

99085001012000, 99085001012000

# Apply for a passport

Heruntergeladen am 09.06.2025

<https://fimportal.de/xzufi-services/8959460/L100001>

Modul	Sachverhalt
Leistungsschlüssel	99085001012000, 99085001012000
Leistungsbezeichnung I	Apply for a passport
Leistungsbezeichnung II	
Typisierung	2/3 - Bund: Regelung (2 oder 3), Land/Kommune: Vollzug
Quellredaktion	Hessen
Freigabestatus Katalog	unbestimmter Freigabestatus
Freigabestatus Bibliothek	fachlich freigegeben (gold)
Begriffe im Kontext	
Leistungstyp	Leistungsobjekt mit Verrichtung
Leistungsgruppierung	Reisepass (085)
Verrichtungskennung	Ausstellung (012)
SDG-Informationsbereich	Dokumente, die von Unionsbürgern, ihren Familienmitgliedern, die keine Unionsbürger sind, allein reisenden Minderjährigen und Nicht-Unionsbürgern bei grenzüberschreitenden Reisen innerhalb der Union verlangt werden (Personalausweis, Visum, Pass)

Modul	Sachverhalt
Lagen Portalverbund	Ausweise (1070100), Auslandsaufenthalt (1120200)
Einheitlicher Ansprechpartner	Nein
Fachlich freigegeben am	30.01.2024
Fachlich freigegeben durch	Hessian Ministry of the Interior and Sport
Handlungsgrundlage	<a href="https://www.gesetze-im-internet.de/pa_g_1986/_6.htm">https://www.gesetze-im-internet.de/pa_g_1986/_6.htm</a> <a href="https://www.gesetze-im-internet.de/passv_2007/_1.htm">https://www.gesetze-im-internet.de/passv_2007/_1.htm</a> <a href="https://www.gesetze-im-internet.de/passv_2007/_15.htm">https://www.gesetze-im-internet.de/passv_2007/_15.htm</a> <a href="https://www.gesetze-im-internet.de/pa_g_1986/_19.htm">https://www.gesetze-im-internet.de/pa_g_1986/_19.htm</a> <a href="https://www.gesetze-im-internet.de/pa_g_1986/_6.htm">https://www.gesetze-im-internet.de/pa_g_1986/_6.htm</a> <a href="https://www.gesetze-im-internet.de/passv_2007/_1.htm">https://www.gesetze-im-internet.de/passv_2007/_1.htm</a> <a href="https://www.gesetze-im-internet.de/passv_2007/_15.htm">https://www.gesetze-im-internet.de/passv_2007/_15.htm</a> <a href="https://www.gesetze-im-internet.de/pa_g_1986/_19.htm">https://www.gesetze-im-internet.de/pa_g_1986/_19.htm</a>
Teaser	If you want to travel outside the EU, you usually need a passport. You must apply for this.
Volltext	<p>In many countries outside the European Union (EU), you will need a passport when entering the country. You must apply for your passport in person at the Bürgeramt (passport authority of the municipality). The passport authority of the municipality in whose district you are registered for your dwelling, or in the case of several dwellings for your main dwelling, is locally responsible. You can also apply for the passport at a passport authority that is not locally competent if you provide an important reason for doing so. The fee for issuing the passport in this case is doubled.</p> <p>The passport can be issued to children from 0 years of age. Depending on the destination, children of all ages will need their own travel document. If you are planning to travel with your child to countries that require a passport, it is recommended that you apply</p>

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for a regular passport, as the child's passport or identity card is not recognized in some countries of travel, such as the USA.

## Erforderliche Unterlagen

To apply for the passport, you will need the following documents:

- a valid identity document (passport, identity card, children's ID card, children's passport),
- a recent photo in the fitting size (45 x 35 mm), portrait format, frontal shot without border, without headgear and without covering the eyes (biometric photograph),
- if applicable, your previous passport,
- if applicable, your birth certificate,
- when applying for a child: ID of the custodian present, if applicable, the declaration of consent and a copy of the identity card of the absent custodian, proof of custody in the case of only one custodian.

When first issued or when moving to a municipality, further documents such as civil status certificates or citizenship certificates may be required. Please contact the competent authority in advance for more information.

## Voraussetzungen

The requirements for applying for a passport are:

- You are a German citizen.
- There must be no grounds for refusal, such as the assumption that you want to evade criminal prosecution, execution of sentence or legal maintenance obligation by leaving the country.

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Requirements for applying for a temporary passport:

- The temporary passport can be issued and handed over immediately if the regular passport cannot be completed in time before the start of the trip, even in the express procedure. The Citizens' Registration Office may request suitable proof, such as flight tickets or other travel documents.
- The period of validity of the temporary passport is adapted to the purpose of the trip and may not exceed one year. The temporary passport does not contain an electronic storage medium (chip).

## Kosten

€ 37.50 for people who have not yet reached the age of 24; € 60.00 for persons who have reached the age of 24. The fee shall be doubled if the official act is carried out at the instigation of the applicant outside working hours or at a non-competent authority.

## Verfahrensablauf

You must apply for the passport in person. The application is completed on site with the processor. All you have to do is sign. For the application, the submission of fingerprints is legally obligatory (flat imprint of the left and right index finger).

The passport is sent by the passport producer to the applicant citizens' registration office after it has been manufactured. You can then pick up the passport there.

## Bearbeitungsdauer

### Frist

Duration: • for applicants under 24 years: 6 years • for applicants aged 24 and over: 10 years • temporary passport: maximum 1 year The validity of the passport cannot be extended.

## weiterführende Informationen

### Hinweise

You must be present in person when applying for the passport so that your identity can be verified. In case you cannot be present in person, only a temporary passport can be issued. The identity check must then be carried out when the document is issued, otherwise

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the temporary passport will not be handed over.

The temporary passport does not contain an electronic storage medium (chip).

In some countries, for example in the USA, a normal, electronic passport is required for visa-free entry.

If you want to enter these countries with a temporary passport, a visa is also required.

## Rechtsbehelf

### Kurztext

- Passport issuance
  - In many countries outside the European Union (EU), a passport is required upon entry.
  - Required documents:
    - To apply for the passport, you will need the following documents:
      - a valid identity document (passport, identity card, children's ID card, children's passport),
      - a recent photo in the fitting size (45 x 35 mm), portrait format, frontal shot without border, without headgear and without covering the eyes (biometric photograph),
      - if applicable, your previous passport,
      - if applicable, your birth certificate,
      - when applying for a child: ID of the custodian present, if applicable, the declaration of consent and a copy of the identity card of the absent custodian, proof of custody in the case of only one custodian.
    - Fees: € 37.50 for people who have not yet reached the age of 24; € 60.00 for persons who have reached the age of 24. The fee shall be doubled if the official act is carried out at the instigation of the applicant outside working hours or at a non-competent authority.
    - You must apply for the passport in person at your local citizens' registration office.

### Ansprechpunkt

Please contact the local citizens' office (passport authority of the municipality).

### Zuständige Stelle

### Formulare

Modul	Sachverhalt
Ursprungsportal	Reisepass beantragen, Apply for a passport