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EMBASSY OF THE REPUBLIC
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APPLICATION FOR AN E-PASSPORT (REPLACEMENT OF A LOST PASSPORT)

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. **A child must also be present for bio-data capture.**
4. **Incomplete applications will be rejected.**

CHECKLIST OF REQUIREMENTS FOR A LOST PASSPORT

1. **1** duly filled ePassport application Form filled on eCitizen.
2. **2** eCitizen payment invoices of the prescribed passport fee.
3. **Original birth certificate** and a photocopy of the front and back.
4. **Original Certificate of Registration** if Kenyan by naturalization and a photocopy.
5. A photocopy of the photo page of the lost passport.
6. **Original Kenyan ID card** and a photocopy of the front and back
7. 3 biometric passport size photos (see photo guidelines below).
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. An original Affidavit of the loss, sworn and signed at a Notary Public (see attached Affidavit)
10. An official Police Report of the loss issued at the country of residence as well as the English language translation.
11. An official letter from the applicant explaining the circumstances of the loss.
12. A duly filled Pro-Forma (see attached Pro Forma)
13. A photocopy of your **residence registration** as proof of residential address.
14. **For lost passport for a child under 18 years:** See additional requirement on the checklist for children's passport and submit accordingly.

YOUR EPASSPORT PHOTO WILL BE TAKEN AT THE EMBASSY

- 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.
- Without any head gear or covering.
- Ears should be earring-free and no facial piercings or nose ring.
- Make up if necessary, must be neutral. No contouring of nose, lips or eyebrows.
- Ladies should not be wearing strappy or strapless tops.



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
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?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

8	Residential Address:		
	Telephone:	Town:	Country:
Fees Chargeable for Lost Passport paid through eCitizen Invoice No:			

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)

IN THE MATTER OF OATHS AND STATUTORY DECLARATIONS ACT

(CHAPTER 15 OF THE LAWS OF KENYA)

AFFIDAVIT FOR A LOST PASSPORT

I (Name) _____

of (Address) _____

Date of Birth _____ Place of Birth _____

do wish to make oath and state as follows:-

1. **THAT I** am a Kenyan Citizen Holder of Passport Number _____ issued to me on _____ (dd/mm/yy) at _____ (Passport Issuing Authority).
2. (Explain how your passport got lost) _____

3. **THAT I** reported the matter to _____ Police Station and was issued with a Police Abstract form, a copy of which is attached herewith.
4. **THAT** the said passport has not been traced to date and I verily believe the same is lost.
5. **THAT I** apply to be issued with a new passport to replace the lost one. Attached herewith is a copy of the application for a new passport and the necessary fees.
6. **THAT I** undertake to return the said passport to the Kenya Government in the event that the same is found. I further undertake to indemnify the Kenya Government from any claims arising from the said lost passport.
7. **THAT I** swear this affidavit in support of my application to be issued with a new passport to replace the lost one.
8. **THAT** what is deponed hereto is true to the best of my knowledge and belief.

NOTARISED this (dd)_____ (mm)_____ of _____(yy))

BEFORE ME)

A NOTARY PUBLIC)

NB: This affidavit must be signed by both the applicant and the notary.