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EMBASSY OF THE REPUBLIC OF
KENYA

Markgrafenstr. 63

10969 Berlin

Germany

CHECKLIST FOR PASSPORT FOR CHILDREN UNDER 18

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. **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 a similar envelope must also be attached to your application as stated on the checklist below. So buy 2 similar DHL envelopes).**

IMPORTANT PROCESSING INFORMATION

1. Will you and your child be travelling to Kenya for bio-data capture? YES NO

2. If you entered NO above, the passport that will be issued will not be an ePassport and you will have to replace it again before 31st August 2019.

3. **Processing time: 12 weeks or more.** You will only receive a confirmation letter after your application has been forwarded to Nairobi.

4. **Communication:** 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.

5. **Recommender:** A Kenyan passport or ID holder **who is not related to you or the child** has to recommend your child's 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.

6. **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"/> An original duly filled Parental Consent Form →	<input type="checkbox"/> A photocopy of the Parental Consent Form
<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 child's recommender fills in all the fields on Section 8 in CAPITAL LETTERS. You should cross out "C" (for replacements) or "D" (For first passport only) and enter your details on "E". Enter your child's initials (e.g. K.E.) and the date at the bottom of that page, which has been recommended at the bottom of that page. →	<input type="checkbox"/> A photocopy of all 4 pages of the ePassport Application Form.
<input type="checkbox"/> For passport replacement: A photocopy of pages 29-32 or 46-48 or 62-64 and the photo page of child's passport and of the Kenyan parent's and recommender's passport or 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 pages 29-32 or 45-48 or 62-64 and the photo page of the parents' and recommender's passport or ID (ID front and back). →	<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 parent's 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 Certified (überbeglaubigte) International Birth Certificate (front and back) issued and certified by your local registry , which bears the English language. →	<input type="checkbox"/> For children born abroad: A photocopy 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 with which the first passport was issued in Kenya. It bears the official Immigration stamp. →	<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"/> For children who are dual nationals: A photocopy of the official pages of the passport of the other nationality. →	<input type="checkbox"/> A photocopy of the passport of the other nationality.
<input type="checkbox"/> If the application is for a child who is not a dual national but is over 6 months old: You will need to provide a comprehensive Residence Registration of the child indicating its nationality, which can be obtained at your local registry office AND an official English translation of the same. Also write an official letter explaining the late application.	<input type="checkbox"/> A photocopy of the comprehensive Residence Registration from the local registry and of the official English translation, as well as a copy of the written explanation,

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 child's residence registration (Meldebescheinigung) as proof of residence.**
 - Three (3) copies of the eCitizen Invoice of payment that you have downloaded from your **eCitizen** account.**
 - For sending your passport(s) 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

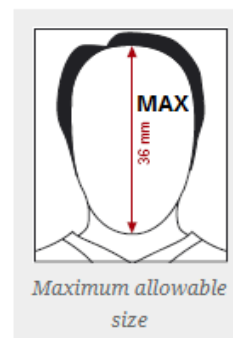
► **IMPORTANT INFORMATION FOR THE KENYAN PARENT(S)** ◀

1. **If you lost your ID,** write an **official letter** explaining the loss of the ID and quote the ID number in the letter.
2. **If you wish to take your child to Kenya for bio-data capture:** The Embassy may issue your child a one-way Emergency Certificate to facilitate your journey to Kenya, but not for the journey back to Germany. Visit the Embassy website for details on how to obtain the Emergency Certificate.
3. **If you replaced your child's Kenyan birth certificate** and no longer have the original, send 2 copies of the birth certificate you have.
4. **Sending your child's current Kenyan passport:** Your child's current Kenyan 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. **DO NOT send a passport that is not Kenyan.**
5. **If your child has any other nationality:** he/she is required by law to declare dual nationality within 3 months of turning 18 years.
Upon turning 18: Every Kenyan is required by law to register and be issued a Kenyan national Identity card at a registry office in Kenya or at the Kenya High Commission in London.

► **PASSPORT PHOTOGRAPH REQUIREMENTS** ◀

1. **4 identical, recent biometric photographs** taken in a photo studio against a **white background** without shadows.
2. All facial features must clear (not blurred).
3. **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.**
4. Ears should be earring-free. Your hair should not cover the ears.
5. **Make up if necessary, must be neutral. No contouring of nose, lips or eyebrows.**
6. Ladies should not be wearing strappy or strapless tops. (See photo sample of how the clothing should be)
7. Without a smiling or laughing countenance and without spectacles.
8. **No foreign objects or person should be visible in the background of the child.**

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 & Address

Date

Signature

Telephone

Email (must be provided)

R.....



REPUBLIC OF KENYA

DEPARTMENT OF IMMIGRATION SERVICES

PARENTAL CONSENT FORM

I, OF TEL.

ADDRESS

HOLDER OF KENYAN ID CARD NO.

HOLDER OF PASSPORT 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)

SIGNATURE.....

DATE.....