



Embassy
of the Federal Republic of Germany
Lusaka

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INFORMATION SHEET

for

Passport applications

(as of September 2018)

Biometric passports can only be applied for **in person** at the embassy. Minors have to be accompanied by both parents or the parent entitled to the minor's custody. A valid ID card or NRC card must be presented. In case a parent with custody of the minor does not live in Zambia, the parent may sign a declaration of consent at an appropriate public authority ("Bürgerbüro" in Germany, German diplomatic mission abroad) and have the signature certified.

Since 1 November 2007, all applicants for European passports shall be required to give fingerprints. Exceptions hereto are only possible for medical reasons and for children under the age of 6.

Please note that since 1 November 2007 every child needs its own German travel document. Entries in the parents' passports are not valid anymore and will not allow the children to travel.

Please make an appointment for your passport application. For this purpose please contact the email-address info@luska.diplo.de. You may also make an appointment by calling the phone number 0211 250644 110 (Mo-Fr., 8.30 – 09.30 hrs.) or 0211 250644 109 (Mo-Th., 14 – 15 hrs.).

The following documents must be submitted for your application:

- filled in application form
- two recent, identical, biometric passport photos (see info sheet / notice at the consular office)
- last passport (original document and one readable copy)
- IMPORTANT** if the last place of residence was in Germany or if a German place of residence is shown in the passport:
de-registration certificate (“Abmeldebescheinigung”) issued by the last local registration office or extract of the register of residents (original document and one readable copy)
- proof of address in Zambia (i.e. tenancy agreement, work contract, assignment contract, etc.)
- birth certificate of the applicant (if born abroad, please also provide an additional translation into German or English) (original document and one readable copy)
- proof of name changes, notably for spouses, i.e. German marriage certificate, name certification issued by the registry office (original document and one readable copy)
- in case you acquired the German citizenship by naturalisation:
certificate of naturalisation (original document and readable copy)
- in case you acquired another citizenship upon application:
foreign certificate of naturalisation or other confirmation of the acquisition of citizenship (original document and readable copy)
- application for minors: proof of the acquisition of the German citizenship, i.e. marriage certificate of the parents, certificate of acknowledgment of paternity, parent’s passports (original document and readable copy)
- application for minors with one parent entitled to the minor’s custody: proof of custody, if applicable, i.e. decree of parent’s divorce including the respective clause (“Klausel”) (original document and readable copy)
- passport fee (**payable only in ZMW and only in cash**)

Original documents may be replaced by a certified copy issued by authorised German institutions. Depending on the individual situation, the embassy may demand for the submission of additional documents.

In case you wish to apply for a passport for the first time, please contact the email-address info@lusaka.diplo.de in advance and give information on the most important details (name, date and place of birth, family status, citizenship of the persons involved, places of marriage and divorce, if applicable). It may be necessary to follow different procedural steps prior to your passport application.