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EMBASSY OF THE REPUBLIC  
 OF KENYA  
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 Germany

## CHECKLIST FOR A LOST 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](mailto: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).**

SET 1	SET 2
<input type="checkbox"/> A duly filled Pro Forma (Fill in all the <b>highlighted</b> areas)	<input type="checkbox"/> A <b>photocopy</b> of the Pro Forma as specified
<input type="checkbox"/> All 4 pages of the ePassport Application Form; duly filled in and downloaded from the <b>eCitizen</b> website. Download the application and <b>ensure that your recommender fills in all the fields on Section 8</b> in CAPITAL LETTERS. You also should then <b>cross out "C" and enter your details on "E". Enter your own signature and the date</b> at the bottom of that page. →	<input type="checkbox"/> A <b>photocopy</b> of all 4 pages of the ePassport Application Form.
<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 <b>photocopy of the 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 <b>photocopy of the 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.
<input type="checkbox"/> An <b>original sworn affidavit</b> explaining how the passport got lost <b>and</b> an official English translation. The affidavit must be sworn before a notary public (Notar). →	<input type="checkbox"/> A <b>photocopy</b> of the sworn affidavit <b>and</b> a copy of the English translation.
<input type="checkbox"/> A <b>police report</b> of the loss of your passport ( <i>Verlustanzeige</i> ) <b>and</b> an official English translation.	<input type="checkbox"/> A <b>photocopy</b> of the police report <b>and</b> a copy of the English translation.
<input type="checkbox"/> A <b>self-explanatory letter</b> stating how the passport got lost written in English or Kiswahili. →	<input type="checkbox"/> A <b>photocopy</b> of the letter.

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.

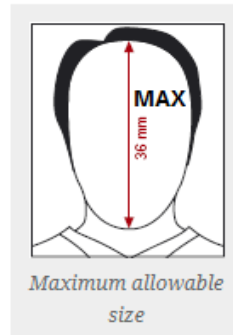
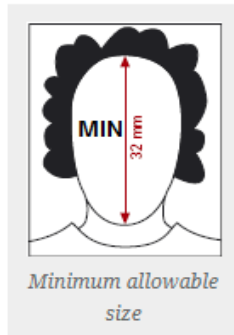
**For sending your passport to you:** Buy **1 DHL EXPRESSEASY PREPAID NATIONAL™** envelope and **1 EXPRESSEASY PREPAID NATIONAL Zusatzmarke** from your local post office. Enter your details under "Empfänger" & Embassy details under "Absender".

**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:**

1. **If you do not have a copy of your lost passport,** go to your local **Ausländerbehörde** to be issued a copy from their file. It is pertinent that you provide a copy of your lost passport or previous passport held **OR** a copy of your child or parent(s) passport.
2. **If you cannot provide a passport copy as stated above,** you must provide a copy of your original birth certificate with the immigration stamp, in order for your application to be filed under your individual immigration file number. This immigration file number never changes but your passport number does with each replacement. Knowing your lost passport number is therefore not enough to place an application.
3. **If you have a passport copy but replaced your birth certificate** and no longer have the original with the immigration stamp, send 2 copies of the birth certificate you have.

***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 LOST 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 Lost 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)