



## ORDINARY REPLACEMENT 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](mailto: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:** 60 Euros for a passport that will be valid for use until 31<sup>st</sup> 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"/> 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) 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"/> A photocopy of pages 29-32 or 46-48 or 62-64 <b>and the photo page</b> of your passport and of your Kenyan recommender's passport or ID ( <b>front and back</b> ). →	<input type="checkbox"/> A photocopy of pages 29-32 or 46-48 or 62-64 <b>and the photo page</b> of your passport and of your Kenyan recommender's passport/ID as already specified.
<input type="checkbox"/> A photocopy of the <b>front and back</b> 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 <b>front and back</b> of the original birth certificate as already specified.
<input type="checkbox"/> A photocopy copy of the <b>front and back</b> of your Kenyan ID card. →	<input type="checkbox"/> A photocopy copy of the <b>front and back</b> of your Kenyan ID card.

Additional requirements that must be submitted as stated:

- Four (4) biometric** passport size photos. (**Read the photos guidelines below carefully and also take it with you to the studio**).
- A photocopy of your residence registration (Meldebescheinigung)** as proof of residence.
- A bank transfer receipt of the non-refundable passport fee **Euro 60.00** payable only by bank transfer (Embassy of the Republic of Kenya, **IBAN: DE6310040000266014004. 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 Namensänderung**
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**

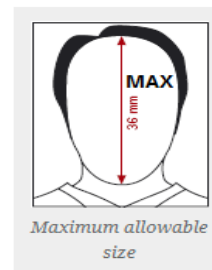
**PREPAID NATIONAL Zusatzmarke** from your local post office. Enter your details under "Empfänger" & Embassy details under "Absender".

- 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** ◀

Read the following information carefully and check  on any section below that may apply to your case:

- 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 YOUR PASSPORT HAS EXPIRED.**
- 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. Your application will be forwarded to Nairobi for verification of records.
- If a correction of name** was endorsed by hand on your current passport, also attach 2 copies the passport page bearing the name change/correction.
- Sending your current passport:** Your current 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. You can however retain if need be until asked to send it once your new passport is ready. Check  if **NOT** sending the passport and write a short letter requesting to retain your 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)**

## 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 ja- maa 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 kibalozhi, 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 photocopied copies 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	<b>Maelezo ju ya muombaji</b> Description of applicant																					
	<table style="margin: auto; border: none;"> <tr> <td style="border: 1px solid black; width: 30px; height: 20px; display: inline-block;"></td> <td style="border: 1px solid black; width: 30px; height: 20px; display: inline-block;"></td> <td style="border: 1px solid black; width: 20px; height: 20px; display: inline-block;"></td> <td style="border: 1px solid black; width: 20px; height: 20px; display: inline-block;"></td> <td style="border: 1px solid black; width: 20px; height: 20px; display: inline-block;"></td> <td style="border: 1px solid black; width: 20px; height: 20px; display: inline-block;"></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																					
Nambari ya Kodi Personal Identification Number (PIN)	<table style="border: 1px solid black; width: 100%; height: 20px;"> <tr> <td style="width: 20px;"></td><td style="width: 20px;"></td><td style="width: 20px;"></td><td style="width: 20px;"></td><td style="width: 20px;"></td><td style="width: 20px;"></td><td style="width: 20px;"></td><td style="width: 20px;"></td><td style="width: 20px;"></td><td style="width: 20px;"></td> </tr> </table>											<b>Nambari Ya Kitambulisho</b> Identity Card Number	<table style="border: 1px solid black; width: 100%; height: 20px;"> <tr> <td style="width: 20px;"></td><td style="width: 20px;"></td><td style="width: 20px;"></td><td style="width: 20px;"></td><td style="width: 20px;"></td><td style="width: 20px;"></td><td style="width: 20px;"></td><td style="width: 20px;"></td><td style="width: 20px;"></td><td style="width: 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: ..... .....		<b>Nchi unayoishi/</b> Country of residence																					
<b>Anwani ya posta</b> Postal Address .....		<b>Kazi</b> Profession/Occupation																					
<b>Nambari ya simu</b> Tel. No. ....		<b>Kimo/</b> Height ft..... Ins...../ cm.....																					
<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/Home Tel No. .... d) Barua Pepe/Email address .....		<b>Rangi ya Macho/</b> Colour of Eyes .....																					
e) Simu ya Mkono/Mobile phone Number .....		<b>Alama isiyo ya kawaida:</b> 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"/> <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> Father's Full Name .....																					
(3) Hali ya Ndoa/ <b>Marital Status:</b> 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 .....		b) <b>Mahali Baba alipozaliwa</b> Place of Father's birth: .....																					
(4) Sababu ya kusafiri Reason for travel.....		c) S L P P.O. Box .....																					
(5) Watu wa kupashwa habari dharura jambo linapotokea <b>Particulars of Next of Kin (Person who may be contacted in case of emergency)</b>		d) <b>Nambari ya Simu/Tel</b> .....																					
a) Majina Kamili <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> .....		a) <b>Majina Kamili ya Mama</b> Mother's Full Name .....																					
b) Majina Kamili <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>Mahali Mama alipozaliwa</b> Place of Mother's birth: .....																					
		c) S L P P.O. Box .....																					
		d) <b>Nambari ya Simu/Tel</b> .....																					

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

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

(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/ 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)

*Sahihi*

**Signature:** .....

*Tarehe*

**Date:** .....

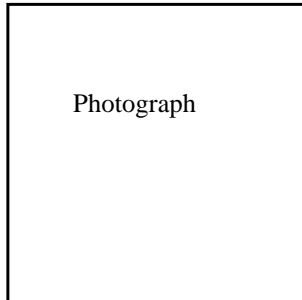
**FOR OFFICIAL USE ONLY**

**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:

Name: .....

Signature .....

Date .....

Approving officer:

Name .....

Signature .....

Date .....

Issuing officer

Name .....

Signature .....

Date: .....