself in person, accompanied by his parents, at the personal interview. In the event that the custodial parent cannot be present at the interview, a certified *Declaration of consent* must be provided, see "Forms". 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.

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 identity document of the minor**
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.
- **Passports or ID cards of both the parents**
- **Certificate of deregistration from the last residence in Germany**
("Abmeldebestätigung") -only applicable if the place of residence mentioned in the minor's current identity document is still in Germany.
- **Residence permit of minor mentioning the current place of residence (if already available)**
Minor applicants with dual German and Swiss nationalities, as well as minors 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.
- **Residence permit of parents mentioning the current place of residence**
A residence certificate, issued by the municipality of domicile, is required for the parents of minor applicants holding a *Carte de Légitimation/Séjour* and for parents of minor applicants with dual German and Swiss nationalities and whose place of residence is residence is not mentioned on the identity document.
- **Birth certificate / certificate of origin of the minor**
An excerpt from the birth register is required if the minor was born in Germany after 1 January 2000 and none of the parents was a German citizen at the time of his birth.
- For minor applicants whose parents are married
Marriage certificate of the parents or **Excerpt of the family register** with declaration of name choice. If the marriage of the parents took place abroad a name certificate in accordance with German law must be produced. More info at www.bern.diplo.de/ch-de/service/-/1435470.
- In addition, for minors whose parents are divorced, or when only one parent has custody, **Proof of sole custody** by decision of a judge or a copy of the divorce decree. In case the divorce took place abroad, please consult the relevant guidelines: www.bern.diplo.de/ch-de/service/-/1435466.
- If the parents were not married at the time of the birth of the minor, an **Acknowledgement of paternity** in accordance with the German law is required. More information: www.bern.diplo.de/ch-de/service/-/1435464
- If the parents were not married at the time of the birth of the minor, a **Child Care Agreement** in accordance with the law of the country of residence or, where appropriate, a **Declaration of single legal custody** (see under "Forms") is required.

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).

Additional documents and certificates may be required



Checklist for passport application (minors)

General information

- **It is not possible to extend the validity** of a passport or an ID card. When applying for identity documents, the minor must present himself **in person** accompanied by his parents. 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 the minor is no longer registered in Germany** and lives in Switzerland or the Principality of Liechtenstein, the embassy in Bern is the competent authority to establish or renew his passport and/or ID card. As long as he resides in their respective jurisdictions, it is also possible to 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**.
- Is the minor entitled to bear his parents' surname according to German law? Please inquire in advance by phone if 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, on 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 the minor is domiciled **outside the district**, for example in neighbouring France, or if his domicile 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)
Additional express processing fee (approx. 4 weeks)	approx. CHF 40.– (depends on exchange rate)
Honorary Consul fee	at the moment CHF 50.–
Fixed fee	CHF 8.–

Passport for children (machine readable), processing time approx. 2-3 weeks

Valid for 6 years, but not beyond the 12 th birthday	approx. CHF 31.– (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.

Office of the Honorary Consul of the Federal Republic of Germany
Rue de Moillebeau 49
1209 Geneva
Phone: 022 734 66 06
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 reach us: from Geneva main station Cornavin take TPG bus no. 3 - direction „Gardiol“ - bus stop „Moillebeau“