



**Application for renewal of a German passport (adults)
(If your last passport expired more than fifteen years ago,
please see first time passport application (adults))**

1. Completed and signed application form
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. Last German passport (If your last passport was lost or stolen, a police report documenting the loss is required.)
 4. Birth certificate (Canadian birth certificates have to be birth certificates with parental information, the “short form” birth certificate is not sufficient.)
 5. If you were naturalized in Canada: Canadian certificate of citizenship + “Beibehaltungsgenehmigung”, i.e. permit to retain German citizenship when adopting another citizenship
 6. 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)
 7. If you are/were married: 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.)
 8. If your name has changed since your birth: a certificate of name issued by a German civil registry OR (for late repatriates) “Angleichungserklärung” or “Registrierschein” showing the name change
 9. If the address in your last passport is still a German residence: proof of deregistration (“Abmeldebescheinigung”)
 10. Fees:
applicants 24 years or older: approx. CAN \$ 130,- (depending on the exchange rate)
applicants under 24 years: approx. CAN \$ 95,- (depending on the exchange rate)

An additional fee of approx. CAN \$ 100,- applies for applications submitted with an Honorary Consul.
An additional fee of up to CAN \$ 100,- applies if the applicant still has a registered residence in Germany.
 11. 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
 12. 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 himself/herself in person at our offices when submitting the application.
The processing time for passports is approx. 8-10 weeks once the application is complete.**