

99085001012003

Passport - applying for the first time for the child

Heruntergeladen am 19.07.2025

<https://fimportal.de/xzufi-services/164-99085001012003/L100022>

Modul	Sachverhalt
Leistungsschlüssel	99085001012003
Leistungsbezeichnung I	Passport - applying for the first time for the child
Leistungsbezeichnung II	Passport - applying for the first time for the child
Typisierung	2/3 - Bund: Regelung (2 oder 3), Land/Kommune: Vollzug
Quellredaktion	Baden-Württemberg
Freigabestatus Katalog	unbestimmter Freigabestatus
Freigabestatus Bibliothek	unbestimmter Freigabestatus
Begriffe im Kontext	
Leistungstyp	
Leistungsgruppierung	
Verrichtungskennung	
SDG-Informationsbereich	
Lagen Portalverbund	
Einheitlicher	

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Ansprechpartner	
Fachlich freigegeben am	
Fachlich freigegen durch	
Handlungsgrundlage	<p>Passgesetz (PassG)</p> <ul style="list-style-type: none"> • § 4 Passmuster • § 5 Gültigkeitsdauer • § 6 Ausstellung eines Passes • § 19 Zuständigkeit <p>Passverordnung (PassV)</p> <ul style="list-style-type: none"> • § 1 Muster für den Reisepass • § 15 Gebühren
Teaser	<p>Children need an identity document when travelling abroad. There are various options for children with German citizenship. Depending on the destination, these are</p>
Volltext	<p>Children need an identity document when travelling abroad. There are various options for children with German citizenship. Depending on the destination, these are</p> <ul style="list-style-type: none"> • Passport • Identity card as a substitute for a passport <p>Please note: For some destinations, a passport is required for the child. This is the case, for example, for South East Asia and for visa-free entry to the USA. However, children can also enter many countries with an identity card or, if applicable, a child's passport, as long as it is still valid. This applies in particular to the countries of the European Union (EU). You can find travel and safety information for all countries on the website of the Federal Foreign Office. Under "Entry requirements for German nationals" you can find out for which countries a passport is required or an identity card is sufficient.</p> <p>Passports can be issued to children from birth and are</p>

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valid for six years for those under 24 years of age.

In the following cases, a passport is invalid before the expiry date:

- if it does not allow the child's identity to be established properly because the photograph in the document differs greatly from the child's face. The point in time must be assessed in each individual case.
- if it has been altered.
- if entries are missing or incorrect with the exception of the place of residence.

Tip: In urgent cases, you can apply for a passport using the express procedure. If you need a travel document for your child until the new (express) passport is issued, you can apply for a temporary passport. The temporary passport is valid for a maximum of one year. You must return it when you receive the new passport.

Erforderliche Unterlagen

- Identity card, passport or birth certificate of the child, if applicable
- a current biometric photo in passport format 35 x 45 mm.
- further documents if necessary: if both custodial parents submit the application: Parents' identity cards or passports. If only one parent with custody is making the application: additionally written declaration of consent from the other custodial parent Copy of the identity card or passport of the other legal guardian for a custodial parent with sole custody: additionally Declaration of custody or, if none is available, a written declaration of sole custody. Some municipalities require negative certificates in this regard. If applicable, legally binding divorce decree with custody order or subsequent order of the family court regarding sole custody or provisional custody order of the local court (if both parents live in Germany). in the case of guardianship: additionally Certificate of appointment as guardian

Note:

The biometric photographs must comply with the

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relevant formal requirements. The sample photo table for identity documents provides assistance in this regard.

Please note:

- Further documents may be required for the first issue (in some municipalities also for the first issue after immigration), such as civil status certificates.
- When applying for the first time for a child born abroad, the original birth certificate and the German translation must be submitted.
- When applying for a passport at a passport authority in Germany (non-competent authority), further documents may need to be submitted.

Tip: Enquire in advance at the passport authority about the documents required in your individual case.

Voraussetzungen

Your child has German citizenship.

Kosten

- a passport for children with 32/48 pages: EUR 37.50/EUR 59.50
- a passport for children using the express procedure: an additional EUR 32.00 each

Note: The fees are doubled if

- the authority has to issue the passport outside office hours or
- You apply for the passport to be issued by a passport authority that is not locally competent, such as the municipality of a secondary residence.

Verfahrensablauf

You must apply for your child's passport in person at the passport office of the child's main place of residence.

In the case of children and young people under the age of 18, both parents must submit the application if they have joint parental responsibility. One parent can be represented by the other with a power of attorney when submitting the application.

The child must always appear in person, as their

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identity must be verified. They must also sign if they are 10 years or older at the time of the passport application. It is also permissible for younger children to sign.

Children under the age of 6 are not fingerprinted. If a travel document without fingerprints is expressly requested for children after the age of 6 up to the age of 12, only a provisional passport can be issued.

Please note: If an index finger is missing, the quality of the fingerprint is insufficient or the fingertip is damaged, another fingerprint will be taken instead. Fingerprints are only not taken if they cannot be taken for permanent medical reasons.

Depending on the municipality, you will be notified as soon as you can collect your passport. You can also authorise someone in writing to collect your passport. The administration's notification card usually already contains a form for this. The authorised person must present the power of attorney and their own ID when collecting the passport.

Bearbeitungsdauer

It can take up to eight weeks from the date of application before your child's passport can be collected from the passport office. It is recommended that you apply for your child's passport in good time before travelling. If you need your child's passport more quickly, you can also apply for it using the express procedure. A surcharge is added to the fee for this. If the express application is received on time, it will usually be ready for collection from the passport office on the following third working day (Monday to Friday, excluding public holidays).

Frist

The period of validity depends on the age of the passport holder. For persons under the age of 24, the period of validity is six years. It is not possible to extend the period of validity of the passport.

weiterführende Informationen

Hinweise

- You must report the loss or theft of your child's passport in person at a passport office or police station

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	<p>as soon as possible. Details can be found in the service "Passport - apply for replacement due to loss".</p> <ul style="list-style-type: none"> • You must also report the recovery of your child's passport in person at a passport office.
Rechtsbehelf	<ul style="list-style-type: none"> • Opposition • Action for annulment • Compulsory action
Kurztext	
Ansprechpunkt	
Zuständige Stelle	
Formulare	
Ursprungsportal	