



## Fact sheet Passport Application Adults Passport, Identity Card, Temporary Passport

### What to bring to your appointment:

- **Application form (completed, signed and printed)**
- **A recent passport photo adhering to German biometric standards (uncut)**
- Photo booth available at the consulate, a fee of 8 euro in coins is charged

### Documents to be provided in original form or as legalised copy: (All original documents will be returned to you after processing)

- **Current passport/ temporary passport/ identity card**  
If your passport was lost or stolen, please provide a police report  
If you hold more than one nationality, please provide all passports if available
- **Confirmation of deregistration at your most recent German address**  
Only necessary if your last place of residence was in Germany or if a German place of residence is still recorded in your current passport
- **Confirmation of registration in the Netherlands (not older than 6 months) (uittreksel Basisregistratie Persoon BRP)**  
Only necessary at first application in the Netherlands or after change of address in the Netherlands
- **Birth certificate in German, Dutch or international form**  
Alternatively German marriage certificate / German family book
  - If your name has changed following marriage, divorce or adoption:  
**Marriage certificate with notation of the name change**  
**Extract of Family book with notation of the use of name**  
**Name declaration issued by the relevant German authority**

### In addition, if applicable:

- Certificate of naturalisation („Einbürgerungsurkunde“)
- Certificate of Nationality if another nationality has been acquired (e.g. Dutch nationality)
- Proof of retention of German citizenship (after acquiring another nationality in addition to the German one)
- Applicable when of Turkish decent:  
Full extract from the Turkish personal register:  
tam vukuatli Nüfus Kayit Örneği – düşünceler bölümü ile, vatandaşlık ile bütün bilgiler
- If you wish to have your doctoral degree entered in the passport: PhD certificate with name, DOB and place of birth, unless the title is already present in the current document

**Depending on your particular case you may be asked to provide further documents in addition to the above**

## General information:

- **Please book your appointment online on [www.amsterdam.diplo.de](http://www.amsterdam.diplo.de)**

**Applying for a passport or ID card at the consulate is only possible with an appointment. Please book a separate appointment for each applicant and each document.**

**If you are applying for a passport for the first time, please read our leaflet regarding naming law carefully beforehand.**

- **Extending** the validity of a current passport or ID card is **no longer possible**
- Applications have to be made **in person** at the Consulate in Amsterdam. Applications received via email or post cannot be processed
- If you want to change your name following marriage, registration of civil partnership or divorce, please confirm beforehand if a **name declaration** or the **recognition of the divorce order** needs to be provided. Please see the leaflet regarding **married name/ civil partnership name**
- Documents can be presented in German or international form, and as legalized copy or apostille.

For passport applications, it is sufficient to present necessary documents in English, French or Dutch or as certified translations into one of those languages or German.

**Please be aware that only complete applications will be accepted.**

## Fees & important information:

**Fees have to be paid upon application. Please see the leaflet regarding fees for details.**

Payment is only possible either in **cash** or with **credit card** (Master Card or Visa).

**Payment with EC card is not possible.**

Identity cards and temporary passports are not being accepted for entry by all countries. For entry requirements of specific countries please check the homepage of the German Foreign Ministry on [www.diplo.de](http://www.diplo.de) (information subject to change).

**If you have further questions please contact us in advance of your appointment on:**  
[info@amsterdam.diplo.de](mailto:info@amsterdam.diplo.de)

German Consulate - Honthorststraat 36-38 - 1071 DG Amsterdam

How to reach us:

from Amsterdam Centraal Station: tram 2 and 5 stop Rijksmuseum

from Amsterdam ZUID: tram 5 stop Rijksmuseum

Parking is available below the Albert Heijn beside the Stedelijk museum

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