[www.deutscher-honorarkonsul-genf.ch](http://www.deutscher-honorarkonsul-genf.ch/passports.php?lang=de)



**Checklist for passport/ID Card application (adults)**

**To bring along with the application**

* **Duly completed application form**

If a passport and an ID card are requested at the same time, one form is needed per request.

**All documents have to be handed in as original + one copy. The original will be returned. Please do not staple the copies together**

* One **recent valid biometric passport picture** per application. Please refer to the passport picture template at https://www.bundesdruckerei.de/system/files/dokumente/pdf/Fotomustertafel-300dpi.pdf
* **Residence permit** (if applicable) **or**
* **proof of current address** (e.g., electricity bill or similar), **only** **if you do not** have a residence permit or the current address is not stated in it.
* **Last passport / temporary passport / ID card (in original plus one copy)**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.

**Additional forms to be submitted if there have been changes since the last passport request,** **the passport or identity card was not issued in Bern after 2010**

* If the address in your last passport is still a German residence: **proof of deregistration**("Abmeldebestätigung”)
* **Birth certificate / certificate of origin**Alternatively the **German** marriage / partnership certificate or the **German** family register
* If you are / were married or have a registered civil partnership:
**Marriage certificate / registered civil partnership certificate** with declaration of name choice or, **Excerpt of the family register** with declaration of name choice. If the union took place abroad, if need be, a name certificate in accordance with German law must be produced.

**In addition (if applicable):**

* Act of acquisition of German citizenship by naturalization (ʺEinbürgerungsurkundeʺ).
* Act of acquisition of a foreign nationality (e.g., for the Swiss nationality, the certificate of origin issued by the canton). Presentation of the passport of the foreign nationality is not sufficient.
* Doctorate certificate (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.

**All foreign civil status documents not issued under the CIEC-convention must be stamped with an apostil or legalised.**

**Additional documents and certificates may be required**

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**Checklist for passport/ID card application (adults)**

**General information**

* **It is not possible to extend the validity** of a passport or an ID card.
**Every applicant has to present himself/herself in person** at our office when submitting the application**.** 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 and since 2 August 2021 for the ID card application.
* If you are **no longer registered in Germany** and live in Switzerland or the Principality of Liechtenstein, the embassy in Bern is the authority to establish or renew your passport and/or ID card. You can also apply for a passport with the **Honorary Consuls in Zurich, Basel, Geneva or Lugano**.
* A passport application can only be submitted if you make an appointment. Please contact us, through our website [www.deutscher-honorarkonsul-genf.ch](http://www.deutscher-honorarkonsul-genf.ch) .
* 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.

[www.bern.diplo.de/namensrecht](http://www.bern.diplo.de/namensrecht) and/or www.bern.diplo.de/scheidungsanerkennung

**Passport fees & important information**

**The fee is payable upon application.** In the Geneva office the fees can be paid **in Swiss francs in cash** (Euros are not accepted) or with **Maestro/V-Pay bank cards** as well as **Postcard**. **Payment by credit or debit card is only possible with a surcharge of 2%.**

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. – (depending on exchange rate)

For applicants 24 years and older, validity 10 years approx. CHF 95. – (depending on exchange rate)

Additional fee for 48-page passport approx. CHF 26. – (depending on exchange rate)

Additional express processing fee (approx. 4 weeks) approx. CHF 40. – (depending on exchange rate)

Honorary Consul fee currently CHF 85. –

Fixed fee CHF 5. –

**ID-Card (with fingerprints), processing time about 8-9 weeks**

For applicants under 24, validity 6 years approx. CHF 65, -- (depending on exchange rate)

For applicants 24 years and older, validity 10 years approx. CHF 70, -- (depending on exchange rate)

Honorary Consul fee currently CHF 85, -

Fixed fee CHF 5, --

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.diplo.de

**Office of the Honorary Consul of the Federal Republic of Germany Appointment by phone:**

**Rue de Moillebeau 49 Tue 09:00 am - 1:00 pm**

**1209 Geneva Wed 09:00 am - 2:00 pm**

**Phone: 022 734 66 06**

**Email:** **genf@hk-diplo.de**

**Internet:** [**www.deutscher-honorarkonsul-genf.ch**](http://www.deutscher-honorarkonsul-genf.ch/passports.php?lang=de)

**How to reach us: from Geneva main station Cornavin take TPG bus no. 3 - direction „Gardiol“- bus stop „Moillebeau“ 10/2021**