

99085003012000, 99085003012000

Out of force - apply for a child passport

Heruntergeladen am 08.06.2025

<https://fimportal.de/xzufi-services/109429926/L100041>

Modul	Sachverhalt
Leistungsschlüssel	99085003012000, 99085003012000
Leistungsbezeichnung I	Out of force - apply for a child passport
Leistungsbezeichnung II	Apply for a child's passport
Typisierung	2/3 - Bund: Regelung (2 oder 3), Land/Kommune: Vollzug
Quellredaktion	Brandenburg
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

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	Reisen innerhalb der Union verlangt werden (Personalausweis, Visum, Pass)
Lagen Portalverbund	
Einheitlicher Ansprechpartner	Nein
Fachlich freigegeben am	07.09.2021
Fachlich freigegeben durch	Federal Ministry of the Interior, Building and Community (BMI)
Handlungsgrundlage	https://www.gesetze-im-internet.de/pa_g_1986/_1.htm https://www.gesetze-im-internet.de/pa_g_1986/_4.htm https://www.gesetze-im-internet.de/pa_g_1986/_5.htm https://www.gesetze-im-internet.de/pa_g_1986/_6.htm https://www.gesetze-im-internet.de/pa_g_1986/_19.htm https://www.gesetze-im-internet.de/pa_g_1986/_25.htm https://www.gesetze-im-internet.de/passv_2007/_2.htm https://www.gesetze-im-internet.de/passv_2007/_5.htm https://www.gesetze-im-internet.de/passv_2007/_15.htm https://www.gesetze-im-internet.de/passv_2007/BJNR238610007.html https://www.gesetze-im-internet.de/pa_g_1986/_1.htm https://www.gesetze-im-internet.de/pa_g_1986/_4.htm https://www.gesetze-im-internet.de/pa_g_1986/_5.htm https://www.gesetze-im-internet.de/pa_g_1986/_6.htm https://www.gesetze-im-internet.de/pa_g_1986/_19.htm https://www.gesetze-im-internet.de/pa_g_1986/_25.htm https://www.gesetze-im-internet.de/passv_2007/_2.htm

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	ml https://www.gesetze-im-internet.de/passv_2007/_5.html ml https://www.gesetze-im-internet.de/passv_2007/_15.html tml https://www.gesetze-im-internet.de/passv_2007/BJNR238610007.html
Teaser	If you wish to travel outside Germany with your children, you must apply for a travel document for the child, such as a child's passport, identity card or, depending on the destination country, a regular passport.
Volltext	It has no longer been possible to apply for a child passport since January 1, 2024 The legal basis for issuing child passports expired on January 1, 2024. Your child will need a travel document when traveling abroad. There are various options for children. This can be a children's passport, an identity card or, depending on the destination country, a regular passport. A new children's passport for your child can be issued on application when applying for the first time, • if the validity of the old children's passport has expired, • if your child's passport has been stolen or lost, • if your child's name has changed or • if entries - with the exception of information on place of residence or height - are incorrect or missing. The child's passport does not contain an electronic chip. The children's passport is valid for one year, but no longer than your child's 12th birthday. It is possible to extend the validity period several times by one year at a time, up to your child's 12th birthday

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at the latest.

You apply for a child's passport in person and together with your child at the passport office at the child's main place of residence. You can also apply for a child's passport at any other passport authority in Germany or abroad. In this case, you will have to pay a surcharge in addition to the fee.

Erforderliche Unterlagen

When submitting the application, you must present

- a valid identity document of the child, such as:
 - Passport
 - children's passport
 - identity card
- if no valid identity document is available (e.g. when applying for the first time or if the old document is lost/stolen):
 - Birth certificate or an extract from the register of births at the registry office,
 - a current biometric photo in passport format (45 mm x 35 mm), in portrait format and without a border; frontal shot, without covering the eyes and without headgear.

Please note:

In exceptional cases, for example in the case of a permanent medical indication, deviations from this may be permitted. Further exceptions are permitted for infants/toddlers.

- Further documents of the child if necessary (information from your passport authority).

In addition, you must submit the following when applying for minors:

- in the case of joint custody of parents living together:
 - ID of the custodial parent present and
 - the declaration of consent and

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- a copy of the ID of the custodial parent who is not present
- in the case of joint custody of separated parents, the parent with whom the child usually resides is entitled to apply:
 - ID of the custodial parent present and, if applicable, the declaration of consent and
- a copy of the identity card of the custodian who is not present
- in the case of only one legal guardian:
 - ID of the custodian present and
 - proof of custody

Voraussetzungen

Applications for a child passport can be made by

- Custodial parents of children if:
 - the child has German citizenship and
 - is younger than 12 years old

Further requirements:

- Your child must be present for the identity check when applying for the child's passport. If they cannot be present, the identity check must be carried out when the document is issued, otherwise the child's passport will not be issued.

Please note:

If your child's surname has not yet been determined after birth, no *****no***** children's passport can be issued. Exceptions to this are cases in which a family name is entered in the birth register, supplemented by the additional entry "Family name not proven".

Kosten

- Fee for applying for a children's passport: EUR 13.00

Please note

The fee for issuing a child's passport is doubled if

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- the passport is issued outside official office hours,
- the application is made to a passport office outside the child's main place of residence.

If you apply for your child's passport at a German embassy or consular mission abroad (e.g. as a German citizen abroad), you will have to pay a surcharge of EUR 13.00. This fee can be reduced or waived. The fee can be reduced or waived if you, as the applicant, are in need (proof required).

Verfahrensablauf

You must apply for a child's passport in person with your child at a passport office.

- You must apply for the child's passport together with your child in person and submit the required documents. Your child must always appear in person, as their identity must be checked.
- Both parents must submit the application together if they have joint custody. One parent can be represented by the other parent with a power of attorney when submitting the application.
- The application will be recorded on site by the clerk. Your child must sign if they are at least 10 years old. A signature by younger children is permitted. You may also have to complete the declaration of German citizenship.
- The children's passport is usually issued directly by the passport authority and handed over to you immediately. Otherwise, you will be notified as soon as you can collect your child's passport.
- You can then collect the child's passport from the passport office or have it collected by an authorized person. The authorized person must identify themselves to the passport authority and present an authorization to collect the passport.
- You must hand in your child's old passport when you receive the new passport.

Bearbeitungsdauer

The children's passport is usually issued directly by the passport office and handed over to you immediately. Otherwise, you will be notified as soon as you can

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	collect your child's passport.
Frist	A child's passport is valid for a maximum of 1 year, but no longer than your child's 12th birthday. Please note: It is possible to extend the validity period several times by one year at a time, up to your child's 12th birthday at the latest.
weiterführende Informationen	https://verwaltung.bund.de/leistungsverzeichnis/DE/suche?query=Reisen https://www.bmi.bund.de/DE/themen/moderne-verwaltung/ausweise-und-paesse/reisepass/reisepass-node.html https://www.bmi.bund.de/SharedDocs/downloads/DE/veroeffentlichungen/themen/moderne-verwaltung/ausweise/fotomustertafel.pdf?__blob=publicationFile&v=3 https://www.bmi.bund.de/SharedDocs/downloads/DE/veroeffentlichungen/themen/moderne-verwaltung/ausweise/maschinenlesbare-zone-paesse-ausweise.pdf;jsessionid=FA6DF3F39E7625819DF22E11880DD068.1_cid287?__blob=publicationFile&v=9 https://www.bmi.bund.de/SharedDocs/downloads/DE/veroeffentlichungen/themen/moderne-verwaltung/ausweise/personalausweis-seriennummer.pdf;jsessionid=FA6DF3F39E7625819DF22E11880DD068.1_cid287?__blob=publicationFile&v=10 https://www.bmi.bund.de/SharedDocs/faqs/DE/themen/moderne-verwaltung/reisepass/reisepass-liste.html;jsessionid=FA6DF3F39E7625819DF22E11880DD068.1_cid287#f9400960 https://www.auswaertiges-amt.de/de/ReiseUndSicherheit/reise-und-sicherheitshinweise https://verwaltung.bund.de/leistungsverzeichnis/DE/suche?query=Reisen https://www.bmi.bund.de/DE/themen/moderne-verwaltung/ausweise-und-paesse/reisepass/reisepass-node.html https://www.bmi.bund.de/SharedDocs/downloads/DE/veroeffentlichungen/themen/moderne-verwaltung/ausweise/fotomustertafel.pdf?__blob=publicationFile&v=3 https://www.bmi.bund.de/SharedDocs/downloads/DE/veroeffentlichungen/themen/moderne-verwaltung/ausweise/maschinenlesbare-zone-paesse-ausweise.pdf;jsessionid=FA6DF3F39E7625819DF22E11880DD068.1_cid287?__blob=publicationFile&v=9

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https://www.bmi.bund.de/SharedDocs/downloads/DE/veroeffentlichungen/themen/moderne-verwaltung/ausweise/personalausweis-seriennummer.pdf;jsessionid=FA6DF3F39E7625819DF22E11880DD068.1_cid287?__blob=publicationFile&v=10
https://www.bmi.bund.de/SharedDocs/faqs/DE/themen/moderne-verwaltung/reisepass/reisepass-liste.html;jsessionid=FA6DF3F39E7625819DF22E11880DD068.1_cid287#f9400960
<https://www.auswaertiges-amt.de/de/ReiseUndSicherheit/reise-und-sicherheitshinweise>
<https://verwaltung.bund.de/leistungsverzeichnis/DE/suche?query=Reisen>
<https://www.bmi.bund.de/DE/themen/moderne-verwaltung/ausweise-und-paesse/reisepass/reisepass-node.html>
https://www.bmi.bund.de/SharedDocs/downloads/DE/veroeffentlichungen/themen/moderne-verwaltung/ausweise/fotomustertafel.pdf?__blob=publicationFile&v=3
https://www.bmi.bund.de/SharedDocs/downloads/DE/veroeffentlichungen/themen/moderne-verwaltung/ausweise/maschinenlesbare-zone-paesse-ausweise.pdf;jsessionid=FA6DF3F39E7625819DF22E11880DD068.1_cid287?__blob=publicationFile&v=9
https://www.bmi.bund.de/SharedDocs/downloads/DE/veroeffentlichungen/themen/moderne-verwaltung/ausweise/personalausweis-seriennummer.pdf;jsessionid=FA6DF3F39E7625819DF22E11880DD068.1_cid287?__blob=publicationFile&v=10
https://www.bmi.bund.de/SharedDocs/faqs/DE/themen/moderne-verwaltung/reisepass/reisepass-liste.html;jsessionid=FA6DF3F39E7625819DF22E11880DD068.1_cid287#f9400960
<https://www.auswaertiges-amt.de/de/ReiseUndSicherheit/reise-und-sicherheitshinweise>
<https://verwaltung.bund.de/leistungsverzeichnis/DE/suche?query=Reisen>
<https://www.bmi.bund.de/DE/themen/moderne-verwaltung/ausweise-und-paesse/reisepass/reisepass-node.html>
https://www.bmi.bund.de/SharedDocs/downloads/DE/veroeffentlichungen/themen/moderne-verwaltung/ausweise/fotomustertafel.pdf?__blob=publicationFile&v=3
https://www.bmi.bund.de/SharedDocs/downloads/DE/veroeffentlichungen/themen/moderne-verwaltung/ausweise/maschinenlesbare-zone-paesse-ausweise.pdf;jsessionid=FA6DF3F39E7625819DF22E11880DD068.1_cid287?__blob=publicationFile&v=9

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https://www.bmi.bund.de/SharedDocs/faqs/DE/themen/moderne-verwaltung/reisepass/reisepass-liste.html;jsessionid=FA6DF3F39E7625819DF22E11880DD068.1_cid287#f9400960
<https://www.auswaertiges-amt.de/de/ReiseUndSicherheit/reise-und-sicherheitshinweise>

Hinweise

The child's passport does not contain an electronic storage medium (chip). However, some countries - e.g. the USA - can only be entered without a visa if the passport contains a chip; a normal passport is required for the child to enter these countries without a visa.

If entry is to be made with a child's passport, a visa is also required.

Rechtsbehelf

- Opposition
- Action for annulment

Kurztext

Issuing a child's passport

- If the child is traveling abroad, an identity document for the child is required, such as
 - children's passport,
 - identity card or,
 - depending on the destination country, a regular passport
 - a new children's passport can be issued on application:
 - when applying for the first time,
 - if the validity of the old children's passport has expired,
 - if the child's passport has been stolen or lost,
 - if the child's name has changed or
 - if entries - with the exception of the details of place of residence or height - are incorrect or missing.
 - Applications can be made:

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- Custodial parents if the child has German citizenship and is younger than 12 years old
- the child must also be present in person when applying for a child's passport
- If the child's passport is applied for at a passport authority in another location in Germany or abroad, the fee increases (surcharge)
- Information from: Passport office (Citizens' Registration Office, Residents' Registration Office, Town Hall)
- Application via: The application for a child's passport must be made in person at the passport authority
- Responsible: Passport authority, e.g. citizens' registration office, residents' registration office, town hall at the child's main place of residence

Ansprechpunkt

Please contact your passport office.

Zuständige Stelle

In Germany, the competent authority is: the passport authority in whose district your child is registered; in the case of several residences, the authority where the main residence is registered.

Abroad, the competent authority is the Federal Foreign Office and its designated diplomatic missions abroad in whose district your child usually resides.

Your passport application must also be processed by a passport authority that is not locally responsible if you can provide an important reason for this.

Formulare

- Forms: no
- Online procedure possible: no
- Written form required: yes
- Personal appearance required: yes

Ursprungsportal

Out of force - apply for a child passport, Außer Kraft - Kinderreisepass beantragen