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

CHECKLIST FOR A DAMAGED PASSPORT

This document checklist is one of the forms that you need to submit together with your application. It bears all application information and should be followed accordingly. **If you call the Embassy to ask for information that is already in this checklist, you will be referred back to it. Read through it carefully** and 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 and check each item on SET 1 and SET 2 as well as the additional documents. When done, send this application to the Embassy via DHL EXPRESSEASY PREPAID NATIONAL. 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 only receive a confirmation letter after your application has been forwarded to Nairobi.

Communication: Due to high frequency of callers, **all passport inquiries should be sent per email to immigration@kenyaembassyberlin.de.** You must also enter an active email address **and** telephone number on the application form, where you can be reached at short notice.

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. The Kenyan recommender can be based anywhere in the world.

Format: All documents forwarded must be submitted in full **A4-paper** in **TWO SETS (Do not cut out or staple any of the papers together).**

<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"/> All 4 pages of the ePassport Application Form; duly filled in and downloaded from the eCitizen website. Download the application and ensure that your recommender fills in all the fields on Section 8 in CAPITAL LETTERS. You also should then cross out "C" and enter your details on "E". Enter your own signature and the date at the bottom of that page. →	<input type="checkbox"/> A photocopy of all 4 pages of the ePassport Application Form.
<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 or 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.
<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.
- Three (3) copies of the eCitizen Invoice** of payment that you have downloaded from your **eCitizen** account.
- 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.

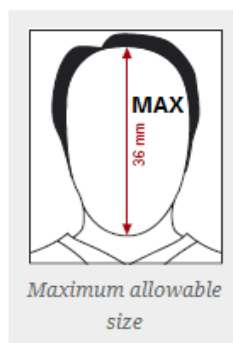
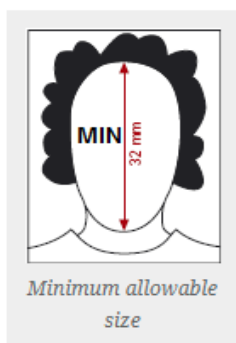
- For sending your passports to you: Buy 1 DHL EXPRESSEASY PREPAID NATIONAL™ envelope and 1 EXPRESSEASY PREPAID NATIONAL Zusatzmarke from your local post office. Enter your details under “Empfänger” & Embassy details under “Absender”.

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 of the section that may apply to your case:

- 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:
Fee Paid for Mutilated Passport with eCitizen Invoice of Payment INV-			

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)