

99085001012000, 99085001012000

Apply for a passport

Heruntergeladen am 09.06.2025

<https://fimportal.de/xzufi-services/355220/L100038>

Modul	Sachverhalt
Leistungsschlüssel	99085001012000, 99085001012000
Leistungsbezeichnung I	Apply for a passport
Leistungsbezeichnung II	Apply for a passport
Typisierung	2/3 - Bund: Regelung (2 oder 3), Land/Kommune: Vollzug
Quellredaktion	Thüringen
Freigabestatus Katalog	unbestimmter Freigabestatus
Freigabestatus Bibliothek	unbestimmter Freigabestatus
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)

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Lagen Portalverbund	Auslandsaufenthalt (1120200), Ausweise (1070100)
Einheitlicher Ansprechpartner	Nein
Fachlich freigegeben am	17.10.2024
Fachlich freigegeben durch	Thuringian Ministry of the Interior and Municipal Affairs
Handlungsgrundlage	https://www.gesetze-im-internet.de/pa_g_1986/_6.htm https://www.gesetze-im-internet.de/passv_2007/_1.html https://www.gesetze-im-internet.de/passv_2007/_15.html https://www.gesetze-im-internet.de/pa_g_1986/_5.htm https://www.gesetze-im-internet.de/pa_g_1986/ https://www.gesetze-im-internet.de/passv_2007/ https://landesrecht.thueringen.de/bsth/document/jlr-Pa%C3%9FG_PAuswGAGTHpP1 https://www.gesetze-im-internet.de/pa_g_1986/_6.htm https://www.gesetze-im-internet.de/passv_2007/_1.html https://www.gesetze-im-internet.de/passv_2007/_15.html https://www.gesetze-im-internet.de/pa_g_1986/_5.htm https://www.gesetze-im-internet.de/pa_g_1986/ https://www.gesetze-im-internet.de/passv_2007/ https://landesrecht.thueringen.de/bsth/document/jlr-Pa%C3%9FG_PAuswGAGTHpP1
Teaser	If you need a passport, you must apply for one.
Volltext	<p>In many countries outside the European Union (EU), you will need a passport to enter and leave the country. You must carry this with you and show it on request.</p> <p>The electronic passport (ePassport) is an official photo ID for Germans that entitles them to cross the border of the Federal Republic of Germany. The holder of a valid German passport meets the statutory</p>

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identification requirements, so that no identity card is required.

The period of validity of the passport depends on the age of the applicant, whereby an extension of the validity is not possible.

Notes:

- Since November 1, 2007, fingerprints have also been included in the passport chip (from the age of six).
- Since November 1, 2010, the names of religious orders and artists have been included in passports again.
- No person may hold more than one passport issued by the Federal Republic of Germany unless a legitimate interest in the issue of more than one passport can be proven.
- A temporary passport may only be issued in justified, time-limited individual cases if it is not (or no longer) possible to issue a passport using the express procedure (see also under "Processing time").
- Since 01.03.2017, the third generation passport has been issued with new security features and materials.

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Temporary passport: In urgent cases, a temporary passport can be applied for at the same time as the (final) passport.

Multiple passports: If there is a legitimate interest, it is possible to issue multiple passports for the same person (for example, if there is a risk of difficulties entering other countries due to certain visa entries in the passport).

<https://www.bmi.bund.de/DE/themen/moderne-verwaltung/ausweise-und-paesse/ausweise-und-paesse-node.html>

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Erforderliche Unterlagen

You will need the following documents to apply for a passport:

- a valid identity document (passport, identity card, children's identity card, children'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)
- From May 1, 2025, only digitally available biometric photographs will be used for new official documents. The photographs will either be taken by the authorities or by photographers. This means that citizens can no longer bring their own photograph with them.
- if applicable, your previous passport (if you have one, even if it is invalid)
- your birth certificate, if applicable
- when applying for a child: ID of the person with custody present, if applicable the declaration of consent and a copy of the ID of the non-present legal guardian, proof of custody if there is only one legal guardian

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

https://www.bmi.bund.de/SharedDocs/downloads/DE/veroeffentlichungen/themen/moderne-verwaltung/ausweise/fotomustertafel.pdf;jsessionid=FADF9B16FC0C705F179C650C646093AA.2_cid287?__blob=publicationFile&v=3

https://www.bmi.bund.de/SharedDocs/downloads/DE/veroeffentlichungen/themen/moderne-verwaltung/ausweise/fotomustertafel.pdf;jsessionid=FADF9B16FC0C705F179C650C646093AA.2_cid287?__blob=publicationFile&v=3

Voraussetzungen

The requirements for applying for a passport are

- German or German within the meaning of the Basic Law

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- Submission of a formal application to the relevant local authority by you or your legal representative (for example, in the case of joint custody by both parents, if they are not only temporarily separated, usually by the parent with whom the child usually resides alone) or guardian
- Representation by an authorized representative is not permitted
- The passport applicant (including the minor) must always appear in person at the passport authority to verify their identity.

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.

Kosten

Passport (32 pages)

If you are under 24 years old:

- for a passport: 37.50 euros
- for a passport using the express procedure: 69.50 euros

From the age of 24:

- for a passport: 70.00 euros
- for a passport using the express procedure: 102.00 euros

You can also apply for a passport with 48 pages. In this

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case, you will have to pay a surcharge of 22.00 euros.

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, for example if you lose your passport, you will have to pay a surcharge of 31.00 euros.

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

Frist

Period of validity: • for applicants under 24 years of age: 6 years • for applicants aged 24 and over: 10 years • temporary passport: maximum 1 year The validity of the passport cannot be extended. Please check in good time before every trip abroad whether your passport is still valid. In some countries, the passport must still be valid for at least three months when you enter the country.

weiterführende Informationen

Hinweise

- 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

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	<p>the temporary passport will not be issued.</p> <ul style="list-style-type: none"> • The temporary passport does not contain an electronic storage medium (chip). • In some countries, for example the USA, a normal, electronic passport is required for visa-free entry. If you wish to enter these countries with a temporary passport, a visa is also required. • For some countries, a passport is also required for children (see children's passports). • Information on entry requirements and further information on your destination can be found on the website of the Federal Foreign Office. https://www.auswaertiges-amt.de/de https://www.auswaertiges-amt.de/de
Rechtsbehelf	
Kurztext	<ul style="list-style-type: none"> • Passport issue • In many countries outside the European Union (EU), you will need a passport to enter the country. • Responsibility: You must apply for a passport in person at the Citizens' Office.
Ansprechpunkt	<ul style="list-style-type: none"> • to the passport authority (citizens' office) of the city or municipality in which you are registered with your sole or main residence, or • to the administrative community that acts as the passport authority. • You can also apply for a passport at any other citizens' office. In this case, you will have to pay a surcharge.
Zuständige Stelle	The passport authority, usually the citizens' office, in the town or municipality of your main place of residence is responsible.
Formulare	
Ursprungsportal	Reisepass beantragen, Apply for a passport