

99085001012000

# Reisepass Ausstellung

Heruntergeladen am 08.06.2025

<https://fimportal.de/xzufi-services/S1000030000255721/S100003>

Modul	Sachverhalt
Leistungsschlüssel	99085001012000
Leistungsbezeichnung I	Reisepass Ausstellung
Leistungsbezeichnung II	Apply for a passport / Bremerhaven
Typisierung	2/3 - Bund: Regelung (2 oder 3), Land/Kommune: Vollzug
Quellredaktion	Bremen
Freigabestatus Katalog	unbestimmter Freigabestatus
Freigabestatus Bibliothek	unbestimmter Freigabestatus
Begriffe im Kontext	Brhv
Leistungstyp	
Leistungsgruppierung	
Verrichtungskennung	
SDG-Informationsbereich	
Lagen Portalverbund	Auslandsaufenthalt (1120200), Ausweise (1070100)
Einheitlicher Ansprechpartner	
Fachlich freigegeben am	28.05.2025

## Modul

## Sachverhalt

### Fachlich freigegeben durch

#### Handlungsgrundlage

[https://www.gesetze-im-internet.de/pa\\_g\\_1986/\\_6.htm](https://www.gesetze-im-internet.de/pa_g_1986/_6.htm)  
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[https://www.gesetze-im-internet.de/passv\\_2007/\\_15.html](https://www.gesetze-im-internet.de/passv_2007/_15.html)  
[https://www.gesetze-im-internet.de/passv\\_2007/\\_1.html](https://www.gesetze-im-internet.de/passv_2007/_1.html)  
[https://www.gesetze-im-internet.de/passv\\_2007/\\_5.html](https://www.gesetze-im-internet.de/passv_2007/_5.html)

#### Teaser

German citizens must carry a passport with them and show it on request when leaving or re-entering the Federal Republic of Germany. However, the holder of a valid German passport also fulfills his or her statutory identification requirements within Germany. In this respect, the passport replaces the identity card, although, unlike the latter, it does not contain the holder's address. The identity card, on the other hand, is only sufficient for domestic travel, but generally not for entry into other countries - exceptions exist in particular for travel within the European Union (EU).

#### Volltext

The validity period of the passport depends on the age of the passport holder. Before the age of 24, the passport is valid for six years, after the age of 24 for ten years. A temporary passport is valid for a maximum of one year. The application is only possible with an agreed appointment.

Note: The passport cannot be extended after the expiry date. If the passport has become invalid due to expiry or in any other way, you must apply for a new one if necessary.

A passport or temporary passport is invalid even before the expiry date if it does not allow the holder's identity to be established properly or has been altered, or if entries are missing or, with the exception of the details of the place of residence, are incorrect.

Passports are generally issued with 32 pages. For an additional fee, you can obtain a passport with 48 pages (for frequent travelers with additional pages for visa entries).

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Note: Passports are produced centrally by the Bundesdruckerei in Berlin. Temporary passports are produced by the passport authority. It is not possible to change personal data (e.g. name after marriage) in the passport. In these cases, a new passport must be applied for if necessary.

Please note when traveling to the USA and Canada:

In addition to a regular (machine-readable bordeaux red) passport, German nationals must also be in possession of an electronic entry permit for visa-free entry into the USA or Canada, which can be applied for via the electronic travel authorization systems of the USA or Canada.

## Erforderliche Unterlagen

- Proof of identity

e.g. old or invalid identity card, valid passport or birth certificate for young children who do not yet have a passport or identity card.

- When applying for the first time or changing your name

Extract from the family register

- 1 biometric passport photo (not older than 6 months)
  - Important information about passport photos! From 01.05.2025, passport photos can only be processed digitally. Photos in paper form will then no longer be accepted.

You can have a photo taken by the photographer, who will send it to us online via a cloud. Alternatively, you can use chargeable terminals in the citizens' offices. The digital photo is available to us directly (from May 2025).

- for children under 18 years
  - the completed form "Declaration of consent for passport" signed by the parents or legal guardians as well as their identity documents (also in copy).

Modul	Sachverhalt
	<ul style="list-style-type: none"> <li>• If applicable, proof of custody if there is only one parent or legal guardian</li> </ul>
Voraussetzungen	<ul style="list-style-type: none"> <li>• 1 photograph that must meet biometric requirements (e.g. frontal photograph/recommended not older than 6 months)</li> <li>• Proof of identity (e.g. passport, old or invalid passport)</li> <li>• Fingerprint capture from the age of 6</li> <li>• When moving to Bremerhaven, a marriage/birth certificate must always be presented if no identity document was previously issued in Bremerhaven. No data will be transferred from the old ID document without verification. Copies of documents can also be submitted.</li> </ul> <p>Please note:</p> <ul style="list-style-type: none"> <li>• There must be no grounds for refusing a passport, such as the assumption that you wish to avoid criminal prosecution, enforcement of a sentence or a statutory maintenance obligation by leaving the country.</li> </ul>
Kosten	<p>Gebühr: 70€ for persons over 24 years</p> <p>Gebühr: 37,50€ for persons up to 24 years</p> <p>Gebühr: 32€ additionally with Express (approx. 3-4 days)</p> <p>Gebühr: 22€ Additionally for the 48-page pass.</p> <p>Gebühr: 6€ If no photo is sent by the photographer.</p>
Verfahrensablauf	<ul style="list-style-type: none"> <li>• Fingerprint capture from the age of 6</li> <li>• The passport can only be applied for in person. The children must also be present.</li> <li>• If all the necessary documents are available, children under the age of 18 can only apply for a passport with one parent. The completed "Declaration of consent for passport" form signed by the parents or legal guardians and their identity documents (including copies) must then be presented by the other parent.</li> </ul>

## Modul

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- A representative can be appointed to collect the passport. To do this, the authorized representative must identify themselves accordingly and bring a power of attorney as well as the identity card or passport of the person granting the power of attorney.
- In principle, passports can only be collected (even without an appointment) from the Bürgerbüro Mitte.
- A processing time of 4 to 6 weeks is to be expected.

### Dispatch of requested passports

- The requested document can be delivered by post to the sole or main residence under registration law in Germany. Delivery by the postal delivery service may only be made personally to the applicant. Upon delivery, a second photo ID from a public authority or a public body that allows the identity of the applicant to be established (e.g. driving license, health insurance card) must be presented. Delivery can be made from the age of 18. Delivery costs 15 euros.

### Bearbeitungsdauer

A processing time of 4 to 6 weeks is to be expected.

### Frist

Application deadline: 4 to 6 weeks.

### weiterführende Informationen

<https://buergerservice.bremen.de/sixcms/media.php/9/Fotomustertafel.pdf>

### Hinweise

Validity:

- For persons under 24 years of age: 6 years
- For persons aged 24 and over: 10 years
- Children over the age of 10 must sign.
- You can find out whether you need a passport for your destination from the embassy of the country of entry or on the homepage of the Federal Foreign Office by entering your destination country and clicking on "Entry and customs". Citizens' offices are not allowed to advise you on this.

## Rechtsbehelf

## Kurztext

Modul	Sachverhalt
Ansprechpunkt	
Zuständige Stelle	
Formulare	<a href="https://buergerservice.bremen.de/sixcms/media.php/5/ePass_Einverstaendniserklaerung_form.pdf">https://buergerservice.bremen.de/sixcms/media.php/5/ePass_Einverstaendniserklaerung_form.pdf</a> <a href="https://buergerservice.bremen.de/sixcms/media.php/5/ePass_Einverstaendniserklaerung_form.1020287.pdf">https://buergerservice.bremen.de/sixcms/media.php/5/ePass_Einverstaendniserklaerung_form.1020287.pdf</a> <a href="https://www.bremerhaven.de/buergerservice/aemter-einrichtungen/stadtverwaltung/buerger-und-ordnungsamt/online-terminbuchung.55483.html">https://www.bremerhaven.de/buergerservice/aemter-einrichtungen/stadtverwaltung/buerger-und-ordnungsamt/online-terminbuchung.55483.html</a> <a href="https://www.bremerhaven.de/buergerservice/aemter-einrichtungen/stadtverwaltung/buerger-und-ordnungsamt/online-terminbuchung.55483.html">https://www.bremerhaven.de/buergerservice/aemter-einrichtungen/stadtverwaltung/buerger-und-ordnungsamt/online-terminbuchung.55483.html</a> <a href="https://buergerservice.bremen.de/sixcms/media.php/5/Vollmacht%20f%C3%BCr%20mind.%20Kinder%20PA%20und%20RP.pdf">https://buergerservice.bremen.de/sixcms/media.php/5/Vollmacht%20f%C3%BCr%20mind.%20Kinder%20PA%20und%20RP.pdf</a> <a href="https://buergerservice.bremen.de/sixcms/media.php/5/Vollmacht%20f%C3%BCr%20mind.%20Kinder%20PA%20und%20RP.647979.pdf">https://buergerservice.bremen.de/sixcms/media.php/5/Vollmacht%20f%C3%BCr%20mind.%20Kinder%20PA%20und%20RP.647979.pdf</a>
Ursprungsportal	Bremerhaven.de, Bremerhaven.de