

99085001012011

Passport - apply for the first time or after expiry

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<https://fimportal.de/xzufi-services/147-99085001012011/L100022>

Modul	Sachverhalt
Leistungsschlüssel	99085001012011
Leistungsbezeichnung I	Passport - apply for the first time or after expiry
Leistungsbezeichnung II	Passport - apply for the first time or after expiry
Typisierung	2/3 - Bund: Regelung (2 oder 3), Land/Kommune: Vollzug
Quellredaktion	Baden-Württemberg
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	<p>Passgesetz (PassG):</p> <ul style="list-style-type: none"> • § 1 Passpflicht • § 4 Passmuster • § 5 Gültigkeitsdauer • § 6 Ausstellung eines Passes • § 7 Passversagung • § 8 Passentziehung • § 19 Zuständigkeit <p>Passverordnung (PassV):</p> <ul style="list-style-type: none"> • § 1 Muster für den Reisepass • § 15 Gebühren
Teaser	<p>In many countries outside the European Union (EU), you need a passport to enter the country</p> <p>.</p>
Volltext	<p>In many countries outside the European Union (EU), you need a passport to enter the country.</p> <p>You must apply for a passport in person 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 if there is an important reason and you can prove it. In this case, you will have to pay a surcharge.</p> <p>The passport has a chip. Your personal data, document data, photograph and fingerprints are stored there. The data can only be accessed by public authorities.</p> <p>The passport can be issued to children from birth.</p> <p>The passport normally contains 32 pages. If you wish - for example if you travel a lot - you can also obtain a</p>

Modul

Sachverhalt

passport with 48 pages. In this case, a surcharge will be added to the fee.

Please note that your passport becomes invalid if, among other things

- the period of validity has expired,
- Entries are missing or incorrect (with the exception of your place of residence),
- it is no longer possible to establish your identity correctly or it has been altered.

If you need your passport more quickly, you can also apply for it using the express procedure. In this case, a surcharge will be added to the fee.

If you need a passport immediately and it is unlikely that it will be possible to issue a passport using the express procedure by the time you travel, a temporary passport can be issued. The passport authorities may require the presentation of suitable evidence.

Note: Many countries require passports to be valid for up to six months after the end of the journey. You should therefore find out about the current entry requirements of your destination country and the required passport documents in good time before travelling. Information on this can be found in the travel and security advice issued by the Federal Foreign Office.

Erforderliche Unterlagen

- Identity card, passport or birth certificate if applicable
- a current biometric photograph in passport format 35 x 45 mm. Only frontal photos are permitted, no half profiles. The face must be recognisable in the centre of the photo. The eyes must be open and clearly visible.
- for children and young people: If both custodial parents submit the application: Parents' identity cards or passports. If only one parent with custody is making the application: additionally written declaration of consent from the other custodial parent Copy of the identity card or passport of the other legal guardian for a custodial parent with sole custody: additionally Declaration of custody or, if none is available, a written declaration of sole custody. Some municipalities

Modul

Sachverhalt

require negative certificates in this regard. If applicable, legally binding divorce decree with custody order or subsequent order of the family court regarding sole custody or provisional custody order of the local court (if both parents live in Germany). in the case of guardianship: additionally Certificate of appointment as guardian

Note:

The biometric photographs must comply with the relevant formal requirements. The sample photo table for identity documents provides assistance in this regard.

Please note:

- Further documents may be required for the first issue (in some municipalities also for the first issue after immigration), such as civil status certificates.
- When applying for the first time for a child born abroad, the original birth certificate and the German translation must be submitted.
- When applying for a passport at a passport authority in Germany (non-competent authority), further documents may need to be submitted.

Tip: Enquire in advance at the passport authority about the documents required in your individual case.

Voraussetzungen

- You have German citizenship.
- There must be no grounds for refusing to issue a passport, such as the justified assumption that you jeopardise the internal or external security or other significant interests of the Federal Republic of Germany or that you wish to evade criminal prosecution, the enforcement of a sentence or a statutory maintenance obligation by leaving the country.

Note: Facts about the passport holder may become known that justify a passport refusal. In these cases, a passport restriction (in terms of time and/or territory) can be noted in the passport or the passport can be withdrawn.

Modul

Sachverhalt

Kosten

The fees for a passport for people aged 24 and over have increased as of 1 January 2024.

- The fee for a passport with 32 pages for persons aged 24 and over: EUR 70.00 under 24 years of age: EUR 37.50.
- The fee for a passport with 48 pages (surcharge: EUR 22.00) is for persons over 24 years: EUR 92.00 under 24 years: EUR 59.50.
- The fee for a passport in the express procedure (surcharge: EUR 32.00) with 32 pages / 48 pages is for persons: aged 24 and over: EUR 102.00 / EUR 124.00 under 24 years of age: EUR 69.50 / EUR 91.50.
- The fee for a passport with 32 pages is doubled if the issue is not applied for at the local passport authority. It is for persons: aged 24 and over: EUR 140.00 under 24 years of age: EUR 75.00.

If you apply for a passport at a German embassy or consular mission, for example if you lose your passport, you will have to pay a surcharge of EUR 31.00.

Verfahrensablauf

- You must apply for your passport in person and submit the required documents.
- The application will be recorded on site at the passport office. You must provide a formally valid signature and complete the declaration of German citizenship. A signature is required for children aged 10 and over.
- The submission of fingerprints (flat print of the left and right index finger) is required by law for the application. No fingerprints are taken of children who are not yet 6 years old. If a travel document without fingerprints is expressly requested for children after the age of 6 and up to the age of 12, only a provisional passport can be issued. Note: If an index finger is missing, the quality of the fingerprint is insufficient or the fingertip is damaged, another fingerprint will be taken instead. Fingerprints will only not be taken if this is impossible for permanent medical reasons.
- The passport is sent to the passport authority by the passport producer, Bundesdruckerei GmbH, after production. Depending on the municipality, you will be notified as soon as you can collect your passport. The

Modul
Sachverhalt

notification information from the passport authority usually also contains a form for authorisation to collect your passport. This allows you to collect your passport yourself or have it collected by an authorised person. The authorised person must identify themselves to the passport authority beforehand and present the authorisation form.

- You must hand in your old passport when you receive your new passport. If you wish, you can take your cancelled old passport back with you as a souvenir.

Bearbeitungsdauer

It can take up to eight weeks from the date of application before you can collect your passport from the passport office. It is recommended that you apply for your passport in good time before travelling. If you need your passport more quickly, you can also apply for it using the express procedure. A surcharge is added to the fee for this. If the express application is received in good time, your passport will usually be ready for collection from the passport office on the following third working day (Monday to Friday, excluding public holidays).

Frist

Period of validity The period of validity depends on your age:

- under 24 years of age: Passport is valid for six years
- from the age of 24: Passport is valid for ten years.

It is not possible to extend the period of validity of the passport.

weiterführende Informationen
Hinweise

- You must report the loss or theft of your passport in person at a passport office or police station as soon as possible. You can find details on this in the service "Passport -apply for replacement due to loss".
- You must also report the recovery of your passport in person at a passport office.

Rechtsbehelf

- Opposition
- Action for annulment
- Compulsory action

Kurztext
Ansprechpunkt

Modul	Sachverhalt
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Zuständige Stelle	
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Formulare	
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Ursprungsportal	
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