

Checklist for applying for a passport or identity card

Note: This checklist does not replace our detailed application instructions on our website. It is only intended to be a guideline.

Please bring the following with you to the appointment:	
<input type="checkbox"/>	A completed application form
<input type="checkbox"/>	A biometric passport photo 35x45 mm that is not older than 3 months
<input type="checkbox"/>	Your original birth certificate*
<input type="checkbox"/>	Your current identity card/passport (In case of loss/theft the police report of loss)
<input type="checkbox"/>	If applicable, confirmation of deregistration of your last place of residence in Germany (if your passport still shows a German place of residence or if you have been registered in Germany again since the last passport was issued)**
<input type="checkbox"/>	Belgian proof of residence (issued by the Commune, not older than three months)
<input type="checkbox"/>	If applicable, your original marriage certificate* (and divorce decree if applicable)
<input type="checkbox"/>	If applicable, confirmation of the name under German law, (e.g. in case of birth abroad or change after marriage)
<input type="checkbox"/>	If applicable, doctoral certificate with date of birth (if doctorate is to be entered)
<input type="checkbox"/>	If applicable, naturalisation certificate , certificate of acquisition of German citizenship by declaration
<input type="checkbox"/>	If necessary, a retention permit from a German citizenship authority
<input type="checkbox"/>	If applicable, a certificate of acquisition of a foreign nationality or a travel or identity document issued by another country

* Belgian electronic documents can only be verified for 3 months! Please bear this in mind when submitting your application.

** If the confirmation of deregistration is not presented at the appointment, a non-jurisdiction fee will be automatically charged

Applicants under the age of 18 also require:

<input type="checkbox"/>	Personal appearance of the minor(s) and all legal guardians, alternatively the notarised declaration of consent
<input type="checkbox"/>	Current passport/identity card of the legal guardian
<input type="checkbox"/>	Marriage certificate (German), or proof of name in the marriage , or acknowledgement of paternity
<input type="checkbox"/>	If applicable, citizenship certificates or naturalisation certificates of the parents
<input type="checkbox"/>	If applicable, in the case of sole custody of one parent: the Belgian custody decision or the death certificate of the deceased parent

In individual cases, the documents listed above may not be sufficient. Additional documents must be submitted before the new document can be received.