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INFORMATION ON THE KENYA E-PASSPORT **(ORDINARY PASSPORT REPLACEMENT)**

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 may 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. **Incomplete applications will be rejected.**

CHECKLIST FOR THE ORDINARY REPLACEMENT OF AN EXISTING PASSPORT

1. 1 duly filled and signed eCitizen passport application Form (all the 4 pages).
2. 2 payment invoices of the prescribed passport fee downloaded from eCitizen.
3. **Original passport** and a photocopy of the last 3 and photo page.
4. **Original Kenyan ID card** and a photocopy of the front and back
5. **Your original birth certificate** and 1 photocopy of the front and back.
6. **Your original Certificate of Registration if Kenyan by naturalization** and 1 photocopy of the front and back.
7. **For all who have changed their name: Original and photocopies of supporting documents** (e.g. marriage certificate /divorce decree/deed poll and gazette notice)
8. **3** biometric passport size photos
9. 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.**
10. A photocopy of your residence registration as proof of residential address.

YOUR 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.