

99085001012000, 99085001012000

Passport issue

Heruntergeladen am 09.06.2025

<https://fimportal.de/xzufi-services/100035721/L100010>

| Modul | Sachverhalt |
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| Leistungsschlüssel | 99085001012000, 99085001012000 |
| Leistungsbezeichnung I | Passport issue |
| Leistungsbezeichnung II | |
| Typisierung | 2/3 - Bund: Regelung (2 oder 3), Land/Kommune: Vollzug |
| Quellredaktion | Saarland |
| Freigabestatus Katalog | unbestimmter Freigabestatus |
| Freigabestatus Bibliothek | unbestimmter Freigabestatus |
| Begriffe im Kontext | |
| Leistungstyp | Leistungsobjekt mit Verrichtung |
| Leistungsgruppierung | Reisepass (085) |
| Verrichtungskennung | Ausstellung (012) |
| SDG-Informationsbereich | |
| Lagen Portalverbund | Ausweise (1070100), Auslandsaufenthalt (1120200) |
| Einheitlicher Ansprechpartner | Nein |
| Fachlich freigegeben am | 08.05.2017 |

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| Fachlich freigegeben durch | Federal Ministry of the Interior |
| 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 | Where can I apply for a passport? |
| Volltext | <p>In many countries outside the European Union (EU) you need a passport to enter the country. You must apply for a passport in person. You apply for a passport at the Citizens' Office at your place of residence or, if you have more than one place of residence, at the Citizens' Office at your main place of residence. You can also apply for a passport at any other citizens' office. In this case, you will have to pay a surcharge.</p> <p>Children under the age of 12 can obtain a children's passport.</p> |
| Erforderliche Unterlagen | <p>You will need the following documents to apply for a passport:</p> <ul style="list-style-type: none"> • a valid identity document (passport, identity card, child's identity card, child's passport), • a current photo in passport format (45 x 35 mm), portrait format, frontal shot without border, without headgear and without covering the eyes (biometric photo), • Your previous passport, if applicable, • your birth certificate, if applicable, • when applying for a child: ID of the custodian present, if applicable the declaration of consent and a copy of the ID of the custodian not present, proof of custody if there is only one custodian. |

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Additional documents such as civil status certificates or citizenship certificates may be required for the first issue or when moving to a municipality. Please inform yourself in advance at the responsible office.

Voraussetzungen

The requirements for applying for a passport are

- German within the meaning of Article 116 (1) of the Basic Law (GG)
- There must be no grounds for refusal, such as the assumption that you wish to evade criminal prosecution, enforcement of a sentence or a statutory maintenance obligation by leaving the country.

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 journey, even using the express procedure. The Citizens' Office may request suitable proof, for example 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

If you are under 24 years old, the fee is

- for a passport EUR 37.50 ,
- EUR 69.50 for a passport using the express procedure.

From the age of 24, the fee is

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- EUR 60.00 for a passport,
- EUR 92.00 for a passport using the express procedure.

The passport has 32 pages. You can also apply for a passport with 48 pages. In this case, you will have to pay a surcharge of EUR 22.00.

The surcharge is EUR 22.00 for a passport using the express procedure.

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).

If you apply for a passport at a German embassy or consular mission, e.g. if you lose your passport, you will have to pay a surcharge of EUR 21.00.

Verfahrensablauf

You must apply for a passport in person. The application will be completed on site with the processor. All you have to do is sign it. The submission of fingerprints (flat print of the left and right index finger) is required by law for the application.

Once the passport has been produced, it will be sent by the passport producer to the citizens' office where the application was made. You can then collect the passport there.

Bearbeitungsdauer

It usually takes at least two weeks from the date of application until you can collect your passport from the Citizens' Office. If you need your passport faster, you can also apply for it using the express procedure: If the express application is received by the passport producer by 12:00 noon, your passport will usually be ready for collection at the Citizens' Office on the following third working day (Mon.-Fri., excluding public holidays). There is a surcharge for this service.

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| Frist | <p>The passport is valid for ten years and contains 32 pages. If you wish - for example if you travel a lot - you can also obtain a passport with 48 pages. In this case, a surcharge will be added to the fee. For people who have not yet reached the age of 24, the passport is valid for six years. The temporary passport is valid for a maximum of one year.</p> |
| weiterführende Informationen | <p>Detailed travel and safety information for all countries can be found online at the Federal Foreign Office. Under "Entry requirements for German nationals" you can find out for which countries a passport is required or an identity card is sufficient.</p> <p>[Travel and security advice from the Federal Foreign Office](http://www.auswaertiges-amt.de/DE/Laenderinformationen/LaenderReiseinformationen_node.html) [Frequently asked questions on the topic: Passport:](http://www.bmi.bund.de/DE/Themen/Moderne-Verwaltung-Oeffentlicher-Dienst/Ausweise-Paesse/Reisepass/FAQ/faq_node.html)</p> |
| Hinweise | <p>You must be present in person when applying for a passport so that your identity can be verified. If 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 the temporary passport will not be issued.</p> <p>The temporary passport does not contain an electronic storage medium (chip).</p> <p>In some countries - e.g. the USA - a normal, electronic passport is required for visa-free entry.</p> <p>If you wish to enter these countries with a temporary passport, a visa is also required.</p> |
| Rechtsbehelf | |
| Kurztext | Applying for a passport |
| Ansprechpunkt | BMI Citizen Service: 0228 99681-0 |

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|-------------------|---------------------------------------|
| | 030 18681-0 |
| | Mon - Fri / 8.00 - 16.30 hrs |
| Zuständige Stelle | Citizens' office |
| Formulare | |
| Ursprungsportal | Passport issue, Reisepass Ausstellung |