

**Information Sheet for  
Passport Application (Minors / Under the Age of 18)  
First Time Application or Renewal**

- Please also read the information on name law on the [website](#) -

⇒ **Required Documents:** **Original + 1 Copy**

- 1. Completed and signed application form
- 2. Biometric passport picture
- 3. Last German passport or other German ID (if applicable)
- 4. Valid Canadian Permanent Resident Card, valid visa, or Canadian passport
- 5. Birth certificate
- 6. Birth certificate of German parent
- 7. Current valid passports of both parents / legal guardians
- 8. Prepaid envelope
- 9. Signed Notice on the use of mail services (see Website)

⇒ **Additional Documents** (if applicable): **Original + 1 Copy**

- 10. Marriage certificate
- 11. If the German parent/s were born outside of Germany on or after January 1<sup>st</sup>, 2000:  
Proof that the birth of the child was registered with the competent German authority  
(Consulate, Embassy, or Registrar's office)
- 12. If parents and / or child was / were naturalized in Germany:  
German Naturalization Certificate or "Registrierschein"
- 13. If parents and / or child was / were naturalized in Canada:  
Canadian Certificate of Citizenship and German "Beibehaltungsgenehmigung"
- 14. If child's parents were never naturalized in Canada:  
Current or last Canadian Permanent Resident Card of German parent/s
- 15. Certificate of name issued by a German civil registry
- 16. Proof of deregistration („Abmeldebescheinigung“) of last German residence

**Please note the instructions on page 2.**

**IMPORTANT:**

- Both parents / all legal guardians and the child **must be present** 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 public. If a parent has sole custody of the child, a court order is required as proof
- Please bring all application documents as original + one copy, sorted by person. The originals will be returned to you on the day of application, after comparison with the copies
- 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 Permanent Resident Cards or visas and all citizenship documents (incl. Naturalization / Citizenship Certificates and the so-called "Beibehaltungsgenehmigung") have to be presented as originals.
- Documents not issued in German, English or French have to be translated into German or English.
- Incomplete applications will not be accepted.
- The processing time for first time passport applications is approx. 12 weeks

## Instructions

### 1. Application form

The application form can be filled out electronically or legibly by hand and signed by both parents / legal guardians. When applying for a passport and identity card at the same time, please use one form per application.

### 2. Biometric passport picture

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](http://canada.diplo.de/passport).

### 3. Last German passport or other German ID

Please hand in the original with one copy of the data page of the passport / front and back of the identity card. If the document is lost, a police loss report must be submitted.

### 4. Valid Canadian Permanent Resident Card, valid visa, or Canadian passport

If you are not a Canadian citizen, present your valid Permanent Resident Card, visa, or "Search of Citizenship Records" (less than 3 months old). If you are also a Canadian citizen, a Canadian ID (valid passport) must be presented.

### 5/6. Birth certificate

Canadian birth certificates have to be birth certificates with parental information. The "Short-Form" birth certificate is not sufficient. The following birth certificate is required depending on the province:

Province	Name / Title of the Birth Certificate
ON, NB, NL, NT, NS, NU, YT	Certified Copy of Birth Registration / Statement of Live Birth
QC	Copy of an Act of Birth / Copie d'acte de naissance
MB	Certified Copy of the Registration of Birth
BC	Certified Electronic Extract of a Birth Registration (since 01.01.2000), Certified Copy of Birth Registration (before 01.01.2000)
SK	Certified Copy of the Original Birth Registration
AB, PE	Photocopy of a Registration of Birth

### 7. Currently valid passports of both parents / legal guardians

Parents with German citizenship must present valid German passports or identity cards. For Canadian citizens without a valid passport, a **valid driver's license is sufficient**. If one parent is deceased, please bring last passport issued to said parent.

### 8. Prepaid envelope

Please bring an Xpresspost (self-addressed) prepaid envelope "Size Small". Xpresspost envelopes are available at Canada Post. Please note that 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**.

### 9. Signed notice on the use of mail services

The form is available on our [website](#).

### 10. Marriage certificate

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.

### 15. Certificate of name issued by a German civil registry

If your name has changed since you were born, please submit the certificate of name issued by a German registry office or, for late repatriates, a declaration of adjustment ("Angleichungserklärung") or a register certificate ("Registrierschein") showing the name adjustment. Information on whether your name has not yet been determined under German law and needs to be explained can be found on our [website](#).

### 16. Proof of deregistration ("Abmeldebescheinigung")

Document must be presented if the address in your last passport is still a German place of residence.

## Passport Fees

The fee must be paid on the day of your application at the respective German Mission. You may pay the fee **by credit card (Visa or Mastercard)** or **in cash (CAD)**, based on the current exchange rate of the German mission. (Payments for passport applications during a consular week can only be accepted in cash.) Due to fluctuations in the exchange rate, exact dollar amounts cannot be provided. Consular fees are fixed by law in EUROS.

Cheques cannot be accepted. Cash payment in Euros is not possible.

When paying by credit card, the amount will be charged in Euros. You must have the actual card with you and the cardholder's signature is required. We cannot accept payments using cards from other providers. Google Pay, Apple Pay and contactless payment are also not available.

Passport Fees	Euro
Regular Passport (24 years and older)	101,00
Regular Passport (younger than 24 years)	68,50
Temporary Passport (1-year validity)	70,00
Emergency Travel Document (4-week maximum validity, for single entry to Germany)	52,00
Identity Card ("Personalausweis")	
Identity Card (24 years and older)	67,00
Identity Card (younger than 24 years)	52,80
Surcharges	
Expedited Service	32,00
Passport with additional pages (48 pages instead of 32)	22,00
Additional charge if you are currently registered ("gemeldet") in Germany, or if you live outside of the jurisdiction of the German Mission	24 years and older: 70,00 Younger than 24 years: 37,50
Applications made at an Honorary Consul's office	83,36
Change of Residence	Free of charge