

# Identification and passport documents

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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 60.00 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

## First issue

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The application for the issue or extension of a child passport has to be filed at the Citizens Advice Bureau. Children of 10 years or older have to sign personally.

Please bring the following documents for the application:

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- Certificate of birth
- current biometric photo
- fee: 13.00 EUR

## Extension

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An extension of the validity of a child passport is only possible if the extension is effected prior to the expiration of the validity. An extension of the validity after its expiration is inadmissible.

Please bring the following documents for the application for extension:

- Child passport and certificate of birth
- current biometric photo
- Children of 10 years or older have to sign personally
- fee: 6.00 EUR

For the first issue as well as for the extension of a child passport, the presence of the child (irrespective of the age of the child) as well as of a legal representative is required.

## Validity

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With its first issue, a child passport is valid for 6 years, however, validity terminates on the child's 12th birthday in any case.

After the 12th birthday, only a passport and/or ID card can be issued.

## Acceptance

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Generally, child passports suffice as proof of identity for entering EU countries. Information on the entry requirements of other countries is available on request or under [www.auswaertiges-amt.de](http://www.auswaertiges-amt.de).

## Contact

### **Town of Herzogenaurach**

Citizens Advice Bureau

Wiesengrund 1

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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## Downloads

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[Letter of attorney](#)

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[Declaration of consent](#)

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