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

CHECKLIST FOR OFFICIAL CHANGE OF SURNAME ON PASSPORT AFTER FIRST MARRIAGE

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.

Tracking the delivery of your application: 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. **(Note that this is not the same envelope as the one on the checklist below)**

IMPORTANT PROCESSING INFORMATION

1. **Since you are changing your surname:** ensure that you click on the option **3. MODIFICATION** when applying on eCitizen.
2. **Will you be travelling to Kenya for bio-data capture?** YES NO
3. **If you entered NO above,** the passport you will be issued will not be an ePassport and you will have to replace it again before 31st August 2019.
4. **Processing time: upto 12 weeks or more.** You will only receive a confirmation letter after your application has been forwarded to Nairobi.
5. **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 online application where you can be reached at short notice.
6. **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.
7. **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"/> 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 <u>OR</u> 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 <u>front and back</u> 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 <u>front and back</u> of the original birth certificate as already specified.
<input type="checkbox"/> A photocopy copy of the <u>front and back</u> of your Kenyan ID card. →	<input type="checkbox"/> A photocopy copy of the <u>front and back</u> of your Kenyan ID card.
<input type="checkbox"/> For women who married outside Kenya: A photocopy of an International version of your Marriage Certificate bearing English as one of the 3 optional languages. →	<input type="checkbox"/> A photocopy of the international version of the Marriage Certificate.
<input type="checkbox"/> For women who married in Kenya: A photocopy of your Kenyan Certificate of Marriage and of the Certified Copy of an Entry of Marriage, both issued by the Registrar of Marriages in Kenya. →	<input type="checkbox"/> A photocopy of your Kenyan Certificate of Marriage and of the Certified Copy of an Entry of Marriage, both issued by the Registrar of Marriages in Kenya.
<input type="checkbox"/> Applicants residing in Germany must also provide a Bescheinigung über eine Namensänderung from your local marriage registry (Standesamt) and an official English translation. →	<input type="checkbox"/> A photocopy of the Bescheinigung über eine Namensänderung from your local marriage registry (Standesamt) and an official English translation.

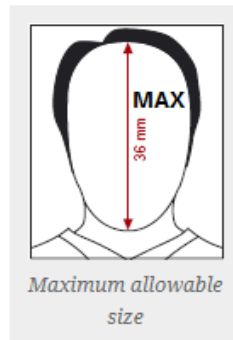
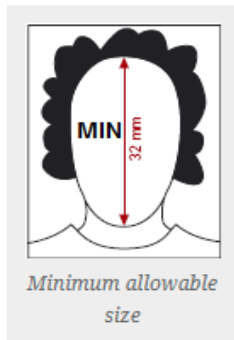
Additional documents that **MUST** be submitted together with the application documents above:

- 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.
- For Deed Poll holders: 2 photocopies** of the Deed Poll **AND 2 photocopies** of the Kenya Gazette Notice.
- Three (3) copies** of the **eCitizen Invoice** of payment that you have downloaded from your **eCitizen** account.
- For sending your passports to you:** Buy **1 DHL EXPRESSEASY PREPAID NATIONAL™** envelope and **1 EXPRESSEASY PREPAID NATIONAL Zusatzmarke** from your local post office(**If the Zusatzmarke is not available write a note that your post office does not have it**). Enter your details under “Empfänger” & Embassy details under “Absender” on the DHL envelope.
- 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 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 any changes or corrections were made on your passport** by hand on your current passport, also attach 2 copies the passport page bearing the hand-endorsement.
- 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 it 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)