

99085001012000, 99085001012000

Apply for a passport

Heruntergeladen am 09.06.2025

<https://fimportal.de/xzufi-services/183738/L100008>

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	Sachsen-Anhalt
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	16.09.2022
Fachlich freigegeben durch	Federal Ministry of the Interior and for Home Affairs (BMI)
Handlungsgrundlage	https://www.gesetze-im-internet.de/pa_g_1986/__6.htm https://www.gesetze-im-internet.de/passv_2007/__1.htm https://www.gesetze-im-internet.de/passv_2007/__15.htm https://www.gesetze-im-internet.de/pa_g_1986/__6.htm https://www.gesetze-im-internet.de/passv_2007/__1.htm https://www.gesetze-im-internet.de/passv_2007/__15.htm
Teaser	In many countries outside the European Union (EU), you need a passport to enter the country. If you have German citizenship, you can apply for a German passport.
Volltext	<p>The German passport allows you to enter over 160 countries worldwide for tourism purposes without a visa. You need a passport above all if you want to travel to countries outside the European Union (EU). If you have German citizenship, you can apply for a German passport.</p> <p>Passport for children</p> <p>Passports can be issued for children from the age of 0. If you are planning to travel to other EU countries with your child, you should apply for a biometric passport instead of a children's passport. This is because some countries, such as the USA, do not recognize children's passports or ID cards for visa-free tourist entry.</p> <p>Application</p>

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You must be present in person when applying for a passport so that your identity can be verified. If you wish to apply for a passport for your child, the child must be present in person.

If you cannot be present in person, only a temporary passport can be issued. The passport must then be collected in person.

You can apply for a passport at the Citizens' Office at your place of residence. If you have more than one place of residence, the citizens' office at your main place of residence is responsible.

It is also possible to apply at another passport authority if you can provide an important reason. Due to the increased administrative effort of the passport authority without jurisdiction - it must obtain an authorization from the locally competent passport authority - a surcharge must be paid in addition to the fee for the passport you have applied for.

If you live abroad, the German representation abroad is responsible for passport applications. If you have lost your passport abroad due to loss or theft, apply for a new passport at the German representation abroad.

If the regular processing time is too long for you, you have the option of applying for your passport using the express procedure. If you need the travel document at very short notice and cannot wait for delivery of the passport using the express procedure, you will be issued with a temporary passport.

Erforderliche Unterlagen

- Proof of identity (passport, identity card, child's identity card, child's passport),
 - biometric photograph,
 - your previous passport, if applicable,
 - your birth certificate, if applicable,
 - when applying for a child:
 - ID of the custodian present
 - Declaration of consent and a copy of the ID of the non-present legal guardian or proof of custody if there is only one legal guardian.

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	<ul style="list-style-type: none"> • Further documents, such as civil status certificates, may be required when the certificate is issued for the first time or when moving to a municipality.
Voraussetzungen	<ul style="list-style-type: none"> • You have German citizenship. • There must be no grounds for refusing a passport, such as the assumption that you wish to avoid prosecution, execution of a sentence or a statutory maintenance obligation by leaving the country.
Kosten	<p>Gebühr: 22€ The costs are additional if you apply for a passport with 48 pages instead of 32 pages: Gebühr: 37,50€ Costs apply if you are under 24 years old. The fee (without surcharges) is doubled if: \- the passport must be issued outside official office hours or \- the application is not submitted to the local passport authority (municipality of the main residence). https://www.bmi.bund.de/SharedDocs/faqs/DE/themen/moderne-verwaltung/reisepass/reisepass-faq.html;jsessionid=65CF7A685C5291F89EA8E2C3289AE510.1_cid332#doc16125526bodyText3 Gebühr: 21€ Additional costs are incurred if you apply for a passport at a German mission abroad (embassy or consulate): Gebühr: 70€ Costs apply from the age of 24. The fee (without surcharges) is doubled if: \- the passport must be issued outside official office hours or \- the application is not submitted to the local passport authority (municipality of the main residence). https://www.bmi.bund.de/SharedDocs/faqs/DE/themen/moderne-verwaltung/reisepass/reisepass-faq.html;jsessionid=65CF7A685C5291F89EA8E2C3289AE510.1_cid332#doc16125526bodyText3 Gebühr: 32€ Costs apply for passport applications in the express procedure (surcharge).</p>
Verfahrensablauf	<ul style="list-style-type: none"> • You must apply for a passport in person. • As a rule, you make an appointment for this at your local citizens' office. • Bring all the necessary documents with you to the

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appointment.

- The application will be completed on the spot with the clerk. All you have to do is sign it.
- If the person for whom the passport is being applied for has reached the age of 6, the submission of fingerprints for storage in the document is required by law (usually a flat print of the left and right index finger). Once the passport has been produced, it is sent by the passport manufacturer to the citizens' registration office that submitted the application.
- You will receive instructions from your Citizens' Registration Office as to when you can collect your passport.
- You can then collect your passport from your local Citizens' Registration Office. You can authorize another person of legal age in writing to collect your passport.

Bearbeitungsdauer
Frist

6 - 10 Jahr(e)
 \- for applicants under 24 years of age: 6 years \- for applicants aged 24 and over: 10 years

weiterführende Informationen

<https://www.auswaertiges-amt.de/de/service/konsularinfo/reisepaesse-und-personalausweise>
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Hinweise
Rechtsbehelf
Kurztext

- Passport issue
 - a passport is required for entry into countries outside the EU
 - German passports are issued on application
 - must be applied for in person
 - can be applied for at a citizens' office in Germany
 - can be applied for abroad at a German representation
 - can be applied for by any person of any age - including infants/toddlers
 - The validity of the passport expires if
 - entries are no longer correct
 - the photograph no longer allows the identity to be clearly established

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- Change of place of residence or size does not lead to invalidity
- Prerequisite:
 - German citizenship
 - There are no reasons for refusing a passport
- required documents:
 - Proof of identity (passport, temporary passport, identity card, temporary identity card, child's passport),
 - biometric photograph,
 - previous passport, if available
 - Birth certificate, if applicable,
 - when applying for a child:
 - ID of the custodian present
 - Declaration of consent and a copy of the ID of the non-present legal guardian or proof of custody if there is only one legal guardian.
 - Alternatively, the passport can be applied for using the express procedure or as a temporary passport
- responsible:
 - Passport authority (usually citizens' office) at the main place of residence
 - any other passport authority in Germany (additional costs may be incurred)
 - German representation abroad

Ansprechpunkt

- Passport authority (usually citizens' office) at the main place of residence
- any other passport authority in Germany (additional costs may be incurred)
- German representation abroad

Zuständige Stelle

Formulare

Forms available: No
 Written form required: Yes
 Informal application possible: Yes
 Personal appearance required: Yes
 Online services available: No

Ursprungsportal

Apply for a passport, Reisepass beantragen