

Telephone: (030) 25 92 66 0
Fax: (030) 25 92 66 50
Email: immigration@kenyaembassyberlin.de
Website: www.kenyaembassyberlin.de



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

APPLICATION FOR AN E-PASSPORT (CHANGE OF SURNAME)

The Department of Immigration Services has rolled out the ePassport application submission and biodata capture service for Kenyans in the Diaspora at the Embassy of the Republic of Kenya in Berlin, Germany. **All manual (dark blue) passports will be phased out on 1st March 2020.** This information is intended for Kenyans wishing to apply for the ePassport in Berlin. All applicants must however first register on www.ecitizen.go.ke and then apply for the ePassport on the page of the **Department of Immigration Services**.

Epassport applicants must be holders of a valid Kenyan National Identity Card, which will also be required to register on the eCitizen platform. Applicants who are over 18 and do not have a Kenyan National Identity Card will not be able to apply for an ePassport. Such applicants must travel to Kenya to register and be issued a valid ID card before applying for a passport replacement on eCitizen. **There is currently no exception to this requirement.**

Applications for children under 18 can be made by the Kenyan ID-holding parent who is on the birth certificate.

Sample of Kenyan ID card



IMPORTANT NOTICE

1. It is the onus of the applicant to fulfill all the application requirements on the provided checklist
2. The Birth Certificate numbers appear on the Left-hand side of the Birth Certificate (above the date of birth) and not at the top right-hand side (Serial No.)
3. The recommender in Section 7 should be a Kenyan citizen, who personally knows the applicant but not an immediate relative.
4. Part of the application process involves scanning of your documents. When uploading make sure they are in picture format (jpeg. png.) and not in document format (pdf. docx. doc.)
5. You will be required to enter your KRA Tax PIN on the passport application. If you do not have one, apply on <https://www.kra.go.ke/en/services/apply-for-pin>
6. Passport fee will be paid on eCitizen in the specified payment method and amount.

SUBMITTING THE APPLICATION AND BIOMETRICS CAPTURE

1. Once you have successfully completed the application on the eCitizen platform and made the necessary payment for the ePassport, book an appointment then download the appointment booking, passport application and Invoice of Payment PDFs from the **PRINT SERVICES** page of your eCitizen account.
2. The checklist of all required application documents below must be adhered to, to ensure a complete application. **If a required document is missing and you are not able to obtain it in your country of residence, you will be issued a one way Travel Document (if your passport is not valid or you do not have one) to travel to Kenya to ensure that the same is procured and availed.**
3. **Incomplete applications will be rejected.**

CHECKLIST OF REQUIREMENTS FOR CHANGE OF SURNAME

1. 1 duly filled eCitizen application Form
2. 2 eCitizen payment invoices of the prescribed passport fee
3. **Original passport** and a photocopy of the last 3 and photo page.
4. **Original Kenyan ID card** and a photocopy of the front and back
5. **Original Birth Certificate** and a photocopy of the front and back
6. **Original** Certificate of Registration if Kenyan by naturalization and a photocopy
7. **3** recent biometric passport size photos
8. A photocopy of the Kenyan recommender's ID card (front and back). **The recommender should not be related to the applicant must sign the recommender's section on the application form.**
9. **Married women: If you married in Kenya: Original and 1** photocopy each of your Kenyan Certificate of Marriage and a certified copy of the same
If you married abroad: Original and 1 photocopy of your International Marriage Certificate, which bears the English Language (obtain this from your local marriage registry).
10. **Divorced women:** A photocopy the marriage certificate specified above AND of a notarised divorce decree and the official English language translation.
11. **Widowed women:** A photocopy of spouse's English Language International Death Certificate.
12. **Deed Poll holders:** A photocopy each of the Deed Poll for Change of Name and the Kenya Gazette Notice.
13. **For Adoption cases:** A photocopy each of the Kenya High Court Adoption Order and Certificate of Adoption issued by the Children's Department in Kenya.
14. **A Certificate of Change of Name issued by the Civil Registry of your country of residence confirming the change of name.**
15. A photocopy of your residence registration as proof of residential address.

YOUR EPASSPORT PHOTO WILL BE TAKEN AT THE EMBASSY

1. Applicant's hair should be in a neutral dark colour and if long, completely pulled back in a ponytail so it does not cover the forehead, the ears or even the shoulders.
2. Ears should be earring-free and no facial piercings or nose ring.
3. Make up if necessary, must be neutral. No contouring of nose, lips or eyebrows.
4. Ladies should not be wearing strappy or strapless tops.
5. Without a smiling or laughing countenance and without spectacles.
6. Without any head gear or covering.