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GENERAL INFORMATION ABOUT KENYAN PASSPORTS

Scroll and read through this page carefully to obtain information on how and when to apply for a passport.

All checklists for passport application are available on the **APPLICATION DOWNLOADS** page on the Embassy website.

Callers who call to inquire on how to apply for a passport replacement or new passport for a child will be directed back to this document!!!

1. THE E-PASSPORT

The Department of Immigration has rolled out issuance of the e-Passport with effect from 1st September 2017. All applicants must register on www.ecitizen.go.ke and fill in the application online before downloading and printing it out as a PDF. All payments must also be made on the same page and 3 Invoices printed out.

The Embassy no longer accepts any application that has not been applied for and paid through eCitizen.

Holders of valid current passports will be allowed to use them until 31st August 2019, after which, they will be rendered invalid.

Applicants who are over 18 and do not have a valid Kenyan National Identity Card will no longer be able to apply for a passport replacement. You must travel to Kenya or to the Kenya High Commission in London to register and be issued an ID card. The Embassy in Berlin does not issue ID cards.

If your passport has expired, you will be issued a one-way Emergency Travel Document by the Embassy in order to travel to Kenya, to process the ID card. Scroll to the bottom of this page for further information on how to obtain an Emergency Travel Document.

Applicants who have filled in the Epassport application and made their payment on the on the ecitizen platform should forward the application documents to the Embassy for onward transmission to Kenya.

When making the passport application on eCitizen, ensure that you click on the proper application type follows:

- i) For a first passport for your children: 01. NEW**
- ii) For passports that have expired or are full: 02. REPLACEMENT**
- iii) For those who have ever changed their (sur)name: 03. MODIFICATION**
- iv) For damaged passports: 04: MUTILATED**
- v) For lost passports: 05: LOST**

Do not forget to go to the Application downloads page on the Embassy website to access the relevant checklist for your passport application.

2. VALIDITY OF A PASSPORT

Kenyan passports are available for ten years and are non-renewable. They are not available beyond ten years from the original date of issue. If at any time a passport contains no further space for visas, a new passport must be obtained. The same applies for if any official changes are required e.g. change of name after marriage. The Embassy does not issue temporary passports. **All passports that are not ePassports will only be valid until 31st August 2019.**

Caution: Passports are valuable documents and should not be altered in any way or allowed to pass into possession of unauthorized person. If lost, withdrawn or destroyed the fact and circumstances should be immediately reported to the Kenya Embassy and the local police. Under such circumstances, new passports can only be issued after exhaustive enquiries have been done.

Application for a new passport must be done well in advance, at least 6 MONTHS before expiry of the passport or your intended date of travel. It takes up to 12 weeks or more to process the Passport. DO NOT BOOK ANY TRIP OR HOLIDAY UNTIL YOU HAVE A VALID PASSPORT.

Kindly note that the Embassy endeavours to assist all Kenyans in emergency situations but will not support the negligence of an applicant who fails to check on the validity of his/her passport.

3. RECOMMENDER

All passport applications must be recommended by the holder of a valid Kenyan passport or ID card, who is not related to the applicant. **YOU CANNOT RECOMMEND YOURSELF, YOUR CHILD OR ANY OF YOUR RELATIVES!!!**

If your recommender is not in your area of residence, you must send him/her the recommender's page to fill in and send it back to you per post together with the relevant pages of his/her Kenyan passport or Kenyan ID card as stated on the checklist.

AN APPLICATION THAT HAS NOT BEEN RECOMMENDED WILL BE RETURNED TO THE APPLICANT.

4. APPLYING FOR an ePASSPORT

Visit www.ecitizen.go.ke. You will need your Kenya National Identity Card number to be able to register on the eCitizen website. If you have the 1st generation ID card (where entries were made using a ball-point pen), you will not be able to register on eCitizen. You will have to travel to Kenya or London to apply for a New Generation ID card before you can successfully register on the eCitizen website.

Once you have printed out the application and invoice, check the relevant checklist of additional documents for your application **on the Embassy website**.

All application documents must be forwarded in 2 identical sets as specified on the checklist. If any document as stated on the checklist is missing and the checklist does not specify what can be done, **email your question to the Embassy** (immigration@kenyaembassyberlin.de) for further guidance.

AN INCOMPLETE APPLICATION WILL BE RETURNED TO THE APPLICANT FOR COMPLETION USING THE DHL ENVELOPE. ENSURE THEREFORE THAT YOU ONLY SUBMIT A COMPLETE APPLICATION AS PER THE CHECKLIST.

5. PROCESSING TIME FOR ALL PASSPORTS

It may take up to 12 weeks or more from the time you submit a complete application to when you receive the issued passport. You will receive a confirmation letter once your application has been forwarded to Nairobi, usually within 4 weeks of submitting a complete application. There are certain circumstances that can lead to longer waiting periods e.g. if the passport being replaced was issued outside Nairobi or if the passport issuing authority

requires additional documents or further clarification on your application. In the latter case, you will be contacted by the Embassy to provide the required document/clarification.

6. LOST PASSPORT REPLACEMENT

If you happen to have lost your passport, contact your local lost and found office to see if the passport was found and deposited there. You can also email the Embassy (immigration@kenyaembassyberlin.de) to find out if the passport might have been sent to us. If your search remains futile, you will have to report its loss at your local police station and then proceed to a Notary Public to swear an Affidavit on the loss.

The Kenyan passport remains property of the Kenyan government and should be handled with extreme care and kept safe at all times. You are advised to only carry coloured photocopies of it and of your residence permit (if it is stuck inside your passport) for identification purposes. Passports should not be carried to night clubs or any social gathering, since these are the most common reported areas of loss.

7. APPLYING FOR A FIRST PASSPORT FOR YOUR CHILD

If you are the holder of a valid Kenyan passport or your child was born while you are still a Kenyan, you can apply for a passport for your child by filing the relevant application on eCitizen. **If both parents are Kenyan, it is the parent who bears the same surname as the child who should file for the passport application on eCitizen.**

Children who have other nationalities and are over 3 months old, must provide the passport of the other nationality too when applying for the Kenyan passport. If the passport of the other nationality is not available, you will have to provide proof from the other country stating that the child does not hold a passport of that country.

If the child is solely Kenyan **and is over 6 months old your application** will be considered a late application. You will have to provide an official letter explaining the late application as well as certified (überbeglaubigt) copies of the International Birth Certificate of the child that have been certified by the issuing authority.

8. CHANGING SURNAME

(i) AFTER MARRIAGE

Women who have married and taken up their husband's surname must apply for the change of name on their Kenyan passport too to avoid complications in the future. You will have to fill in your names as stated on the marriage certificate on the passport application form.

(ii) DEED POLL

If you changed your name through a deed poll, you will have to submit a certified copy of the deed poll and the Kenya Gazette Notice of the name change in addition to other documents on the relevant checklist.

(iii) CHANGE OF NAME FOR KENYAN CHILDREN (IF YOUR CHILD IS TO ASSUME THE SURNAME OF YOUR HUSBAND)

A change of name for Kenyan children can only be made if an official adoption is filed for and approved by the High Court of Kenya and an official change of name through deed poll done and a Kenya Gazette Notice of the same is issued. The Ministry of Gender, Children and Social Development also has to issue a Letter of NO OBJECTION to ADOPTION. You will have to provide certified copies of the High Court of Kenya documents as well as certified copies of the name change documents and Letter of NO OBJECTION as stated above.

9. HOW TO SUBMIT YOUR APPLICATION

(i) COURIER DELIVERY - GERMANY

Once you have all the application documents, go to the Deutsche Post and buy:

- (a) 2 DHL EXPRESSEASY PREPAID NATIONAL envelopes or stickers
- (b) 1 DHL EXPRESSEASY PREPAID NATIONAL ZUSATZMARKE
- (c) 1 normal A4-SIZE envelope
- (d) A 1,45 cents stamp for the A4 envelope.

The DHL envelopes are prepaid and do not require stamps.

Enter the Embassy address on the "Absender" Section of one DHL envelope and your name, address and telephone number on the "Empfänger" section. Also stick the ZUSATZMARKE on the specified field of the envelope. This envelope will be used to SEND YOU your passport(s) back after issuance.

Also enter your name and address on the A4-SIZE 1,45 cents envelope. It will be used to send you the confirmation letter and receipt of the passport fee you paid. You can present this letter to authorities as proof of having applied for a passport/replacement.

Fold the 2 envelopes and put them together with the 2 sets of application documents in the remaining DHL envelope, which should be addressed to the Embassy (EMPFÄNGER) and you as ABSENDER and hand it back to the Deutsche Post for delivery to the Embassy.

You will receive a receipt with the tracking number to be able to track your application on the DHL website. The Embassy will not answer calls or emails on whether an application has been received due to the number of applications that we receive on a daily basis. The applicant must therefore ensure that the application is submitted in this manner to ensure a safe delivery.

(ii) COURIER DELIVERY - ROMANIA AND BULGARIA

Applicants from these countries must submit their application together with their original passport via any courier service available in their country of residence and also arrange for the same courier company to pick up the passports when notified by the Embassy.

(iii) PERSONAL DELIVERY AT THE EMBASSY

If bringing you application personally, ensure that you have arranged all documents in 2 sets as stated on the checklist. **Over the counter services are limited to applicants with complete applications. If you come to the Embassy without application documents, you will be referred back to this website.**

10. KENYANS WITHOUT IDENTITY DOCUMENTS

If you were born in Kenya but have never held a Kenyan passport or ID card or only have a recently issued Kenyan birth certificate, you cannot apply for a Kenyan passport or be issued a Travel Document by the Embassy. You will have to apply for a Travel Document for Foreigners at your local Foreigner's Authority and then apply for a Referred Visa from the Embassy to facilitate you to travel to Kenya to process a passport.

If you are sent by your local Foreigner's Authority to apply for a passport or Travel Document and you fail to bring the application documents, you WILL NOT be issued any confirmation letter as proof that you were at the Embassy.

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