

99085001012009

Apply for a passport or temporary passport (for name change)

Heruntergeladen am 27.06.2025

<https://fimportal.de/xzufi-services/6000018/L100009>

Modul	Sachverhalt
Leistungsschlüssel	99085001012009
Leistungsbezeichnung I	Apply for a passport or temporary passport (for name change)
Leistungsbezeichnung II	Apply for a passport or temporary passport (for name change)
Typisierung	2/3 - Bund: Regelung (2 oder 3), Land/Kommune: Vollzug
Quellredaktion	Sachsen
Freigabestatus Katalog	unbestimmter Freigabestatus
Freigabestatus Bibliothek	unbestimmter Freigabestatus
Begriffe im Kontext	
Leistungstyp	
Leistungsgruppierung	
Verrichtungskennung	
SDG-Informationsbereich	
Lagen Portalverbund	

Modul	Sachverhalt
Einheitlicher Ansprechpartner	
Fachlich freigegeben am	
Fachlich freigegeben durch	
Handlungsgrundlage	<ul style="list-style-type: none"> • § 11 Paßgesetz (PaßG) – Ungültigkeit eines Passes • § 15 Paßgesetz (PaßG) – Pflichten des Passinhabers • § 25 Paßgesetz (PaßG) – Ordnungswidrigkeiten • § 5 Passverordnung (PassV) – Lichtbild • § 15 PassV – Gebühren • § 17 PassV – Ermäßigung und Befreiung von Gebühren • Nr. 4.1.1.6 Passverwaltungsvorschrift (PassVwV) - vorzeitige Beantragung vor Eheschließung
Teaser	<p>If your surname has changed (due to marriage or divorce), your previous passport with the previous name has an incorrect entry and is therefore invalid. If you still need a passport, you must apply for a new document immediately.</p>
Volltext	<p>If your surname has changed (due to marriage or divorce), your previous passport with the previous name has an incorrect entry and is therefore invalid. If you still need a passport, you must apply for a new document immediately.</p> <p>Please note! You are obliged to present the invalid passport to the Passbehörde (passport authority) immediately; it will then usually be confiscated.</p> <p>Fiancés can apply for a new passport after registering the marriage with a certificate from the registry office at the earliest eight weeks before the marriage so that it is ready on the day of the marriage. After the marriage, the passport can be collected on presentation of the marriage certificate.</p> <p>Note on the Department Responsible</p> <p>The department responsible for issuing a passport is the passport office of the municipal or city administration at the applicant's place of residence.</p>

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For important reasons, the passport can also be applied for in a different municipality than the one that would actually be responsible for you. This passport authority will then first obtain authorisation to issue the passport from the passport authority that is actually responsible for you. If this authorisation is granted, the passport can be issued, but then the fees are doubled.

You can also apply for passports and temporary passports at German diplomatic missions abroad.

Erforderliche Unterlagen

- old passport or other proof that you are a German citizen
- in case of marriage: marriage certificate
- in case of divorce: certified copy of the divorce decree
- a current photo in the prescribed size and quality

Note: It is recommended that you bring a civil status certificate (e.g. marriage or birth certificate) with you when applying. In this way, any problems that may arise, particularly with regard to the spelling and order in which first names and surnames are entered in the passport, can be clarified immediately. This may also be the case, for example, if there have been changes to your details since the last issue or when applying for the first time after moving to the city or municipality. If in doubt, you should check the website of the city or municipality or call them to find out which documents you need to bring with you before applying.

Voraussetzungen

You must not have any grounds for refusal, such as

- Failure to fulfil a statutory maintenance obligation
- Endangering the internal or external security of the Federal Republic of Germany
- Assumption that you wish to avoid criminal prosecution, execution of a sentence or a statutory maintenance obligation by leaving the country

A passport can also be revoked for the same reasons.

Kosten

- New issue of the passport with 32 / 48 pages: Persons who have reached the age of 24: EUR 70.00 / 92.00

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Persons who have not yet reached the age of 24: EUR 37.50 / 59.50

- Re-issue of the passport using the express procedure with 32 / 48 pages: Persons who have reached the age of 24: EUR 102.00 / 124.00 Persons who have not yet reached the age of 24: EUR 69.50 / 91.50
- Issuing a temporary passport: EUR 26.00
- Amendment of a passport or temporary passport: EUR 6.00
- For applications abroad additionally:
- EUR 31,00 (passport) EUR 44,00 (temporary passport)

In some cities and municipalities, a fee may not be charged if the applicant can prove that he or she is in need. For example, recipients of social welfare or unemployment benefit II can have the fee waived if they bring the relevant grant notification with them as proof.

The decision to waive the fee is made on a case-by-case basis and is the responsibility of the respective authority. Please ask your Passbehörde whether and under what conditions a fee waiver is possible.

Verfahrensablauf

- A passport is only issued on application, which you must submit in person.
- You can be represented when collecting your passport. The representative must present a power of attorney from you and identify themselves with their identity document (usually an ID card or passport).
- You may keep an old passport that has become invalid, for example as a souvenir. To do this, the Passbehörde must indicate the invalidity of the passport by stamping or punching a hole in it.

Bearbeitungsdauer

about 2 to 6 weeks

Frist

- Notification of and application for a new passport at the department responsible: immediately
- Application for a change of name due to marriage: at the earliest 8 weeks before the marriage This applies if you still need a passport (because you do not have an identity card, for example).

weiterführende

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Informationen	
Hinweise	<p>Express passport and fast-track passport</p> <p>If the regular processing time of two to six weeks for your passport is too long for you and you need the passport sooner, your Passbehörde can also issue the passport using the express procedure, provided it has the necessary technical equipment. Passports issued using the express procedure take three to four working days to process. If the application is received by Bundesdruckerei by 12 noon, the express passports will be delivered to the relevant authority within two working days (excluding public holidays and weekends).</p> <p>Only if the passport cannot be issued to you in good time before you intend to use it for the first time, even using the express procedure, will you be issued with a temporary passport. You will receive this immediately when you apply so that you do not have to wait for it.</p>
Rechtsbehelf	non applicable
Kurztext	
Ansprechpunkt	
Zuständige Stelle	
Formulare	
Ursprungsportal	