

First time passport application (adults) (also for applicants whose last German passport expired more than fifteen years ago)

1. Completed and signed application form (including “additional questionnaire for first time applicants (adults)”)
2. One biometric passport picture, good contrast. 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. Your 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 applicable: marriage certificate of your 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 your German parent (Canadian birth certificates have to be birth certificates with parental information, the “short form” birth certificate is not sufficient.)
7. German certificate of nationality (“Staatsangehörigkeitsausweis”) **OR** German passports of your German parent/s issued **before and after** the time of **your** birth. If you never had a German passport before, one of your German parent’s passports has to have been issued within the last 30 years.
8. Currently valid passports of both your parents (for Canadian citizens without a valid passport a valid driver’s license is sufficient). If one parent is deceased: last passport issued to said parent.
9. If your parents and/or you were naturalized in Germany: German naturalization certificate OR “Registriarschein” (for late repatriates)
10. If your parents and/or you were naturalized in Canada: Canadian certificate of citizenship or commemorative certificate (letter-size format, not small plastic card issued before February 2002!)
11. If your parents were never naturalized in Canada: current OR last Canadian Permanent Resident card of your German parent/s
12. If you live in Canada as a foreigner: valid Canadian Permanent Resident Card OR valid visa OR Search of Citizenship Records (issued within the last 3 months).
13. If you are also a Canadian citizen: Canadian ID (e.g. passport, driver’s license)
14. If applicable: your 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. If applicable: a certificate of name issued by a German civil registry (to find out whether your name might not yet be established according to German law, please see our website.)
16. If the address in your last passport is still a German residence: Proof of deregistration (“Abmeldebescheinigung”)
17. Fees:
 - applicants over 24 yrs: approx. CAN \$ 130,- (depending on the exchange rate)
 - Applicants under 24 yrs: approx. CAN \$ 95,- depending on the exchange rate.
 - An **additional** fee of approx. CAN \$ 100,- will apply for applications submitted with an Honorary Consul.
18. XPresspost prepaid envelope “standard size” (personal 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.
19. Signed notice on the use of mail services (form available on our website)

Incomplete applications will not be accepted.

***Every applicant has to present him/herself in person at our office when submitting the application.
The processing time for first-time passports is approx. 10 - 12 weeks.***