



INFORMATION ON THE KENYA E-PASSPORT **(Passport for a child who has not yet attained the age of 18 years)**

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. All minors must be accompanied by their parents or legal guardians
4. Where certified copies are required, the certification must be done by the Issuing Administrative Office in your country of residence.
5. **Incomplete applications will be rejected.**

CHECKLIST OF REQUIREMENTS

1. 1 duly filled ePassport application Form filled on eCitizen.
2. 2 eCitizen payment invoices of the prescribed passport fee.
3. 1 **duly filled** Parental Consent Form (either filled on eCitizen or the one on the appendix).
4. **For children born in Kenya:** The original birth certificate with which the first passport was issued in Kenya and **a photocopy** of front and back.
5. **For children born abroad:** 1 original certified English language International Birth Certificate and **a photocopy** of the front and back. (**See samples on appendix**).
6. **Original** Certificate of Registration if Kenyan by naturalization and a photocopy.
7. **For passport replacement: Original passport** and a photocopy of the last 3 and photo page.
8. A photocopy of the last 3 and the photo page of the parent(s)' Kenyan passport.
9. **Original and photocopy** of the parent(s) Kenyan ID card(s) and birth certificate(s) (front & back).
10. **3 recent biometric** passport size photos
11. 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.**
12. A photocopy of your residence registration as proof of residential address.
13. **Optional:** If your child's passport is lost/mutilated/ or requires change of name, you must refer to the relevant checklists for additional requirements.

THE 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.
7. Children should be able to sit upright with minimal support.

R.....



REPUBLIC OF KENYA

DEPARTMENT OF IMMIGRATION SERVICES

PARENTAL CONSENT

I, OF TEL.

ADDRESS.....

HOLDER OF ID/PPT 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 KENYAN PASSPORT(S) TO THE ABOVE MINOR(S)

SIGN DATE

APPENDIX: SAMPLE DOCUMENTS

1. Sample of a German International Birth Certificate

Formule A

1	Staat/État/Country Bundesrepublik Deutschland															
2	Standesamtsbehörde Musterstadt Service de l'état civil de Civil Registry Office of															
3	Auszug aus dem Geburtseintrag Nr. Extrait de l'acte de naissance n° Extract from birth registration no.															
4	Tag und Ort der Geburt Date et lieu de naissance/ Date and place of birth	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;">Jo</td> <td style="width: 20%;">Mo</td> <td style="width: 20%;">An</td> <td style="width: 40%; text-align: center;">XXXX / XXXX</td> </tr> <tr> <td style="text-align: center;">XX</td> <td style="text-align: center;">XX</td> <td style="text-align: center;">XXXX</td> <td style="border-bottom: 1px dashed black;"></td> </tr> </table>	Jo	Mo	An	XXXX / XXXX	XX	XX	XXXX							
Jo	Mo	An	XXXX / XXXX													
XX	XX	XXXX														
5	Name Nom/Name															
6	Vornamen Prénoms/Forenames															
7	Geschlecht Sexe/Sex															
8	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; border-right: 1px solid black;"> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20px; text-align: center;">8</td> <td>Vater Père/Father</td> </tr> <tr> <td style="text-align: center;">5</td> <td>Name Nom/Name</td> </tr> <tr> <td style="text-align: center;">6</td> <td>Vornamen Prénoms/Forenames</td> </tr> </table> </td> <td style="width: 50%; border-left: 1px solid black;"> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20px; text-align: center;">9</td> <td>Mutter Mère/Mother</td> </tr> <tr> <td style="text-align: center;">5</td> <td>Name Nom/Name</td> </tr> <tr> <td style="text-align: center;">6</td> <td>Vornamen Prénoms/Forenames</td> </tr> </table> </td> </tr> </table>		<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20px; text-align: center;">8</td> <td>Vater Père/Father</td> </tr> <tr> <td style="text-align: center;">5</td> <td>Name Nom/Name</td> </tr> <tr> <td style="text-align: center;">6</td> <td>Vornamen Prénoms/Forenames</td> </tr> </table>	8	Vater Père/Father	5	Name Nom/Name	6	Vornamen Prénoms/Forenames	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20px; text-align: center;">9</td> <td>Mutter Mère/Mother</td> </tr> <tr> <td style="text-align: center;">5</td> <td>Name Nom/Name</td> </tr> <tr> <td style="text-align: center;">6</td> <td>Vornamen Prénoms/Forenames</td> </tr> </table>	9	Mutter Mère/Mother	5	Name Nom/Name	6	Vornamen Prénoms/Forenames
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5	Name Nom/Name															
6	Vornamen Prénoms/Forenames															
10	Andere Angaben aus dem Eintrag/Autres énonciations de l'acte/Other particulars of the registration															
11	Tag der Ausstellung Date de délivrance/ Date of issue	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;">Jo</td> <td style="width: 20%;">Mo</td> <td style="width: 20%;">An</td> <td style="width: 40%;"></td> </tr> <tr> <td style="text-align: center;">01</td> <td style="text-align: center;">11</td> <td style="text-align: center;">201</td> <td style="border-bottom: 1px dashed black;"></td> </tr> </table>	Jo	Mo	An		01	11	201							
Jo	Mo	An														
01	11	201														
Unterschrift/Signature/Signature		Siegel/Seal/Seal														

14115 Internationale Geburtsurkunde Seite 1 von 2, Antrag für Standesamtswesen GmbH, Frankfurt am Main - Birth 2014

SYMBOLS/ZEICHEN/SYMBOLS/SÍMBOLOS/SÍMBOLOO/SÍMBOLO/SYMBOLEN/SÍMBOLOS/İŞARETLER/SÍMBOLO/SYMBOL/

Jo: Jour/Tag/Day/Dia/ Ημέρα/Giorno/Dag/Dia/Gün/Dar/Dzień/Diena/ZivPäiv/Zi/Дөн

Mo: Mois/Monat/Month/Mes/Mήν/Mese/Maand/Mês/Ay/Mesec/Miesiac/Mēnuo/Lunã/Kuu/Lunã/Месяц

An: Année/Jahr/Year/Año/ Έτος/Anno/Jaar/Ano/Yil/Godina/Rok/Metaj/An/Asata/An/година

M: Masculin/Männlich/Masculine/Masculino/ Άρρεν/Maschile/Mannelijk/Masculino/Erkek/Muški/Męska/Vyras/Masculin/Mees/Masculin/Мъжки

F: Féminin/Weiblich/Feminine/Femenino/Θήλυ/Femminile/Vrouwelijk/Feminino/Kadın/Zenski/Ženska/Moteris/Feminin/Naine/Feminin/Женски

Mar: Mariage/Eheschließung/Marriage/Matrimonio/Γάμος/Matrimonio/Huwelijk/Casamento/Evlenme/Zaključenje braka/Mażeństwo/Santuoka/Căsătorie/Abielu/Căsătorie/Сключен брак

Sc: Séparation de corps/Trennung von Tisch und Bett/Legal separation/Separación personal/Χωρισμός από τραπέζης και κοίτης/Separazione personale/Scheidung von tafel en bed/Separação de pessoas e bens/Aynlık/Fizikla rastava/Separacja/Gyvenimas skyrium/Separajie de corp/Lahusel/Separajie de corp/Фактическая раздлa

Div: Divorce/Scheidung/Divorce/Divorcio/Διαζύγιον/Divorzio/Echtscheidung/Divórcio/Boşanma/Razvod/Rozwód/Ištuoka/Divorj/Lahutus/Divorj/Развод

A: Annulation/Nichtigklärung/Annulment/Anulación/ Ακύρωσις/Annullamento/Nietigverklaring/Anulação/ptal/Poništenje/Unieważnienie/Panakinimas/Anulare/Kehtetuks tunnistamine/Anulare/Нищожиост на брака

D: Décès/Tod/Death/Defunción/Θάνατος/Morte/Overlijden/Óbito/Ölüm/Smrt/Zgon/Mirtis/Deces/Sum/Deces/Смърт

Dm: Décès du mari/Tod des Ehemannes/Death of the husband/Defunción del marido/Θάνατος του συζύγου/Morte del marito/Overlijden van de man/Óbito do marido/Kocanın ölümü/Smrt muža/Zgon meža/Vyro mirtis/Decesul soțului/Mehe surm/Decesul soțului/Смърт на съпруга

Df: Décès de la femme/Tod der Ehefrau/Death of the wife/Defunción de la mujer/Θάνατος της συζύγου/Morte della moglie/Overlijden van de vrouw/Óbito da mulher/Kanının ölümü/Smrt žene/Zgon žene/Žrtovnik misle/Decesul soției/Naise surm/Decesul soției/Смърт на съпругата

2. Sample of a Certification done by the German authorities

Die Echtheit der vorstehenden (umstehenden) Unterschrift
des/der Sachbearbeiterin (Amtsbezeichnung/Name)
wird hiermit beglaubigt. Fr. Orthen

Die Urkunde ist versehen mit dem
Siegel / Stempel der / des Stadt Köln
Köln, 01.09.10
Bezirksregierung
Im Auftrag
Welter
(Welter)

Geb. Verz.
Nr.: 1192110



APOSTILLE
(Convention de La Haye du 5 octobre 1961)

1. Land: Bundesrepublik Deutschland
Diese öffentliche Urkunde
2. ist unterschrieben von . Frau Mustermann
3. in ihrer Eigenschaft als *Standesbeamtin*
4. sie ist versehen mit dem Siegel/Stempel des (der)
Musterstadt - *Standesamt* -

Bestätigt:

5. in Dresden
6. am *03. Januar 2017*
7. durch die Landesdirektion Sachsen
8. unter Nr. *xxxx/2017*
9. Siegel/Stempel:

10. Unterschrift
.....
Vorname-Nachname
- Bürosachbearbeiter -