

99085001012002, 99085001012002

Apply for a passport expressly

Heruntergeladen am 25.06.2025

<https://fimportal.de/xzufi-services/294934021/L100008>

Modul	Sachverhalt
Leistungsschlüssel	99085001012002, 99085001012002
Leistungsbezeichnung I	Apply for a passport expressly
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	03.06.2021
Fachlich freigegeben durch	Federal Ministry of the Interior, Building and Community, Ref. DV 2
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	The delivery time for a passport is usually at least 2 weeks. If you need a passport at short notice, you can apply for the passport in an express procedure.
Volltext	With a passport, you can identify yourself when traveling to other countries. If you urgently need your passport, you can apply for it in an express procedure at a citizens' office. Then your new passport will be ready faster. You have to pay more for this. The normal passport has 32 pages. If you travel a lot, you can apply for a passport with 48 pages. Both variants can be applied for in the express procedure. You can apply for your passport in the express procedure at your citizens' office at your main residence. Applications to any other Citizens' Office are possible if an important reason is explained; there is an incompetence surcharge.
Erforderliche Unterlagen	• biometric passport photo: The photo must be up-to-date and Meet the photo requirements for electronic passports. • if available and not yet validated: old passport

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	• if available: valid ID document, for example identity card, or old passport, if it is still valid. • under certain circumstances: civil status certificate such as birth certificate, marriage certificate or civil partnership certificate, if personal information differs from the data stored in the population register.
Voraussetzungen	There must be no grounds for refusal.
Kosten	• if you are younger than 24 years: EUR 37,50 • if you are 24 years or older: EUR 60,00 • for an express application: additional EUR 32.00 • for a passport with 48 pages: additional EUR 22,00 The fees are doubled if • the issuance must be made outside official working hours, or • You do not apply for the exhibition at your main residence.
Verfahrensablauf	You can only apply for an express passport on site at the Bürgeramt. Only you can do that personally. The application is completed by the official staff. All you have to do is sign. When applying, fingerprints will be taken from you for storage in the chip of the passport (usually flat imprint of the left and right index fingers). The passport is produced by Bundesdruckerei GmbH and sent to the authorities. You can then pick up the passport at the authority.
Bearbeitungsdauer	• usually within 3 working days
Frist	Validity: • up to 24 years: 6 years • from 24 years: 10 years
weiterführende Informationen	Detailed travel and security advice for all countries can be found on the website of the Federal Foreign Office. There you can find out under "Entry requirements for German citizens" for which countries a passport is required or an identity card is sufficient. https://www.auswaertiges-amt.de/DE/Laenderinformationen/LaenderReiseinformationen_node.html
Hinweise	

Modul	Sachverhalt
Rechtsbehelf	
Kurztext	• Passport issuance express • Passports in the express procedure must be applied for in person • Shortened delivery time of usually 3 days • Surcharge of additional EUR 32.00 for express procedures • Validity: up to 24 years: 6 years from 24 years: 10 years • responsible: Bürgeramt at the main residence or any other Bürgeramt
Ansprechpunkt	Contact the Citizens' Office of your municipality or city.
Zuständige Stelle	
Formulare	• Forms: none • Online procedure possible: no • Written form required: yes • Personal appearance necessary: yes
Ursprungsportal	Apply for a passport expressly , Reisepass express beantragen