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**EMBASSY OF THE REPUBLIC
OF KENYA**
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REPLACEMENT OF A MUTILATED PASSPORT

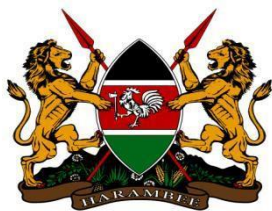
The Embassy of the Republic of Kenya in Berlin, Germany endeavours to serve you efficiently, according to the exigencies of our mandate, as an e-Passport application submission and biometrics capture station.

The ePassport application submission and biometrics capture process is as follows:

1. To ensure that all your documents are complete, arranged them in the order of the checklist on the next page.
2. Once you have handed over your documents you will be shortly interviewed by an immigration officer before you can proceed for biometrics.
3. Once your biometrics have been captured, **all your original documents and the customer receipt with your photo token stuck on it** will be handed back to you.
4. All ePassports are printed in Kenya. Once your ePassport has been printed and sent to the Embassy, eCitizen will notify you of its arrival by sending a sms to the Kenyan number registered on your eCitizen account. Your application status will also change to **PASSPORT READY FOR COLLECTION**. We therefore advise that you check your eCitizen account regularly if the Kenyan number is not operational.
5. You do not have to come back to Berlin to pick up your passport. The Embassy has published information on its website www.kenyaembassyberlin.de informing all applicants on how to get the ePassport once it has been received from Kenya. Kindly visit the Embassy website to familiarise yourself with the procedure as you await your passport.
6. If you do not have any of the documents stated on the checklist on the following page, you will be sent back to complete your application.

Arrange your documents exactly in the following order 1- 17:

1. Original passport
2. Original ID card (**kindly note that a laminated photocopy is not an original ID card**)
3. Original birth certificate
4. **For those who have changed their given names or surname:** Original marriage certificate /divorce decree/deed poll for change of name and gazette notice.
5. Three biometric passport size photos
6. 1 **CUSTOMER** copy of the payment invoice downloaded from eCitizen.
7. All 4 pages of the duly filled and signed eCitizen passport application Form. Ensure that the Kenyan recommender has also signed his/her field.
8. 1 **GOVERNMENT** copy of the payment invoice downloaded from eCitizen.
9. 1 photocopy of the last 3 pages and photo page of the passport being replaced.
10. 1 photocopy of Kenyan ID card (front and back).
11. 1 photocopy of the original birth certificate (front and back).
12. **In case of No. 4 above:** photocopy of marriage certificate /divorce decree/deed poll for change of name and gazette notice with an **official translation if not in English.**
13. An original English-language Affidavit of the damage, sworn and signed at a Notary Public.
14. An official letter from the applicant explaining the circumstances of the damage.
15. 1 duly filled Pro-Forma (see next page).
16. 1 photocopy of the Kenyan recommender's ID card (front and back). **The recommender should not be related to the applicant and must sign the recommender's section on the application form.**
17. 1 copy of your residence registration/residence permit as proof of residential address.



REPUBLIC OF KENYA

DEPARTMENT OF IMMIGRATION SERVICES

PRO-FORMA FOR THE APPLICATION FOR A MUTILATED PASSPORT

FILE NUMBER R.

1	Forename (s) (as entered in the passport):			
2	Surname(s):			
3	Date of Birth (dd/mm/yyyy):	Day	Month	Year
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/mutilated?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	

8	Residential Address:		
	Telephone:	Town:	Country:
Fees Chargeable for Mutilated 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)