

Telephone: (030) 25 92 66 0
 Fax: (030) 25 92 66 50
 Email: immigration@kenyaembassyberlin.de
 Website: www.kenyaembassyberlin.de



EMBASSY OF THE REPUBLIC
 OF KENYA
 Markgrafenstr. 63
 10969 Berlin
 Germany

**DAMAGED PASSPORT
 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 and the original documents. Note the DHL tracking numbers to track the delivery of your documents on the DHL website.

IMPORTANT PROCESSING INFORMATION

Processing time: 8-12 weeks or more. You will receive a confirmation letter once your application has been forwarded to Kenya.

Communication: All inquiries on the status of your application should be sent per email to immigration@kenyaembassyberlin.de. You must enter an active email address **and** telephone number on the application form, where you can be reached at short notice.

Fee: 145 Euros for the replacement of a damaged passport **that will be valid for use until 31st August 2019.**

Recommender: A Kenyan passport or ID holder who is not related to you has to recommend your application on the required field and avail copies of his/her Kenyan passport/ID as specified on the requirements section below.

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

The Application Forms are attached after this 2-page checklist. **Ensure that you fill in all the highlighted areas. Do not leave any highlighted area blank. If information on a parent is unavailable, leave that parent's section blank. If a parent is deceased fill in the name and place of birth then write 'DECEASED'.**

<u>SET 1</u>	<u>SET 2</u>
<input type="checkbox"/> A duly filled Pro Forma (Fill in all the highlighted areas)	<input type="checkbox"/> A photocopy of the Pro Forma as specified
<input type="checkbox"/> An original duly filled Application Form 19 (all 4 pages) filled in the English or Kiswahili language in BLOCK LETTERS . Ensure that you fill in all the highlighted areas of Sections 1 – 8 of the application form attached below. The last page (FOR OFFICIAL USE ONLY) should be sent blank. →	<input type="checkbox"/> A photocopy of the Application Form 19 (all 4 pages) you have filled in.
<input type="checkbox"/> A photocopy of pages 29-32 or 46-48 or 62-64 and the photo page of your passport and of your Kenyan recommender's passport/ ID (front and back). →	<input type="checkbox"/> A photocopy of pages 29-32 or 46-48 or 62-64 and the photo page of your passport and of your Kenyan recommender's passport/ ID as already specified.
<input type="checkbox"/> A photocopy of the front and back of the original birth certificate with which your first passport was issued in Kenya. It bears the official Immigration stamp. →	<input type="checkbox"/> A photocopy of the front and back of the original birth certificate as already specified.
<input type="checkbox"/> A photocopy copy of the front and back of your Kenyan ID card. →	<input type="checkbox"/> A photocopy copy of the front and back of your Kenyan ID card OR letter as already specified.
<input type="checkbox"/> An original sworn affidavit explaining how the passport got damaged and an official English translation. The affidavit must be sworn before a notary public (Notar). →	<input type="checkbox"/> A photocopy of the sworn affidavit and a copy of the English translation.

Additional documents that **MUST** be submitted together with the application documents above:

- Four (4) biometric** passport size photos. (Read the photos guidelines below carefully and also take it with you to the studio).
- 1 photocopy of your residence registration (Meldebescheinigung)** as proof of residence.
- A bank transfer receipt of the non-refundable passport fee **Euro 145.00** payable only by bank transfer (Embassy of the Republic of Kenya, **IBAN: DE63100400000266014004. The Applicant's name should be the reference**)

If you are or were married also attach:

1. **2 photocopies** of your International Marriage Certificate / Kenya Certificate of Marriage and Certified Copy of the same.
2. If you changed your surname: **2 photocopies** of a **Bescheinigung über Namensänderung** from your local

Standesamt.

3. **2 photocopies** of an official English translation of the **Bescheinigung über Namesänderung**

4. **If divorced: 2 photocopies** of divorce decree and **2 photocopies** of the official English translation.

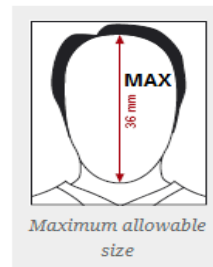
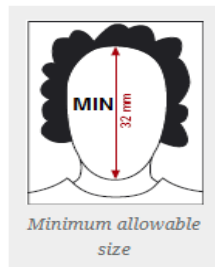
5. **If widowed: 2 photocopies** of your deceased husband's International Death Certificate.

- For Deed Poll holders: 2 photocopies** of the Deed Poll AND **2 photocopies** of the Kenya Gazette Notice.
- For sending your passports to you:** Buy **1 DHL EXPRESSEASY PREPAID NATIONAL™** envelope and **1 EXPRESSEASY PREPAID NATIONAL Zusatzmarke** from your local post office. Enter your details under "Empfänger" & Embassy details under "Absender".
- For sending you the confirmation letter:** A **A4-size envelope** with your name and address on it with **1,45 Euros** stamps

► **PASSPORT PHOTOGRAPH REQUIREMENTS** ◀

- 4 identical, recent biometric photographs** taken in a photo studio against a **white background** without shadows.
- All facial features must clear (not blurred).
- Your hair should be in a neutral dark colour and completely pulled back** in a ponytail so it does **not cover the forehead, the ears or even your shoulders**.
- Ears should be earring-free. Your hair should not cover the ears.
- Make up if necessary, must be neutral. No contouring of nose, lips or eyebrows.**
- Ladies should not be wearing strappy or strapless tops. (See photo sample of how the clothing should be)
- Without a smiling or laughing countenance and without spectacles.

FORMAT



► **IMPORTANT INFORMATION** ◀

- If you have no ID**, you will have to travel to Kenya to process an ID and apply for the passport. The Embassy does not accept passport applications for applicants with no ID card. **APPLY FOR AN EMERGENCY TRAVEL DOCUMENT**
- If you replaced your birth certificate** and no longer have the original with the immigration stamp, send 2 copies of the birth certificate you have.
- If you changed your name and the change of name** was endorsed by hand on the damaged passport, also attach 2 copies of the passport page bearing the name change.
- Sending your damaged passport:** Your damaged passport must be cancelled before the new one is released to you. You must therefore send your damaged passport together with your application. It will be cancelled right before being sent back to you together with the new passport.

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)



REPUBLIC OF KENYA

DEPARTMENT OF IMMIGRATION SERVICES

PRO-FORMA FOR THE APPLICATION FOR A MUTILATED PASSPORT

FILE NUMBER R.

1	Forename (s) (as entered in the passport):			
2	Surname(s):			
3	Date of Birth (dd/mm/yyyy):	Day	Month	Year
4	Passport Number:	Date of Issue:		
5	Place of Birth:	Country of Birth:		
6	Gender:	Female <input type="checkbox"/>	Male <input type="checkbox"/>	
7	Have you ever travelled on the passport that is reported lost/mutilated?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	

8	Residential Address:		
	Telephone:	Town:	Country:
	Fees Chargeable for a Mutilated Passport (Euro 145.00) Receipt No.		

Declaration

The Information I have given is true to the best of my knowledge

Place Date Signature

For Official Use

Disabling of passport (overseas)	Passport Officer In-Charge (Embassy stamp/signature)

**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 maneno 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 iliyootea 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 ziambanishwe 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

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) Majina Kamili Full Names }		Maelezo ju ya muombaji Description of applicant																					
Mahali pa kuzaliwa Place of birth	Tarehe ya Kuzaliwa Date of birth <table style="width: 100%; text-align: center; border-collapse: collapse;"> <tr> <td style="border: 1px solid black; width: 30px; height: 20px;"></td> <td style="border: 1px solid black; width: 30px; height: 20px;"></td> <td style="border: 1px solid black; width: 30px; height: 20px;"></td> <td style="border: 1px solid black; width: 30px; height: 20px;"></td> <td style="border: 1px solid black; width: 30px; height: 20px;"></td> <td style="border: 1px solid black; width: 30px; height: 20px;"></td> </tr> <tr> <td>DD</td> <td>MM</td> <td colspan="4">YYYY</td> </tr> </table>							DD	MM	YYYY													
DD	MM	YYYY																					
Nambari ya Kodi Personal Identification Number (PIN)	<table style="width: 100%; text-align: center; border-collapse: collapse;"> <tr> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> </tr> </table>											Nambari Ya Kitambulisho Identity Card Number	<table style="width: 100%; text-align: center; border-collapse: collapse;"> <tr> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></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:		Nchi unayoishi/ Country of residence																					
Anwani ya posta Postal Address		Kazi Profession/Occupation																					
Nambari ya simu Tel. No.		Kimo/ Height ft..... Ins..... / cm.....																					
Mahali unapoishi/Residential address: a) Eneo la Makazi au Mtaa/Estate/Sublocation..... b) Nambari ya Ploti/Plot No/ Hse. No./ Kijiji/Village c) Nambari ya simu ya Nyumbani/Home Tel No. d) Barua Pepe/Email address		Rangi ya Macho/ Colour of Eyes																					
e) Simu ya Mkono/Mobile phone Number		Alama isiyo ya kawaida: Special peculiarities:																					
(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"/> Birth Decent Naturalisation If by Registration or by Naturalization Nambari ya Hati/Certificate No. Tarehe ya Kutolewa/Date of issue		a) Majina Kamili ya Baba Father's Full Name																					
(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		b) Mahali Baba alipozaliwa Place of Father's birth:																					
Jina la usichana(pale inapohusu) Maiden name		c) S L P P.O. Box																					
Tarehe na mahali pa kuoa/kuolewa Date and place of marriage		d) Nambari ya Simu/Tel																					
(4) Sababu ya kusafiri Reason for travel.....		a) Majina Kamili ya Mama Mother's Full Name																					
(5) Watu wa kupashwa habari dharura jambo linapotokea Particulars of Next of Kin (Person who may be contacted in case of emergency)		b) Mahali Mama alipozaliwa Place of Mother's birth:																					
a) Majina Kamili Full Names Tarafa/ Division..... Kata/ Location..... Uhusiano naye/ Relationship Nambari ya Kitambulisho chake /ID No..... S.L. P/P.O Box..... Tel E-Mail		c) S L P P.O. Box																					
b) Majina Kamili Full Names Tarafa/ Division..... Kata/ Location..... Uhusiano naye/ Relationship Nambari ya Kitambulisho chake/ID No..... S.L.P/P.O Box..... Tel E-Mail		d) Nambari ya Simu/Tel																					

(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

Majina Kamili

Full Names:

Nambari ya Kitambulisho

ID/PPT No. (Attach certified copy):

Kazi

Profession/Occupation:

E-Mail

Anwani

Address P. O. Box:

Tel:

Sahihi

Signature:

Tarehe

Date:

(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/ gurdian)..... of P.O. Boxand 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)

Sahihi

Signature:

Tarehe

Date:

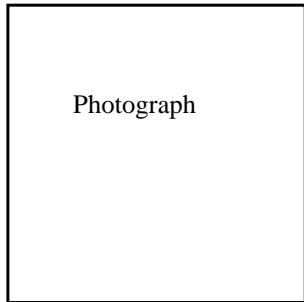
FOR OFFICIAL USE ONLY

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

Recommending officer:

Approving officer:

Issuing officer

Name:

Name

Name

Signature

Signature

Signature

Date

Date

Date: