



Checklist for passport/children's passport/ID card application (under the age of 18)

Both parents / all legal guardians **and** the child must present at the consulate during the passport application. If a parent / legal guardian cannot be present, a separate consent form has to be certified ([Zustimmungserklärung](#))

If you are applying for the first time, please note the information on name law and paternity acknowledgments, as well as information from Swiss birth certificates cannot be adopted for the German legal sphere in every case.

To bring along with the application

- **Duly completed application form**
If a passport and an ID are requested at the same time, one form is needed per request
- 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>

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

- **Last identity document of the child**
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 parents**
- If the address in your last passport is still a German residence: **proof of deregistration** ("Abmeldebestätigung")
- **Residence permit of the child** (if already available)
- **Residence permit of both parents**
- **Proof of current address** (e.g., resident permit submitted before 2020, electricity bill or similar),
- **Birth certificate / certificate of origin of the child or family register**
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.
- If 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 <https://deutscher-honorarkonsul-genf.ch/namensfuehrung/>
- In addition, for minors whose parents are divorced and 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/scheidungsanerkennung
- If the parents were not married at the time of the birth of the child, an **Acknowledgement of paternity** in accordance with the German law is required. More information: www.bern.diplo.de/vaterschaftsanerkennung
- If the parents were not married at the time of the birth of the child, if done: **Custody agreement** according to the law of the country of residence if not made: **Declaration on custody**

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.**

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



General information

- **It is not possible to extend the validity** of a passport or an ID card.
- **Both parents / all legal guardians and the child** must present at the consulate during the passport application. Applications sent by post will be returned unprocessed to the sender.
- **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**.
- A passport application can only be submitted if you make an appointment. Please contact us through our website www.deutscher-honorarkonsul-genf.ch.
- 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**
<https://deutscher-honorarkonsul-genf.ch/namensfuehrung/> 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. 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 the child is domiciled **outside the district**, for example in neighbouring France, or if the child's residence is still registered in Germany, the fees will increase depending on the requested document.

Biometric passport (with fingerprints from the age of 6 years), processing time about 8 weeks

For applicants under 24, validity 6 years	approx. CHF 70. – (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 from the age of 6 years), processing time about 8-9 weeks

For applicants under 24, validity 6 years	approx. CHF 65, -- (depending on exchange rate)
Honorary Consul fee	currently CHF 85, -
Fixed fee	CHF 5, --

Passport for children (machine readable without fingerprints), processing time approx. 2-3 weeks

Valid for 1 year, but not beyond the 12 th birthday	approx. CHF 31. – (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.auswaertiges-amt.de/de/ReiseUndSicherheit/reise-und-sicherheitshinweise.

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