

Checklist for Fresh Passport to a newborn Child

**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. **Duly filled and printed passport application form.** Instead of signature, thumb impression of the child is required in signature box on the first page and last page of the application form below the photograph (**left hand thumb impression**)
 2. **Copy of Birth Certificate** issued by the local German Authority (Do not present the certificate issued for purpose of Kindergeld, Elterngeld or Schwangerschaft)
 3. **02 recent photographs of size 51mm x 51mm** (one pasted on the designated place in the application form and other stapled on the last page of application form). Please note that application forms with photo of wrong specifications would be rejected.
 4. Self-attested copies of parents' passports and residence permits / visas.
 5. **Consent Letter / Affidavit from parents / guardian.**
 6. Declaration of Parent or Guardian (Annexure C) for Minor Passport when one parent has not given consent.
 7. Please fill out the Name Split Affidavit, when the name of child is requested to be split (Given name and Surname) as compared to the birth certificate provided by the German Authorities.
 8. Copy of Visa / Aufenthaltstitel (Residence Permit)
 9. Copy of Proof of City Registration (Meldebesatigung / Anmeldung / Proof of current address in Germany)
 10. **Payment Proof** (in case of Postal Application).
 11. Original Passport and Visa / Residence Permit / Aufenthaltstitel to be presented during the physical submission of documents at Alankit ICAC.
 12. Child's presence at Alankit ICAC is not mandatory. However the presence of both the parents is mandatory at the time of submission of the application.
 13. **Print and enclose the Applicant Consent Form.**
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Name :

Signature :

Date :