

## **GENERAL RULES APPLICABLE TO ALL E-PASSPORT APPLICATIONS**

Personal appearance is required for all applicants.  
For minors (i.e., persons below 18 years old), personal appearance of the parent or legal guardian is also required.

Applicants should dress properly since their passport photo will be taken at the Embassy. Please read the guidelines below.

Payment of passport fee should be done in cash on the date of application at the Embassy.

The Embassy reserves the right to require the submission of additional supporting documents when necessary.

### **REQUIREMENTS FOR FIRST-TIME APPLICANTS (CHILD/PERSON BORN IN GERMANY)**

1. Accomplished *Passport Application* form
2. International Birth Certificate (*Auszug aus dem Geburtseintrag* - Formule A) – original *plus* 1 photocopy
3. Report of Birth – original *plus* 1 photocopy. **If none, file *Report of Birth* first.**
4. Philippine passport of Filipino parent – original *plus* photocopy of data page, amendment page (only if there is an amendment) and inside-back page

### **ADDITIONAL REQUIREMENT FOR THOSE WHO WISH TO HAVE THEIR NEW PASSPORT MAILED TO THEIR ADDRESS IN GERMANY**

1. Self-addressed return envelope (size: 250x176 mm or 'B5'), with sufficient postage stamps for registered mail.

### **ADDITIONAL REQUIREMENT FOR THE ISSUANCE OF A CERTIFICATE OF IDENTITY AND REGISTRATION (CIR) CARD – FREE OF CHARGE**

1. One new (1) ID photograph – size: 2.5 cm x 2.5 cm

### **GUIDELINES ON DRESS/ATTIRE**

1. Applicants must be in decent attire, preferably with collar. (Not allowed: T-shirts, dresses with plunging necklines, sleeveless garments and similar clothing)
2. For women, large earrings are not allowed.
3. For men, earrings are absolutely not allowed.
4. For both men and women, colored contact lenses, nose rings and lip rings are not allowed.