

99085001012000

Apply for a passport or temporary passport

Heruntergeladen am 01.07.2025

<https://fimportal.de/xzufi-services/6000012-99085001012000/L100009>

Modul	Sachverhalt
Leistungsschlüssel	99085001012000
Leistungsbezeichnung I	Apply for a passport or temporary passport
Leistungsbezeichnung II	Apply for a passport or temporary passport
Typisierung	2/3 - Bund: Regelung (2 oder 3), Land/Kommune: Vollzug
Quellredaktion	Sachsen
Freigabestatus Katalog	unbestimmter Freigabestatus
Freigabestatus Bibliothek	unbestimmter Freigabestatus
Begriffe im Kontext	
Leistungstyp	
Leistungsgruppierung	
Verrichtungskennung	
SDG-Informationsbereich	
Lagen Portalverbund	
Einheitlicher	

Modul	Sachverhalt
Ansprechpartner	
Fachlich freigegeben am	
Fachlich freigegeben durch	
Handlungsgrundlage	<ul style="list-style-type: none"> • § 1 Paßgesetz (PaßG) – Passpflicht • § 2 PaßG – Befreiung von der Passpflicht • § 4 PaßG – Passmuster; Miteintragung der Kinder im Reisepass • § 5 PaßG – Gültigkeitsdauer • § 6 PaßG – Ausstellung eines Passes • § 7 PaßG – Passversagung • § 8 PaßG – Passentziehung • § 11 PaßG – Ungültigkeit • § 12 PaßG – Einziehung eines Passes • § 15 PaßG – Pflichten des Inhabers • § 23a PaßG – Erprobung der Speicherung von Fingerabdrücken • § 5 Passverordnung (PassV) – Lichtbild • § 15 PassV – Gebühren • § 17 PassV – Ermäßigung und Befreiung von Gebühren
Teaser	In many countries outside the European Union (EU), you need a passport to enter the country. You must apply for this in person.
Volltext	<p>In many countries outside the European Union (EU), you need a passport to enter the country. You must apply for this in person.</p> <p>Information on the competent authority</p> <p>The competent authority for issuing a passport is the passport office of the municipal or city administration in the applicant's place of residence.</p> <p>For important reasons, the passport can also be applied for in a different municipality than the one that would actually be responsible for you. This passport authority will then first obtain authorisation to issue the passport from the passport authority that is actually responsible for you. If this authorisation is granted, the passport can be issued, but then the fees</p>

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	<p>are doubled.</p> <p>You can also apply for passports and temporary passports at German diplomatic missions abroad.</p>
Erforderliche Unterlagen	<ul style="list-style-type: none"> • previous official identity document (e.g. passport, identity card or child's identity card / child's passport) <p>Notes</p> <p>Since 1 May 2025, only digital biometric photographs are permitted when applying for passports. The digital photo can either be taken on site at the authority for a fee or taken in advance by a certified photo service provider. The new photograph taken by a photo service provider is transmitted electronically to the authority via a cloud. Once the photo has been taken by the photo service provider, a printout with a data matrix code is issued. This is presented at the authority and scanned there so that the photograph can be retrieved from the cloud.</p> <p>It is recommended that you bring a civil status certificate (e.g. marriage or birth certificate) with you when applying. In this way, any problems that may arise, particularly with regard to the spelling and order in which first names and surnames are included in the passport, can be clarified immediately. This may also be the case, for example, if there have been changes to your details since the last issue or when applying for the first time after moving to the city or municipality. If in doubt, you should check the website of the city or municipality or call them to find out which documents you need to bring with you before applying.</p>
Voraussetzungen	<p>You must not have any grounds for refusal, such as</p> <ul style="list-style-type: none"> • Failure to fulfil a statutory maintenance obligation • Endangering the internal or external security of the Federal Republic of Germany • Assumption that you wish to avoid criminal prosecution, execution of a sentence or a statutory maintenance obligation by leaving the country <p>A passport can also be revoked for the same reasons.</p>

Modul

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Kosten

- Reissue of the passport with 32 / 48 pages: Persons who have reached the age of 24: EUR 70.00 / 92.00
Persons who have not yet reached the age of 24: EUR 37.50 / 59.50
- Re-issue of the passport using the express procedure with 32 / 48 pages: Persons who have reached the age of 24: EUR 102.00 / 124.00
Persons who have not yet reached the age of 24: EUR 69.50 / 91.50
- Issuing a temporary passport: EUR 26.00
- Amendment of a passport or temporary passport: EUR 6.00
- additional fee for applications abroad: EUR 13.00

In some cities and municipalities, a fee may not be charged if the applicant can prove that he or she is in need. For example, recipients of social welfare or unemployment benefit II can have the fee waived if they bring the relevant grant notification with them as proof.

The decision to waive the fee is made on a case-by-case basis and is the responsibility of the respective authority. Please ask your passport authority whether and under what conditions a fee waiver is possible.

Verfahrensablauf

A passport is only issued on application, which you must submit in person.

- You can be represented when collecting your passport. The representative must present a power of attorney from you and identify themselves with their identity document (usually an ID card or passport).
- You may keep an old passport that has become invalid, for example as a souvenir. To do this, the passport authority must indicate the invalidity of the passport by stamping or punching a hole in it.

Applying for a passport for minors (under the age of 18)

- In the case of minors, the legal guardians (usually the parents) must apply for a passport together with the child. From the age of 10, the child must sign the application themselves.

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Bearbeitungsdauer	<ul style="list-style-type: none"> • Processing usually takes 2 to 6 weeks. Note: Please apply for your passport in good time. During the peak travel season, delivery times from the passport manufacturer may be longer. For more information, please contact your local passport office.
Frist	<ul style="list-style-type: none"> • Application for name change due to marriage: 8 weeks before the marriage at the earliest Validity of the passport: • before the age of 24: 6 years • from the age of 24: 10 years • temporary passport: max. 1 year
weiterführende Informationen	
Hinweise	<p>Express passport and temporary passport</p> <p>If the regular processing time of two to six weeks is too long for you and you need your passport sooner, your passport office can also issue your passport using the express procedure, provided it has the necessary technical equipment. Passports produced using the express procedure take three to four working days to process. If the application is received by the Bundesdruckerei by 12 noon, the express passports will be delivered to the relevant authority within two working days (excluding public holidays and weekends).</p> <p>A temporary passport will only be issued if the passport cannot be delivered to you in time before you intend to use it for the first time, even using the express procedure. You will receive this immediately when you apply so that you do not have to wait for it. The temporary passport is not recognised by some countries for entry or visa-free entry. Please find out about the specific entry requirements of your destination country and the required identification documents in good time before travelling. Information on this can be found in the travel and security advice issued by the Federal Foreign Office.</p>
Rechtsbehelf	not applicable
Kurztext	
Ansprechpunkt	

Modul

Sachverhalt

Zuständige Stelle

Formulare

Ursprungsportal