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**EMBASSY OF THE REPUBLIC
OF KENYA**
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PASSPORT FOR A CHILD UNDER THE AGE OF 18

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 the application documents in the following order 1- 17:

(a) Kenyan Parent`s documents

1. Original passport
2. Original ID card (**kindly note that a laminated photocopy is not an original ID card**)
3. Original birth certificate
4. 1 photocopy of the last 3 pages and photo page of the parent(s) passport.
5. 1 photocopy of Kenyan ID card (front and back).
6. 1 photocopy of the original birth certificate (front and back).

(b) Child`s documents

7. Original passport (for passport replacement applications)
8. **For children born in Kenya:** The original birth certificate
For children born abroad: 1 original International Birth Certificate (**internationale Auszug aus dem Geburtsregister**) issued in the English language (**no translation**).
9. Three biometric passport size photos
10. 1 **CUSTOMER** copy of the payment invoice downloaded from eCitizen.
11. All 4 pages of the duly filled and signed eCitizen passport application Form. Ensure that the Kenyan recommender not related to the child has also signed his/her field.
12. The Parental Consent Form issued on ecitizen.
13. 1 **GOVERNMENT** copy of the payment invoice downloaded from eCitizen.
14. 1 photocopy of the last 3 pages and photo page of the passport being replaced.
15. 1 photocopy of the original birth certificate (front and back).
16. A 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. A photocopy of the child or parent`s residence registration as proof of residential address.