

## Checklist for

### Re-issue of Passport for splitting name - Minor below 18 Years

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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. 02 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.
  4. Self-attested copy of Visa / Aufenthaltstitel (Residence Permit) of the Minor applicant.
  5. Self-attested copies of parents'/Guardian passports and residence permits / visas.
  6. Declaration of Parent (Annexure C) for Minor Passport when one parent has not given consent.
  7. Consent Letter / Affidavit from parents / guardian (Annexure D).
  8. Self-attested photocopy of Proof of Current address in Germany (City Registration/ Meldebesatigung / Anmeldung / personalauweis) of the Minor applicant.
  9. Affidavit for splitting of name with two public documents as supporting documents.
  10. Proof of payment (if made through bank transfer).
  11. Print and enclose the Applicant Consent Form.
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**Name :**

**Signature :**

**Date :**