

Telephone: (030) 25 92 66 0

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Email: immigration@kenyaembassyberlin.de



EMBASSY OF THE
REPUBLIC OF KENYA

Markgrafenstr. 63
10969 Berlin

PASSPORT FOR CHILDREN UNDER 18 Document Checklist and Application Forms

This document checklist must be submitted 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 child's new passport and any other original document. Note the DHL tracking numbers to track the delivery of your documents on the DHL website.

IMPORTANT INFORMATION

Processing time: Up to 12 weeks or more. All inquiries on the status of the application should be sent per email to immigration@kenyaembassyberlin.de

Fee: 60 Euros for a manual passport **that will be valid for use until 31st August 2019** only.

Recommender: A Kenyan passport or ID holder who is not related to the applicant has to recommend the 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 **A4- SIZE PAPER** in **TWO SETS**. **DO NOT STAPLE THE DOCUMENTS.**

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.**

► IMPORTANT INFORMATION FOR THE KENYAN PARENT(S) ◀

- If you lost your Kenyan ID card but know the ID number:** Apply for your child's passport through **ECITIZEN** and send the **ECITIZEN Form 19** instead of the manual one attached below. You will also pay for the passport through ECITIZEN. Attach **3 copies** of the ECITIZEN Invoice of payment instead of the bank transfer receipt stated below.
- If you replaced your/ your child's Kenyan birth certificate** and no longer have the original, send 2 copies of the birth certificate you have.
- If your child has any other nationality:** Also attach **2 copies of the passport of the other nationality.**
- The Kenyan parent(s)** must provide a photocopy of the Kenyan ID card and fill in the parental consent form. A parent with no ID card must travel Kenya or the UK to process an ID card before applying for a passport for the child.

<u>SET 1</u>	<u>SET 2</u>
<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 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"/> Photocopy of Application Form 19 (all 4 pages) as already specified.
<input type="checkbox"/> For passport replacement: A photocopy of pages 29-32 or 46-48 or 62-64 and the photo page of the child and parent(s) passport and of the Kenyan recommender's passport/ID (ID front and back).→ <input type="checkbox"/> For a first passport: a photocopy of pages 29-32 or 45-48 or 62-64 and the photo page of the parents' and recommender's passport/ID (ID front and back).→	<input type="checkbox"/> For passport replacement: a photocopy of the passport pages or ID already specified. <input type="checkbox"/> For a first passport: A photocopy of the passport pages or ID already specified.
<input type="checkbox"/> A photocopy of the front and back of the Kenyan parents' original birth certificate with which the first passport was issued in Kenya. It bears the official Immigration stamp.→	<input type="checkbox"/> A photocopy of the front and back of the Kenyan parents' original birth certificate as specified.
<input type="checkbox"/> For children born abroad: A photocopy of the front and back of a certified English language International Birth. Inquire about the office that does the certification (Überbeglaubigung) from your birth registry. → <input type="checkbox"/> For children born in Kenya: A photocopy of the front and back of the original birth certificate with which the first passport was issued in Kenya. It bears the official Immigration stamp. If you replaced your birth certificate, write a letter to this effect→	<input type="checkbox"/> For children born abroad: A photocopy of the front and back of the certified International Birth Certificate. <input type="checkbox"/> For children born in Kenya: A photocopy of the front and back of the original birth certificate already specified.
<input type="checkbox"/> A photocopy copy of the front and back of the Kenyan parent's Kenyan ID card). →	<input type="checkbox"/> A photocopy copy of the front and back of ID card.

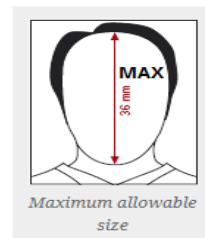
Additional documents that **MUST** be submitted as stated:

- Four (4) biometric** passport size photographs (See the photo guidelines below).
- A photocopy each of the mother and child's residence registration (Meldebescheinigung)** as proof of residence.
- 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: DE6310040000266014004**). **NOT FOR ECITIZEN APPLICATIONS**
- A DHL EXPRESSEASY PREPAID NATIONAL™** envelope and an **EXPRESSEASY PREPAID NATIONAL ZUSATZMARKE** from the post office and enter the name, address and phone number of the recipient under "Empfänger" for sending the new passport.
- For sending the confirmation letter:** A self-addressed A4-size envelope with **1,45 Euros** worth of stamps.
- For passport replacement:** Send your child's original passport.

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



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

Date

Signature

Telephone

Email



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 rasmitatolewa.
- 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 kibalozzi, 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
- 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: 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> <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;"> <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;"> <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 Nambari ya simu Tel. No.		Kazi Profession/Occupation }																					
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 e) Simu ya Mkono/Mobile phone Number		Kimo/ Height } ft..... Ins..... / cm.....																					
		Rangi ya Macho/ Colour of Eyes }																					
		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 <input type="checkbox"/> Decent <input type="checkbox"/> Naturalisation <input type="checkbox"/> 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 Nambari ya Kitambulisho Identity Card No. Nambari ya Paspoti (au Rno.) Passport No. (or Rno.) b) Mahali Baba alipozaliwa Place of Father's birth:																					
(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		c) S L P P.O. Box d) Nambari ya Simu/Tel																					
(4) Sababu ya kusafiri Reason for travel.....		a) Majina Kamili ya Mama Mother's Full Name Nambari ya Kitambulisho Identity Card No. Nambari ya Paspoti (au R.no.) Passport No. (or R.no.) b) Mahali Mama alipozaliwa Place of Mother's birth:																					
(5) Watu wa kupashwa habari dharura jambo linapotokea Particulars of Next of Kin (Person who may be contacted in case of emergency)		c) S L P P.O. Box d) Nambari ya Simu/Tel																					
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																							
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																							

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

Majina Kamili	Mahali pa Kuzaliwa	Tarehe ya kuzaliwa	Uhusiano na mwombaji	Mwanamume	Mwanamke
Full Names	Place of Birth	Date of Birth	Relationship to applicant	Male	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. 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:

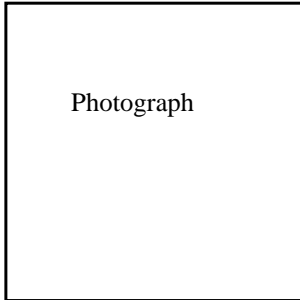
FOR OFFICIAL USE ONLY

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: