

Application for a German passport (under the age of 18)

1. Completed application form (form available on our website) signed by both parents / legal guardians

Please note:

Both parents / all legal guardians **and** the child must be present at the consulate during the passport application. If a parent / legal guardian cannot be present, the signature on the application form or a separate consent form has to be verified no longer than 3 months before the application by one of the following authorities ONLY: A German public authority in Germany, a German diplomatic representation (Embassy, Consulate General or Honorary Consul), a German notary public (Notar) or a Canadian notary public/notaire. If a parent has sole custody of the child, a court order is required as proof.

2. One passport picture, good contrast. The picture must conform to biometric standards if the child is 6 years or older. For details please see our website: canada.diplo.de/passport.

Supporting documents:

- **All documents have to be handed in as original + one copy.**
 - **Copies certified by a notary public or a German public authority can take the place of an original for many documents. However, passports, ID Cards, Canadian PR Cards or visas and all citizenship documents (incl. naturalization/citizenship certificates and so-called "Beibehaltungsgenehmigung") have to be presented as originals!**
 - **All birth certificates must state the names of the parents (no „short form“)!**
 - **Documents not issued in German, English or French have to be translated into German or English.**
3. Last German passport or other German ID (If applicable)
 4. Birth certificate (Canadian birth certificates have to be birth certificates with parental information, the "short form" birth certificate is not sufficient.)
 5. If parents are/were married: marriage certificate of parents (If married in Canada, the official certificate from the registrar's office / Directeur de l'état civil is required. Documents issued by a church or other religious institution are **not** sufficient.)
 6. Birth certificate of German parent/s (Canadian birth certificates have to be birth certificates with parental information, the "short form" birth certificate is not sufficient.)
 7. If the German parent/s was/were born outside of Germany on or after January 1st, 2000: proof that the birth of the child was registered with the competent German authority (consulate, embassy or registrar's office)
 8. Current passports of both parents (for parents who are (also) German citizens a **valid German** passport or "Personalausweis" is required)
 9. Valid Canadian Permanent Resident Card OR valid Canadian visa OR "Search of Citizenship Records" (issued within the last 3 months) OR Canadian passport of parents who are (also) German citizens
 10. If the German parent/s and/or the child were naturalized in Germany and this is the child's first passport: certificate of naturalization ("Einbürgerungsurkunde") OR "Registrierschein" (for late repatriates)
 11. If the German parent/s and/or the child were naturalized in Canada: Canadian certificate of citizenship + "Beibehaltungsgenehmigung", permit to retain German citizenship
 12. If the child lives in Canada as a foreigner: valid Canadian Permanent Resident card OR valid Canadian visa OR Search of Citizenship Records (issued within the last 3 months)
 13. If applicable: Child's Canadian passport
 14. If applicable: a certificate of name issued by a German civil registry (to find out whether the name of the child might not yet be established according to German law, please see our website.)
 15. If the address in the last passport is still a German residence: Proof of deregistration ("Abmeldebescheinigung")
 16. Fee: biometric passport for children: approx. CAN \$ 95,- (depending on the exchange rate)
children's passport/Kinderreisepass (not accepted in all countries, see website): approx. CAN \$ 45,-
An additional fee of approx. CAN \$ 100,- will apply for applications submitted with an Honorary Consul.
 17. XPresspost prepaid envelope in "standard size" (pick-up of passports is currently not possible in Toronto)
Please note: Shipments within one province or between ON and QC or between BC, AB and SK can be XPresspost prepaid envelope regional, all others require XPresspost prepaid envelope national. We recommend to buy and affix the extra sticker for delivery against signature only.
 18. Signed notice on the use of mail services (form available on our website: canada.diplo.de/passport)

Incomplete applications will not be accepted.

Every applicant has to present him/herself in person at our office when submitting the application. This also applies to minors. The processing time for passports is approx. 8-10 weeks..