



## Passport/ID card applications for persons under the age of 18

**All of the following documents are required in original and one photocopy per document:**

- Application form** (available for download on our website, to be completed in capital letters and with the child's details)
- Child's current passport / ID card**, if applicable
- Child's full, unabridged birth certificate** (including name and particulars of parents)
- Valid passports/ identity cards** of both parents
- Parents' marriage certificate**, if applicable
- If parents are **not married**, please provide birth certificate of mother
- Child's German naturalisation certificate or parent's naturalisation certificate**, if applicable
- If the child or one of the parents has completed a name declaration, please bring the **certificate of name declaration**
- De-registration form** ('Abmeldebestätigung') from last local authority (only applicable if the last place of residence was in Germany or if a German place of residence is shown in the passport)
- Recent proof of address** of parent in the UK (e.g. council tax/ utility bill or bank statement)
- Two recent, identical, passport photos with a bright background. Biometric photos are required for children aged 6 years and over. Please refer to separate information sheet or website for photo requirements
- Special delivery envelope** (self-addressed and pre-paid up to 500g - obtainable at any post office)

### General Information

- Passport applications are processed by appointment only. Appointments can be made online via our booking system: <https://uk.diplo.de/uk-en/02/pass>
- One appointment is required per applicant
- The child and his / her parents / legal guardians must **all come to the Embassy in person** in order to apply for a passport. Should one parent / legal guardian be unable to attend the appointment in person, a completed and certified declaration of consent will need to be provided. The consent form is available for download on our website.  
(Further information on certifications in the UK and abroad can also be found on our website).  
In the event that one parent has sole custody of the child, legal custody documentation (custody order from German Family Court / British court order / "Negativbescheinigung" from German Youth Welfare Office) will need to be provided

- Parents with upcoming travel requirements can keep their child's valid passport / ID card while the new documents are being processed. As soon as the new passport / ID card has been processed, parents will receive an email notification from the Embassy requesting the return, by post, of their child's valid passport and /or ID card. These will be invalidated and returned to the parents together with their child's new passport and/or ID card
- A certified translation will need to be provided should documentation / certificates be in any language other than German, English or French
- Current consular fees can be found on our website: <https://uk.diplo.de/uk-en>  
Fees can only be paid with a debit / credit card (MasterCard or Visa)

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### Name Declaration

In certain cases, a certificate of name declaration would need to be obtained for a child before he / she could apply for a passport. Please refer to our website for further information: <https://uk.diplo.de/uk-en/02/naming-law/child>. Please do not book an appointment for a passport if you are required to obtain a certificate of name declaration for your child. In this case, we would kindly ask you to contact our German naming department via the contact form on our website

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### Applying with Honorary Consuls

Applications can also be processed with the following honorary consuls:  
Barrow upon Humber, Bristol, Cardiff, Leeds, Liverpool, Londonderry/Derry, Manchester, Plymouth and Southampton (for applicants living within London's consular district); or Aberdeen and Newcastle (for those living within Edinburgh's consular district)  
Further information and contact details can be found on our website  
<https://uk.diplo.de/uk-en>



Hyde Park Corner, Knightsbridge – [Piccadilly Line](#)  
Victoria Station – [Victoria Line](#)  
Sloane Square – [District Line](#) und [Circle Line](#)

**Contact**  
Telephone 020 7824 1426  
E-Mail Contact form on our website

**Telefon hours**  
Mo – Thur 11.00 - 12.00 and 13.00 - 14.00  
Fr 11.00 - 12.00

**This information sheet provides information for most routine cases presented to the German Missions in the United Kingdom. Due to the complexity of the German passport law and the multitude of conceivable case scenarios, each individual case may have to be treated differently and further documents may be requested**