



## PASSPORT FOR CHILDREN UNDER 18 Document Checklist and Application Forms

This document checklist is one of the forms that you need to submit together with your application. **Also retain a copy for your file.**

**If any of the required documents listed below are missing, your entire application will be sent back to you for completion.**

To ensure a complete application, gather the documents in order of the checklist and check  each item. When done, send this application to the Embassy via DHL. Ensure that you also attach the specified DHL envelope for sending back your new passport. Note the DHL tracking numbers to track the delivery of your documents on the DHL website.

### **IMPORTANT INFORMATION**

**Processing time:** **12 weeks** or more. You will only receive a confirmation letter after your application has been forwarded to Nairobi. All inquiries on the status of the application should be sent per email to [immigration@kenyaembassyberlin.de](mailto:immigration@kenyaembassyberlin.de)

**Fee:** 60 Euros for an A-Series passport **that will be valid only until 31 August 2019.** All Kenyans must apply for e-passports before this date.

**Recommender:** A Kenyan passport or ID holder **who is not related to you** has to recommend your child's application on the required field and avail copies of his/her Kenyan passport/ID as specified on the requirements section below. The Kenyan recommender can be based anywhere in the world.

**Format:** All documents forwarded must be submitted in **A4-size paper** in **TWO SETS**. Each set has to follow the sequence listed below.

The Application documents are attached after the photo guidelines. **Ensure that you fill in all highlighted areas on the passport application form. If information on one parent is unavailable on the birth certificate, leave that parents' section blank.**

<b><u>SET 1</u></b>	<b><u>SET 2</u></b>
<input type="checkbox"/> An original duly filled Parental Consent Form →	<input type="checkbox"/> A photocopy of the Parental Consent Form
<input type="checkbox"/> An original duly filled Application Form 19 (all 4 pages) filled in the English or Kiswahili language in <b>BLOCK LETTERS</b> . Ensure that you fill in all the <b>highlighted</b> areas of Sections 1 – 8 of the application form attached below. The last page ( <b>FOR OFFICIAL USE ONLY</b> ) should be sent blank. →	<input type="checkbox"/> <b>Photocopy</b> of Application Form 19 (all 4 pages) as already specified.
<input type="checkbox"/> <b>For passport replacement:</b> A photocopy of pages 29-32 or 46-48 or 62-64 <b>and the photo page</b> of child's passport <b>and of</b> the Kenyan parent's and recommender's passport or ID ( <b>ID front and back</b> ). → <input type="checkbox"/> <b>For a first passport:</b> a photocopy of pages 29-32 or 45-48 or 62-64 <b>and the photo page</b> of the parents' and recommender's passport or ID ( <b>ID front and back</b> ). →	<input type="checkbox"/> <b>For passport replacement:</b> a photocopy of the passport pages or ID already specified. <input type="checkbox"/> <b>For a first passport:</b> A photocopy of the passport pages or ID already specified.
<input type="checkbox"/> A photocopy of the <b>front and back</b> of the Kenyan parents' original birth certificate with which the parent's first passport was issued in Kenya. It bears the official Immigration stamp. →	<input type="checkbox"/> A photocopy of the <b>front and back</b> of the Kenyan parents' original birth certificate as specified.
<input type="checkbox"/> <b>For children born abroad:</b> A <b>Certified</b> International Birth Certificate (front and back) <b>issued and certified by the Birth Registry</b> , which bears the English language. → <input type="checkbox"/> <b>For children born in Kenya:</b> A photocopy of the <b>front and back</b> of the original birth certificate with which the first passport was issued in Kenya. It bears the official Immigration stamp. →	<input type="checkbox"/> <b>For children born abroad:</b> A photocopy of the certified International Birth Certificate. <input type="checkbox"/> <b>For children born in Kenya:</b> A photocopy of the <b>front and back</b> of the original birth certificate already specified.
<input type="checkbox"/> <b>For children who are dual nationals:</b> A photocopy of the official pages of the passport of the other nationality. → <input type="checkbox"/> <b>If the application is for a child who is not a dual national but is over 6 months old:</b> You will need to provide a comprehensive Residence Registration of the child indicating its nationality, which can be obtained at your local registry office <b>AND</b> an official English translation of the same. <b>Also write an official letter explaining the late application.</b>	<input type="checkbox"/> <b>A photocopy</b> of the passport of the other nationality. <input type="checkbox"/> <b>A photocopy</b> of the comprehensive Residence Registration from the local registry and of the official English translation, as well as a copy of the written explanation,

Additional documents that **MUST** be submitted in addition to the ones mentioned above:

1. **Four (4) biometric** passport size photographs (See the photo requirements below).
2. A bank transfer receipt of the non-refundable passport fee Euro 60.00 the fee payable only by bank transfer (Embassy of the Republic of Kenya, **IBAN: DE63100400000266014004**).
3. **For sending the passport:** Buy 1 **DHL EXPRESSEASY PREPAID NATIONAL™** envelope from the post office and enter the name, address and phone number of the recipient under “Empfänger”.
4. **For the confirmation letter:** A normal A4-size envelope with your name and address on it with **1,45 Euros** stamps.
5. **For passport replacement:** Put your child’s original passport inside the DHL envelope stated above.

► **IMPORTANT INFORMATION FOR THE KENYAN PARENT(S)** ◀

If you lack any required documents on the checklist, check  on the box that applies to your case:

1. **If you have never had an ID**, write an **official letter** of request for your child’s passport and explain why you have no ID.
2. **If you lost your ID**, write an **official letter** explaining the loss of the ID and quote the ID number in the letter. **You must provide the ID number.**
3. **If you replaced your child’s Kenyan birth certificate** and no longer have the original, send 2 copies of the birth certificate you have.
4. **Sending your child’s current Kenyan passport:** Your child’s current Kenyan passport must be cancelled before the new one is released to you. It will be cancelled right before being sent back to you together with the new passport. **DO NOT send a passport that is not Kenyan.**  
**If your child has any other nationality:** he/she is required by law to declare dual nationality within 3 months of turning 18 years.  
**Upon turning 18:** Every Kenyan is required by law to register and be issued a Kenyan national Identity card at a registry office in Kenya or at the Kenya High Commission in London.

► **PASSPORT PHOTOGRAPH REQUIREMENTS** ◀

1. 4 **identical recent biometric photographs** taken in a photo studio with all facial features clearly outlined, full face showing and **hair completely pulled back** and taken against a white background, without shadows.
2. **No foreign objects or person should be visible in the background of the child.**
3. **Your child’s hair should not cover the forehead, the ears or the rest of the face. Earrings, if necessary, should be small in size.**
4. Write your child’s name on the back of one photo. Do not let the ink smudge the other photos.
5. Clear, not blurred, nor have a dark hue. All facial features should be clearly outlined.
6. Decent photos - girls should not be wearing strappy or strapless tops.
7. Without a smiling or laughing countenance and without spectacles.
8. Male children should not wear any earrings.

***I hereby confirm that I have complied with all of the above stated requirements and I'm fully aware that my application will be sent back to me for failure to comply with the requirements.***

\_\_\_\_\_  
**Name & Address**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Telephone**

\_\_\_\_\_  
**Email (must be provided)**

R.....



REPUBLIC OF KENYA

DEPARTMENT OF IMMIGRATION SERVICES

PARENTAL CONSENT

I, ..... OF TEL. ....

ADDRESS .....

HOLDER OF ID/PPT NO .....

BEING THE PARENT/ LEGAL GUARDIAN TO:

1) ..... D.O.B. \_\_/\_\_/----

2) ..... D.O.B. \_\_/\_\_/----

3) ..... D.O.B. \_\_/\_\_/----

4) ..... D.O.B. \_\_/\_\_/----

5) ..... D.O.B. \_\_/\_\_/----

DO HEREBY VOLUNTARILY GIVE CONSENT TO THE DEPARTMENT OF IMMIGRATION SERVICES TO ISSUE (A) KENYAN PASSPORT(S) TO THE ABOVE MINOR(S)

SIGN ..... DATE .....

## OMBI LA KUTAKA PASPOTI YA KENYA APPLICATION FOR A KENYA PASSPORT

Majina Kamili}  
Full Names}

Name .....  
Signature.....  
Stamp .....

**Tafadhali soma maagizo kwa makini kabla ya kujaza fomu**  
**Please read instructions carefully before completing the form**

Indexing Officer  
Name .....  
Signature.....  
Stamp .....

### MAAGIZO

**1. Maelezo:** Tafadhali ufahamu vyema kwamba wale wote wanaoomba paspoti ni lazima wajaze Sehemu zote. Sehemu ya 3, ni lazima kujazwa na mwombaji ambaye ni mwanamke aliyeolewa.

**2. Upendekezi wa ombi.** Mwombaji lazima apendekezwe katika sehemu ya 7 na mwananchi wa Kenya ambaye anamfahamu mwombaji, lakini asiwe jamaa wakaribu.

**3. Picha.** Picha tatu zilizopigwa hivi karibuni lazima ziambatane na fomu. Picha hizi lazima ziwe za uso wote, bila kuvaa kofia au kitambaa. Pia picha isiwe ndani ya fremu. Ukubwa wa picha usizidi inchi 2 ½ kwa inchi 2 upana wala usipungue inchi 2 kwa inchi 1 ½. Ni lazima picha hizi ziwe katika karatasi nyembamba ya kawaida ya picha na wala isiwe inang'ara. Kwa upande wa nyuma wa picha moja, anayependekeza aandike maneneo yafuatayo: Ninathibitisha kwamba picha hii ni sura hasa ya muombaji paspoti, Bw./Bi./Bint. ...." Na atie sahihi yake.

**4.** Ada hivi sasa ya paspoti ya kurasa 32 ni Sh. 4,500, kurasa 48 ni Sh.6,000, kurasa 64 ni Sh. 7500, Diplomatic ni sh. 7,500, paspoti ili-yopotea ni Sh. 12,000, paspoti iliyoharibiwa ni Sh. 10,000 na paspoti ya EA paspoti Sh. 900. Ni lazima malipo haya yawe fedha taslimu au hundi ya benki .Risiti rasmi itatolewa.

**5.** Fomu ya maombi ipelekwe na mwenye kuomba binafsi katika Ofisi kuu yapaspoti, Nyayo House, Nairobi, Mombasa (Uhuru na Kazi Building), Kisumu (Reinsurance Plaza), au Eldoret (Public Works), Garissa, Nakuru(Ofisi ys PC), Embu( Ofisi ya PC) katika muda usiopungua siku 20 kabla ya tarehe ya kusafiri.

**6.** Paspoti haiwezi kutolewa au kuongezwa muda wake hapa nchini kwa niaba ya mtu ambaye tayari yuko nje ya Kenya. Mtu huyo anapaswa kuwasilisha ombi lake kwenye ofisi ya ubalozi wa Kenya uliyo karibui naye, na katika nchi ambako Kenya haina uwakilishi wa kibalozi, katika ofisi ya ubalozi wa Uingereza iliyo karibu naye. Paspoti hazitumwi nje ya Kenya kwa njia ya Posta.

**7.** Hati za kuonyesha ni raia wa Kenya ni lazima zitolewe.

**8.** Fomu zote za maombi ya paspoti ziambatanishwe na paspoti ya awali kama ipo, Kitambulisho cha Kenya aina ya kisasa, cheti cha kuzaliwa na kopi za kila moja ya hati hizi ambazo zimethibitishwa.

**9.** Habari zote zitakazotolewa zitahifadhiwa kama siri ya serikali na hazitajulishwa mtu yeyote asiyestahili.

### NOTES

**1. Instructions.** Kindly note that all applicants must complete all Sections. Section 3 must be completed where the applicant is married and evidence of the same produced.

**2. Recommendation of application.** The application must be recommended in Section 7 by a citizen of Kenya, personally acquainted with the applicant but not by an immediate relative.

**3. Photographs.** Three photocopies of a recent photograph of the applicant must be taken full face without hat, and the photographs must not be mounted. The size of the face must not be more than 2½ inches by 2 inches or less than 2 inches by 1 ½ inches. The photographs must be printed on normal thin photographic paper and must not be glazed. The recommender is supposed to endorse on the reverse side of one copy of the photograph with the words: "I certify that this is a true likeness of the applicant Mr. /Mrs. / Ms.....and add his/her signature.

**4.** The current fee for a 32 page passport is Sh. 4,500, 48 page passport is Sh.6,000, 64 page passport is Sh.7,500, Diplomatic Sh. 7,500, Lost passport Sh. 12,000, Mutilated passport Sh. 10,000 and EA passport Sh. 900. This fee must be paid in cash or by bankers' cheque and an official receipt issued.

**5.** Application for a passport must be submitted personally by the applicant to the Passport Control Office, Nyayo House, Nairobi, or to the Branch Passport Control Offices,:- Uhuru Na Kazi Building, Mombasa, New PC's Office Kisumu, Public Works Building, Eldoret, Garissa, Nakuru PC's office and Embu PC's office at least 20 days before the scheduled date of travel. Forms may be downloaded from [www.immigration.go.ke](http://www.immigration.go.ke)

**6.** A passport cannot be issued or renewed by a Passport Control Officer on behalf of a person already abroad. Such persons should apply to the nearest Kenya Mission abroad or, where there is no Kenya representative, to the nearest United Kingdom Mission. Passports are not sent out of Kenya by post.

**7.** Documentary evidence of Kenya citizenship must be produced.

**8.** All applications must be accompanied by a previous passport, if any or current national Kenya Identity Card, Birth Certificates plus certified photophotocopies of each.

**9.** Information will be treated confidentially and shall not be passed to any unauthorized persons.

**TUMIA HERUFI KUBWA  
TO BE COMPLETED IN BLOCK CAPITALS**

(1) <b>Majina Kamili</b> Full Names } .....																					
<b>Mahali pa kuzaliwa</b> Place of birth	<b>Tarehe ya Kuzaliwa</b> Date of birth <table style="margin-left: auto; margin-right: auto; border: none;"> <tr> <td style="border: 1px solid black; width: 30px; height: 20px; text-align: center;"> </td> <td style="border: 1px solid black; width: 30px; height: 20px; text-align: center;"> </td> <td style="border: 1px solid black; width: 20px; height: 20px; text-align: center;"> </td> <td style="border: 1px solid black; width: 20px; height: 20px; text-align: center;"> </td> <td style="border: 1px solid black; width: 20px; height: 20px; text-align: center;"> </td> <td style="border: 1px solid black; width: 20px; height: 20px; text-align: center;"> </td> </tr> <tr> <td style="text-align: center;">DD</td> <td style="text-align: center;">MM</td> <td colspan="4" style="text-align: center;">YYYY</td> </tr> </table>							DD	MM	YYYY											
DD	MM	YYYY																			
<b>Maelezo ju ya muombaji</b> Description of applicant																					
Nambari ya Kodi Personal Identification Number (PIN) <table style="display: inline-table; border: 1px solid black; width: 100px; height: 20px; vertical-align: middle;"> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </table>											Nambari Ya Kitambulisho Identity Card Number <table style="display: inline-table; border: 1px solid black; width: 100px; height: 20px; vertical-align: middle;"> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </table>										
Iwapo jina limebadilishwa kwa sababu nyingine mbali na ya ndoa, andika jina lako la zamani If name has been changed other than by marriage, state original name: .....	<b>Nchi unayoishi/</b> Country of residence } .....																				
<b>Anwani ya posta</b> Postal Address ..... <b>Nambari ya simu</b> Tel. No. ....	<b>Kazi</b> Profession/Occupation } .....																				
<b>Mahali unapoishi/Residential address:</b> a) Eneo la Makazi au Mtaa/Estate/Sublocation..... ..... b) Nambari ya Ploti/Plot No/ Hse. No./ Kijiji/Village ..... c) Nambari ya simu ya Nyumbani/ <b>Home Tel No</b> ..... d) Barua Pepe/ <b>Email address</b> ..... e) Simu ya Mkono/ <b>Mobile phone Number</b> .....	<b>Kimo/</b> Height } ft..... Ins...../cm.....  <b>Rangi ya Macho/</b> Colour of Eyes } .....																				
(2) Mwananchi wa Kenya kwa: (Chagua neno lifaalo) Citizen by: (Tick the appropriate box) Kuzaliwa <input type="checkbox"/> Ukoo <input type="checkbox"/> Kujiandikisha <input type="checkbox"/> <b>Birth</b> Decent      Naturalisation If by Registration or by Naturalization Nambari ya Hati/Certificate No. .... Tarehe ya Kutolewa/Date of issue .....	a) <b>Majina Kamili ya Baba</b> <b>Father's Full Name</b> ..... Nambari ya Kitambulisho <b>Identity Card No.</b> ..... Nambari ya Paspoti (au Rno.) <b>Passport No. (or Rno.)</b> ..... b) Mahali Baba alipozaliwa <b>Place of Father's birth:</b> ..... c) S L P      P.O. Box ..... d) <b>Nambari ya Simu/Tel</b> .....																				
(3) Hali ya Ndoa/Marital Status: Taja kama umeoa/olewa, hujaolewa Umetaliki/Talikiwa/Umetengana au Mjane: Married, Single, Widowed, Separated or Divorced: ..... Majina kamili ya mke/mume Spouse's full names ..... Jina la usichana(pale inapohusu) Maiden name ..... Tarehe na mahali pa kuoa/kuolewa Date and place of marriage .....	a) <b>Majina Kamili ya Mama</b> <b>Mother's Full Name</b> ..... Nambari ya Kitambulisho <b>Identity Card No.</b> ..... Nambari ya Paspoti (au Rno.) <b>Passport No. (or R.no.)</b> ..... b) Mahali Mama alipozaliwa <b>Place of Mother's birth:</b> ..... c) S L P      P.O. Box ..... d) <b>Nambari ya Simu/Tel</b> .....																				
(4) Sababu ya kusafiri Reason for travel.....																					
(5) Watu wa kupashwa habari dharura jambo linapotokea <b>Particulars of Next of Kin (Person who may be contacted in case of emergency)</b>																					
a) <b>Majina Kamili</b> <b>Full Names</b> ..... Tarafa/ Division..... Kata/ Location..... Uhusiano naye/ <b>Relationship</b> ..... Nambari ya Kitambulisho chake /ID No..... S.L. P/P.O Box..... <b>Tel</b> ..... <b>E-Mail</b> .....																					
b) <b>Majina Kamili</b> <b>Full Names</b> ..... Tarafa/ Division..... Kata/ Location..... Uhusiano naye/ <b>Relationship</b> ..... Nambari ya Kitambulisho chake/ID No..... S.L.P/P.O Box..... <b>Tel</b> ..... <b>E-Mail</b> .....																					

(6) *Watoto wako*  
Particulars of legitimate /legally adopted child /children

<i>Majina Kamili</i>	<i>Mahali pa Kuzaliwa</i>	<i>Tarehe ya kuzaliwa</i>	Uhusiano na mwombaji	<i>Mwanamume</i>	<i>Mwanamke</i>
Full Names	Place of Birth	Date of Birth	Relationship to applicant	<i>Male</i>	<i>Female</i>

(7) **MDHAMINI** (Tazama maelezo ya kujaza nambari 2 na 3)  
Natoa uhakikisho kwamba anaomba paspoti ni mtu ninaemfahamu binafsi na kwamba naamini maelezo alioandika hapa ni ya kweli. Mimi ni mwananchi wa Kenya.

**RECOMMENDER** (refer to notes no.s 2 and 3)

I certify that the applicant is personally known to me, and that to the best of my knowledge/ belief the facts stated in this form are correct. I am a citizen of Kenya

<i>Majina Kamili</i> <b>Full Names:</b> .....	<i>Nambari ya Kitambulisho</i> <b>ID/PPT No.</b> (Attach certified copy): .....
<i>Kazi</i> Profession/ <b>Occupation:</b> .....	<b>E-Mail:</b> .....
<i>Anwani</i> <b>Address P. O. Box:</b> .....	<b>Tel:</b> .....
<i>Sahihi</i> <b>Signature:</b> .....	<i>Tarehe</i> <b>Date:</b> .....

(8) **UAMUZI**

*Mimi niliyetia sahihi yangu hapa naomba nipewe paspoti. Naidhinisha: -*

- (a) *Kwamba maelezo yaliyotolewa katika fomu hii ya maombi ni ya kweli nijuavyo mimi mwenyewe na kuamini.*  
 (b) *Kwamba sijapata uraia wa nchi nyingine.*  
 (c) *Kwamba sijawahi kuwa na, au kuomba paspoti yoyote*  
 au (d) *Kwamba pasi zote nilizopewa nimerudisha isipokuwa paspoti au cheti cha kusafiri No: ..... ambayo /ambacho kiko pamoja na fomu hii ya maombi, tena sijapeleka maombi mengine ya pasi tangu nipewe paspoti au cheti hiki cha kusafiri.*

*(Futa kwenye mstari "C" au "D" yale yasiyokuhusu)*

I declare

- (a) That the information given in this application is correct to the best of my knowledge and belief.  
 (b) That I have not acquired citizenship of another country.  
 (c) That I have not previously held or applied for a passport of any description.  
 (d) That all previous passports granted to me have been surrendered other than passport or travel document No. .... Which is now attached, and that I have made no other application for a passport or travel document was issued to me.  
 (e) I (Emigrant/ Parent/ guardian)..... of P.O. Box .....and I.D Number ..... hereby agree to bind myself to pay the Government any charges and expenses (including expenses of repatriation from overseas of the Emigrant and Dependants, if any) which may be incurred by the Government of Kenya in respect of myself.

*(Delete "C" or "D" whichever is inapplicable)*

<i>Sahihi</i> <b>Signature:</b> .....	<i>Tarehe</i> <b>Date:</b> .....
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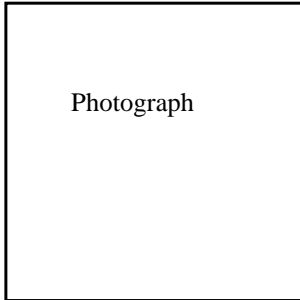
**FOR OFFICIAL USE ONLY**

**Documents produced**

Applicant's Birth Certificate and ID	Father's/Mother's Birth Certificate	Grandparent's Birth Certificate	Child(ren) Birth Certificate(s)	Marriage Certificate	Other Documents

**CATEGORY OF PASSPORT TO BE ISSUED**

- Ordinary Passport:     East African Passport:     Diplomatic Passport   
 Service Passport:     Certificate of Identity & Nationality     Temporary Passport



Applicant's ID No.....  
 Verified By.....  
 Passport No.....  
 Issued on .....  
 Serial No.....

**Remarks**

<b>Recommending officer:</b>	<b>Approving officer:</b>	<b>Issuing officer</b>
Name: .....	Name .....	Name .....
Signature .....	Signature .....	Signature .....
Date .....	Date .....	Date: .....