

## APPLICATION FOR A NEW PASSPORT

### How can I request a new passport?

A new passport can only be requested at the General Consulate in Berlin. This procedure cannot be carried out by the Honorary Consulates.

In order to initiate your application process, please send the following documents to: [concr-de@rree.go](mailto:concr-de@rree.go.cr)  
[.cr](mailto:concr-de@rree.go.cr)

**Important:** It is not possible to renew a passport that is valid for more than one year.

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### Requirements:

#### 1. Request letter in Spanish, indicating:

- An email address or phone number for notifications.
- A preferred date for the appointment at the Embassy in Berlin, within the opening hours (Monday to Friday from 10.00 a.m to 12.00 p.m.). The appointment is subject to availability of the Embassy.

- Withdrawal at the Embassy in Berlin or a Honorary Consulate.
2. Copy of both sides of the VALID Costa Rican identification card (cédula de identidad).
  3. Copy of the personal information page of the prior passport.
  4. Payment information and bank account details will be provided upon review of the documentation by email. The payment receipt must be presented **PRINTED** on the day of the appointment.
  5. In the case of MINORS:
    - Both parents must present their valid identification cards the day of the appointment (cédula de identidad).
    - A Costa Rican birth certificate, with no more than 6 months of issuance, must be provided.

### **Application Process:**

Once the documents have been revised, an appointment will be given at the Embassy in Berlin. Personal data, fingerprints and a photo will be taken. The applicant must present a valid identification card (cédula de identidad) on the day of the appointment as well as the valid passport. Additionally, the payment receipt must be brought.

**Cost:**

Please make the transfer **ONLY** when you have received confirmation of appointment and with the information that will be provided to you via email.