

# Identification and passport documents

## Important note: Change in the application process for identity documents for children and young people

Please check the validity of your identity card or passport - especially in view of the upcoming holidays - and apply for a new identity document for you and your children in good time. The processing of identity cards currently takes approx. 2-3 weeks, for passports the processing time is approx. 4-6 weeks.

Due to the direct electronic processing of identity card and passport documents, it is absolutely essential that every applicant applies for their documents in person!

Children also require their own identity document when travelling outside Germany. It has no longer been possible to apply for or renew/update children's passports since 01.01.2024. Alternatively, an identity card or passport can be issued for children - these documents are issued by the Federal Printing Office and no longer directly on site by the Citizens' Office. Please therefore note the processing times mentioned above. Please also remember to submit a current, biometric passport photo with your application.

**You will find all further information under the following points:**

### Identification and passport documents

Since November 1, 2010, the new ID card has been issued. It has the convenient size of a credit card, and all data printed on the card is also stored digitally. Additionally, the passport photo and, on request of the holder,

also the fingerprints are stored digitally. The new ID card also offers new functions and numerous possibilities of use in the online world.

## **Further information on the ID card and its functions**

[www.personalausweisportal.de](http://www.personalausweisportal.de)

### General information about the ID card

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When traveling within the European Union, German citizens only have to carry their ID card with them. For all other countries, travel agencies or the embassy of the relevant country provide information on whether travelers need to carry a passport.

### Issuance of ID card

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The application for the issuance of an ID card is filed by a registry office staff member. It is therefore necessary to appear at the Citizens Advice Bureau in person.

For applicants younger than 16 years, the application has to be filed together with a legal guardian. In such case it is obligatory to submit the Statement of Consent filled in and signed by the other parent. The other legal representative's documents may be handed in later, or submitted directly when filing the application.

### The following documents have to be submitted:

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- a (long form) birth certificate or marriage certificate (incl. translation, if applicable)
- 1 up-to-date biometric photo (not older than 1 year)
- the current ID card or passport, child passport

The application is sent to the Bundesdruckerei (Federal Printing Office) in Berlin, where the ID card is manufactured. **The processing period for an ID card generally is 2-3 weeks.**

Please note the following information for the collection of the ID card:

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- it is obligatory to submit the old ID document
- if it is not possible to collect the ID card personally, the person collecting the ID card has to submit the signed Authorization Letter to Collect Documents below
- the person authorized has to prove his/her identity by submitting a valid ID card or passport

## Fees

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First-time issuance prior to 24th year of life (valid for 6 years) 22.80 EUR

First-time issuance as of 24th year of life (valid for 10 years) 28.80 EUR

Temporary ID card 10.00 EUR

First-time activation, each deactivation of the online ID card function free

Subsequent activation of the online ID card function 6.00 EUR

Changing the PIN at the Citizens Advice Bureau (e.g. forgot the PIN) 6.00 EUR

Adapting the address information after change of residence free

Blocking the online ID card function in case of loss free

Unblocking the online ID card function 6.00 EUR

## Passport

### General information on passports

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For travels within the European Union, an ID card suffices for German citizens. Information on passport requirements for other countries can be requested at the foreign office (Auswärtiges Amt), your travel agency or the embassy of the relevant country.

## Issue of a passport

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The original application form for the issue of a passport is filled in with the assistance of a Citizens Advice Bureau employee.

Presence in person is required since the application form has to be signed personally. For minors, the applicant has to file the application with assistance of a person entitled to custody.

The following has to be submitted:

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- a certificate of birth, descent or marriage, or the family register
- 1 current biometric photo
- the old ID card or passport, child ID card/passport

The application is sent to the Federal Printing Office in Berlin where the passport is manufactured.

A processing period of 4 - 6 weeks for a passport has to be expected.

## Fee

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A passport costs 70.00 EUR.

## Express Passport

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It is also possible to apply for an Express Passport which is manufactured within 3 days by the Federal Printing Office.

Fee: 32.00 EUR

## 48-page passport

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For persons traveling a lot and therefore requiring more than the normal amount of pages, there is a 48-page passport.

Fee: 22.00 EUR

## Child passport

The children's passport will be abolished on January 1, 2024.

Children's passports can therefore no longer be reissued, extended or updated from January 1, 2024. Children's passports that have already been issued can be used until the end of their validity.

Alternatively, an identity card or passport can be issued for children. Identity cards and passports are valid for six years for persons under the age of 24. However, the Federal Ministry of the Interior points out that infants and very young children in particular change so much within these six years that identification with the original ID document is sometimes no longer possible even before the expiry date is reached. The ID document then becomes invalid prematurely. In this case, please apply for a new identity card or passport for your child in good time before you travel (source: Federal Ministry of the Interior). Further information can also be found on the website of the [Federal Ministry of the Interior](#).

## eID card

Citizens of the European Union as well as citizens of a member state of the European Economic Area can apply for an eID card at the corresponding community authorities.

For citizens of a member state of the European Union or a contracting member state of the European Economic Area Agreement who are not German citizens according to Art. 116 Sec. 1 Basic Law, a card with electronic identification function (eID card) will be issued on application.

**The eID card is neither an identification document nor a passport but enables electronic identification for eGovernment services with highest level of confidence.**

Additionally it can be used for an on-the-spot data readout without media disruption to exchange form data in the presence of the parties involved.

Since the eID card is **exclusively meant for online use** but not

as identification document or passport, it does not bear information like photograph, signature, body height or color of eyes. Particular information (e.g. address or citizenship) is only stored on the electronic storage media (chip).

## Issuance of an eID card

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The application for issuance of an eID card is prepared by an officer of the Citizens Advice Bureau. It is therefore necessary to visit the Citizens Advice Bureau in person.

The eID card can only be issued for persons as of 16 years of age and has a validity period of 10 years.

## Please submit

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- approved and valid foreign passport or ID card
- For persons not subject to registration in Germany:  
evidence of place of residence or address

The application will be sent to the Bundesdruckerei (Federal Printing Office) in Berlin where the eID card will be manufactured. The processing time for an eID card is approx. 2-3 weeks.

## Fees

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- Fee for the issuance of an eID card: 37.00 EUR
- For sending the PIN letter to a foreign address:  
reimbursement of corresponding costs

## Contact

**Town of Herzogenaurach**  
Citizens Advice Bureau

Marktplatz 11  
91074 Herzogenaurach

**Phone** +49 (0) 9132 / 901-176

**E-Mail** [buergerbuero@herzogenaurach.de](mailto:buergerbuero@herzogenaurach.de)

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## Links

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[Department for Foreign Affairs](#)

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[Identity Card Portal](#)

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## Downloads

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[Letter of attorney](#)

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[Declaration of consent](#)

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