

99085001012009, 99085001012009

# Applying for a passport due to a name change

Heruntergeladen am 27.06.2025

<https://fimportal.de/xzufi-services/296067109/L100008>

Modul	Sachverhalt
Leistungsschlüssel	99085001012009, 99085001012009
Leistungsbezeichnung I	Applying for a passport due to a name change
Leistungsbezeichnung II	Applying for a passport due to a name change
Typisierung	2/3 - Bund: Regelung (2 oder 3), Land/Kommune: Vollzug
Quellredaktion	Sachsen-Anhalt
Freigabestatus Katalog	fachlich freigegeben (gold)
Freigabestatus Bibliothek	fachlich freigegeben (gold)
Begriffe im Kontext	
Leistungstyp	Leistungsobjekt mit Verrichtung
Leistungsgruppierung	Reisepass (085)
Verrichtungskennung	Ausstellung (012)
SDG-Informationsbereich	Dokumente, die von Unionsbürgern, ihren Familienmitgliedern, die keine Unionsbürger sind, allein reisenden Minderjährigen und Nicht-Unionsbürgern bei grenzüberschreitenden

Modul	Sachverhalt
	Reisen innerhalb der Union verlangt werden (Personalausweis, Visum, Pass)
Lagen Portalverbund	Ausweise (1070100), Auslandsaufenthalt (1120200)
Einheitlicher Ansprechpartner	Nein
Fachlich freigegeben am	12.04.2024
Fachlich freigegeben durch	Federal Ministry of the Interior and for Home Affairs (BMI)
Handlungsgrundlage	<a href="https://www.gesetze-im-internet.de/pa_g_1986/_11.html#:~:text=(2)%20Eine%20Passbeh%C3%B6rde%20hat%20einen,nicht%20die%20G%C3%BCltigkeit%20des%20Passes.">https://www.gesetze-im-internet.de/pa_g_1986/_11.html#:~:text=(2)%20Eine%20Passbeh%C3%B6rde%20hat%20einen,nicht%20die%20G%C3%BCltigkeit%20des%20Passes.</a> <a href="https://www.gesetze-im-internet.de/pa_g_1986/_15.html">https://www.gesetze-im-internet.de/pa_g_1986/_15.html</a> <a href="https://www.gesetze-im-internet.de/pa_g_1986/_25.html">https://www.gesetze-im-internet.de/pa_g_1986/_25.html</a> <a href="https://www.gesetze-im-internet.de/passv_2007/_5.html">https://www.gesetze-im-internet.de/passv_2007/_5.html</a> <a href="https://www.gesetze-im-internet.de/passv_2007/_15.html">https://www.gesetze-im-internet.de/passv_2007/_15.html</a> <a href="https://www.gesetze-im-internet.de/passv_2007/_17.html">https://www.gesetze-im-internet.de/passv_2007/_17.html</a> <a href="https://www.gesetze-im-internet.de/pa_g_1986/_11.html#:~:text=(2)%20Eine%20Passbeh%C3%B6rde%20hat%20einen,nicht%20die%20G%C3%BCltigkeit%20des%20Passes.">https://www.gesetze-im-internet.de/pa_g_1986/_11.html#:~:text=(2)%20Eine%20Passbeh%C3%B6rde%20hat%20einen,nicht%20die%20G%C3%BCltigkeit%20des%20Passes.</a> <a href="https://www.gesetze-im-internet.de/pa_g_1986/_15.html">https://www.gesetze-im-internet.de/pa_g_1986/_15.html</a> <a href="https://www.gesetze-im-internet.de/pa_g_1986/_25.html">https://www.gesetze-im-internet.de/pa_g_1986/_25.html</a> <a href="https://www.gesetze-im-internet.de/passv_2007/_5.html">https://www.gesetze-im-internet.de/passv_2007/_5.html</a> <a href="https://www.gesetze-im-internet.de/passv_2007/_15.html">https://www.gesetze-im-internet.de/passv_2007/_15.html</a> <a href="https://www.gesetze-im-internet.de/passv_2007/_17.html">https://www.gesetze-im-internet.de/passv_2007/_17.html</a>
Teaser	Your name has changed and you do not have another valid identity document? Then you must apply for a new passport immediately.

## Modul

## Sachverhalt

### Volltext

If your surname has changed, your previous passport contains incorrect information. It is therefore automatically invalid. If you still need a passport, you must apply for a new document immediately.

Name changes occur, for example, in the event of

- Marriage and divorce
- Registration of a civil partnership and its dissolution

You are obliged to present the invalid passport to the passport authority immediately. As a rule, it will be confiscated there.

The passport is issued by the passport office of the municipal or city administration in which you live. For important reasons, you can also apply for the document in another municipality. This other passport authority will then first be authorized by the authority actually responsible for you to issue the passport. In this case, your fees will be doubled.

You can also apply for passports and temporary passports at German diplomatic missions abroad. This will also incur additional costs for you.

### Erforderliche Unterlagen

- old passport or other proof that you are a German citizen
- a current photo in the prescribed size and quality
- with Marriage: marriage certificate Divorce: certified copy of the change of name or civil status certificate
- Registration of a civil partnership: civil status certificate
- Dissolution of a civil partnership: certified copy of the change of name or civil status certificate
- optional, but recommended: Civil status certificate, for example marriage or birth certificate. This can be used to clarify any problems immediately, particularly with regard to the spelling and order of first names and surnames. This may also be relevant, if your details have changed since the last certificate was issued or when applying for the first time after moving to the city or municipality.

If in doubt, please check in advance on the website of the city or municipality or by telephone which

Modul	Sachverhalt
	documents you need.
Voraussetzungen	<ul style="list-style-type: none"> <li>• You have German citizenship.</li> <li>• Your name has changed.</li> <li>• You do not have another valid identity document with the new name, for example an identity card.</li> </ul> <p>You must not have any reasons for refusal, such as</p> <ul style="list-style-type: none"> <li>• Failure to fulfill a legal maintenance obligation</li> <li>• Endangering the internal or external security of the Federal Republic of Germany</li> <li>• Assumption that you wish to avoid prosecution, execution of a sentence or a statutory maintenance obligation by leaving the country</li> </ul> <p>A passport can also be withdrawn for the same reasons.</p>
Kosten	<p>Gebühr: 31€</p> <p>Surcharge when applying for a passport at a German diplomatic mission abroad</p> <p>Gebühr: 59,50€</p> <p>Reissue of the passport with 48 pages for persons under 24 years of age</p> <p>Gebühr: 102€</p> <p>New passport issued using the express procedure with 32 pages for persons aged 24 and over</p> <p>Gebühr: 26€</p> <p>Issue of a temporary passport</p> <p>Gebühr: 6€</p> <p>Changing a passport or temporary passport</p> <p>Gebühr: 91,50€</p> <p>Re-issue of the passport using the express procedure with 48 pages for persons under 24 years of age</p> <p>Gebühr: 70€</p> <p>Reissue of the passport with 32 pages for persons aged 24 and over</p> <p>Gebühr: 92€</p> <p>Reissue of the passport with 48 pages for persons aged 24 and over</p> <p>Gebühr: 37,50€</p> <p>Reissue of the passport with 32 pages for persons under 24 years of age</p> <p>Gebühr: 44€</p>

Modul	Sachverhalt
	<p>Surcharge when applying for a temporary passport at a German diplomatic mission abroad          Gebühr: 69,50€</p> <p>Re-issue of the passport using the express procedure with 32 pages for persons under 24 years of age          Gebühr: 124€</p> <p>New passport issued using the express procedure with 48 pages for persons aged 24 and over</p> <p>Some cities and municipalities can exempt you from the fee if you can prove that you are in need. This may be the case, for example, if you receive social welfare or citizen's allowance. The cities and municipalities decide on a case-by-case basis. Please ask your passport authority whether and under what conditions a fee waiver is possible.</p>
Verfahrensablauf	<p>You must apply for a passport in person:</p> <ul style="list-style-type: none"> <li>• Make an appointment at your local citizens' office.</li> <li>• Bring all the necessary documents with you to the appointment.</li> <li>• The official staff will fill out the application with you on site. All you have to do is sign it.</li> <li>• When applying, you are required by law to provide fingerprints for storage in the document (usually a flat print of the left and right index finger). Persons who have not yet reached the age of 6 do not have to provide a fingerprint.</li> <li>• You will receive information from your Citizens' Registration Office as to when you can collect your passport.</li> <li>• You can authorize another person of legal age in writing to collect your passport.</li> </ul>
Bearbeitungsdauer	2 - 6 Woche(n)
Frist	If you need a passport, for example because you do not have an identity card, you must apply for a new passport immediately.
weiterführende Informationen	<a href="https://www.bundesdruckerei.de/system/files/dokumente/pdf/Fotomustertafel-72dpi.pdf">https://www.bundesdruckerei.de/system/files/dokumente/pdf/Fotomustertafel-72dpi.pdf</a> <a href="https://www.bundesdruckerei.de/system/files/dokumente/pdf/Fotomustertafel-72dpi.pdf">https://www.bundesdruckerei.de/system/files/dokumente/pdf/Fotomustertafel-72dpi.pdf</a>
Hinweise	Express passport and temporary passport: Is the

## Modul

## Sachverhalt

regular processing time of 2 to 6 weeks too long for your travel plans? Then your passport office can issue your passport using the express procedure, provided it has the necessary technical equipment. You will receive passports produced using the express procedure within 3 to 4 working days. You will only be issued with a temporary passport if you are unable to receive your passport in time using the express procedure. You will receive this immediately when you apply, so you do not have to wait for it.

**Fingerprints:** If an index finger is missing, the quality of the fingerprint is insufficient or the fingertip is injured, the flat print of either the thumb, middle finger or ring finger will be taken instead. Fingerprints are only not taken if they cannot be taken for permanent medical reasons.

**Old passport:** You may keep an old passport that has become invalid, for example as a souvenir. To do this, the passport authority must invalidate the passport.

**Engagement:** If you are engaged, you can usually apply for your new passport or identity card with the new name after registering the marriage with a certificate from the registry office, at the earliest 8 weeks before the planned date of the marriage. This way it will be ready on the day of the marriage. After the marriage, you can collect your passport by presenting your marriage certificate.

## Rechtsbehelf

- Complaint or appeal against the decisions of the passport authority to the superior authority or the State Ministry of the Interior
- Legal action before the administrative court

## Kurztext

- New passport issued due to change of name in the event of divorce or dissolution of a civil partnership
- Passport becomes invalid in the event of a name change, e.g. in the event of Marriage or divorce civil partnership or its dissolution
- Citizens are obliged to change their name, apply for a new passport immediately if no valid identity card with the new name is available or if a passport is still required for international travel in the future present

Modul	Sachverhalt
	<p>their old passport to the passport authority</p> <ul style="list-style-type: none"> <li>• Costs: 37.50 EUR to 91.50 EUR Surcharges for application for diplomatic mission abroad or another passport authority than the one responsible at the place of residence</li> <li>• Processing time: 2 to 6 weeks</li> <li>• Responsible: Passport authority of the municipality or city administration at the main place of residence</li> </ul>
Ansprechpunkt	Passport office of the municipality or city administration at the main place of residence
Zuständige Stelle	
Formulare	
Ursprungsportal	Reisepass wegen Namensänderung beantragen, Applying for a passport due to a name change