

## Information Sheet for Passport Application (Adults) First Time Application

- Also applies for applicants whose last German passport expired more than 15 years ago -

<b>⇒ Required Documents:</b>	<b>Original + 1 Copy</b>
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- 1. Completed and signed [application form](#) (including [Additional Questionnaire for First Time Applicants \[Adults\]](#)) **(without copy)**
- 2. Biometric passport picture
- 3. Last German passport or other German ID (if applicable) **+ 1 Copy**
- 4. Valid Canadian Permanent Resident Card, valid visa, or Canadian passport **+ 1 Copy**
- 5. Birth certificate **+ 1 Copy**
- 6. Birth certificate of German parent **+ 1 Copy**
- 7. German certificate of nationality (“Staatsangehörigkeitsausweis”) or German passports of your German parent/s issued before and after the time of your birth **+ 1 Copy**
- 8. Current valid passports of both your parents (if available) **+ 1 Copy**
- 9. Prepaid envelope
- 10. Signed [Notice on the use of mail services](#) (see Website)

<b>⇒ Additional Documents (if applicable):</b>	<b>Original + 1 Copy</b>
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- 11. Marriage certificate and divorce certificate **+ 1 Copy**
- 12. Marriage certificate of your parents **+ 1 Copy**
- 13. If your parents and / or you were naturalized in Germany:  
German Naturalization Certificate or “Registrierschein” **+ 1 Copy**
- 14. If your parents and / or you were naturalized in Canada:  
Canadian Certificate of Citizenship and German “Beibehaltungsgenehmigung” if citizenship was acquired before 27 June 2024 **+ 1 Copy**
- 15. If your parents were never naturalized in Canada:  
Current or last Canadian Permanent Resident Card of your German parent/s **+ 1 Copy**
- 16. Certificate of name issued by a German civil registry **+ 1 Copy**
- 17. Proof of deregistration („Abmeldebescheinigung”) of last German residence **+ 1 Copy**

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

**IMPORTANT:**

- Every applicant has to present him / herself in person at our office when submitting the application. Please book one appointment per passport application.
- 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

Each person requires a separate application form together with the documents to be submitted. The application form can be filled out electronically or legibly by hand. When applying for a passport and identity card at the same time, please use one form per application.

### 2. Biometric passport picture

Size 3.5 x 4.5 cm; image must be in focus, high-contrast, and evenly lit; background must be monochrome, bright, and without pattern. For details, please see our [website](#)

### 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.

For naturalization in Canada **before June 27, 2024**, the original certificate (paper version) and the German retention permit (Beibehaltungsgenehmigung) must be submitted. Digital certificates (e-certificates) or printouts of it will only be accepted if authenticated by Canadian authorities (see [IRCC website](#)).

For naturalization **on or after June 27, 2024**, the original certificate (paper version) must be submitted. Digital certificates (e-certificates) or printouts of it will only be accepted if authenticated by Canadian authorities (see [IRCC website](#)).

### 5/6. Birth certificate

**German birth certificate** or **foreign birth certificate** (translated into German, English, or French)

**Canadian birth certificates** must always include detailed data and the signature of the parents. The so-called "short-form" blue birth certificate is not sufficient.

The following birth certificate is required depending on the province:

Province	Name / Bezeichnung der Geburtsurkunde
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

Foreign-language documents (except for English and French) must be translated into German or English by a certified translator, publicly notarized and submitted.

### 7. German Certificate of Nationality ("Staatsangehörigkeitsausweis") or German passports of German parents

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, please bring last passport issued to said parent.

### 9. 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**.

**10. Signed notice on the use of mail services**

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

**11/12. Marriage certificates**

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.

**14. Canadian Certificate of Citizenship and German "Beibehaltungsgenehmigung"** must be submitted in the original and in paper form. The download version (e-certificate) cannot be accepted.

For naturalization in Canada **before June 27, 2024**, the original certificate (paper version) and the German retention permit (Beibehaltungsgenehmigung) must be submitted. Digital certificates (e-certificates) or printouts of it will only be accepted if authenticated by Canadian authorities (see [IRCC website](#)).

For naturalization **on or after June 27, 2024**, the original certificate (paper version) must be submitted. Digital certificates (e-certificates) or printouts of it will only be accepted if authenticated by Canadian authorities (see [IRCC website](#)).

**16. Certificate of name issued by a German civil registry**

To find out whether your name might not yet be established under German law, please see our [website](#).

**17. Proof of deregistration ("Abmeldebescheinigung")**

This 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