



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.
- One **recent valid biometric passport picture (max. 1 year old) per application**.
[photo sample board of the Federal printing office](#) (if required, a photo booth is available on site. Cost: **CHF 12, --** per person, the machine accepts notes and coins but cannot change!
Please bring the appropriate money with you)
- **Residence permit** (original – will be returned – plus one copy)
- **proof of current address** (e.g., electricity bill or similar)
- **Last passport / temporary passport / ID card (in original – will be returned - 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 documents to be submitted if there have been changes since the last application in Bern, if the passport or identity card was no longer valid when the appointment was made, or if it was not issued in Bern. (The original – will be returned - and a copy). Please do not staple copies together.

- 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 ("Einbürgerungsurkunde").
- Act of acquisition of a foreign nationality (e.g., for the Swiss nationality – form 7.9). **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

When applying for a passport/identity card for the first time, please be sure to read the information of name choice: <https://deutscher-honorarkonsul-genf.ch/namensfuehrung/>



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 for a passport application and 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.
- 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.deutscher-honorarkonsul-genf.ch/namensfuehrung
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

If you still have questions after thoroughly consulting the leaflets, please feel free to contact us in advance: genf@diplo.de

Office of the Honorary Consul of the Federal Republic of Germany
Rue de Moillebeau 49, 1209 Geneva