

Checklist for

Re-issue of Passport in lieu of lost or damaged passport – Minors below 18 years

Note : Take a printout of this checklist form and tick the documents enclosed in your application, put your name, signature and date at the bottom

1. Printed copy of the duly filled passport application form.	☐
2. 2 recent photographs of size 51mm x 51mm (one pasted on the designated place in the application form and other to be attached application form). application forms with photo of wrong specifications would be rejected.	☐
3. Original Passport of the applicant and one self-attested photocopy of front and last page of the Passport (personal information pages). Please note that original Passport is mandatory, otherwise the application will be rejected (in case of damaged passport).	☐
4. Police report, in original, for the lost passport . Containing case number with full name (preferably with the passport number) and one self-attested photocopy of front and last page of the Passport (in case of lost passport).	☐
5. Copy of Visa / Aufenthaltstitel (Residence Permit) of the Minor applicant. In the case, when Visa / Residence Permit / Aufenthaltstitel is lost, a certificate from Immigration Office (Aufenthaltsbescheinigung), clearly stating the validity of applicant's Visa / Residence Permit / Aufenthaltstitel, is to be submitted. This certificate can be obtained from Immigration Office (Landesamt für Einwanderung / LEA or Ausländerbehörde) of the city you reside in.	☐
6. Self-attested copies of parents'/Guardian passports and residence permits / visas.	☐
7. Declaration of Parent (Annexure C) for Minor Passport when one parent has not given consent.	☐
8. Consent Letter / Affidavit from parents / guardian (Annexure D).	☐
9. Self-attested City Registration Certificate (Meldebescheinigung) of your current German address is mandatory for all types of document processing.	☐
10. An Affidavit for Passport in lieu of Lost / Damaged Passport (Annexure F) and Affidavit regarding circumstances of loss /damaged passport.	☐
11. All documents related to minors or newborns must be self-attested by both parents.	☐

12. If the applicant is a newborn or a minor, The parents need to bring a copy of their marriage certificate, which should be self-attested by both of the parents.	☐
13. In case , any of the parents is foreign national - the applicant needs to get "Specimen Declaration by applicant's parent for Issue of Passport to Minor" form Landgericht (Notary in Germany).	☐
14. In case previous passport has spelling errors, then applicant needs to submit two other Government documents, which can verify his/her identification.	☐
15. Proof of payment (if made through bank transfer).	☐
16. Print and enclose the Applicant Consent Form.	☐

Name :

Signature :

Date :