

Citizen's Charter
(Services of the Embassy)

S. No.	Services	Documents Required	Fees in EUR	Mode of Payment	Service Delivery	Contact Official	Remarks
1	Visa	<ul style="list-style-type: none"> • Duly filled in Visa Application Form • One biometric photograph (45mm x 35 mm) • Passport with six month's validity • Self-addressed adequately stamped envelope in case of application to be submitted by the post office 		Cash or transfer to the Embassy Bank Account (personal cheques are not accepted)	<ul style="list-style-type: none"> • Cash - five working days; • in case of urgency on the same day of submission of the application only with an appointment; • by bank transfer up ten working days 	Mr. Bishal Bhattarai / Ms. Kabita Khanal	Multiple entry exit Gratis Visa for children under the age of 10 with validity of 30 days only .
	15 days - Multiple - Entry		25			Tel. No. 030 34 35 99 20	Visa Hour: Monday to Friday 9.30 am to 12.30 noon
	30 days - Multiple - Entry		40				
	90 days - Multiple - Entry		100				
2	Nepalese Passport Issuance of new Machine Readable Passport (MRP) in lieu of current passport above 10 years of age	<ul style="list-style-type: none"> • Duly filled in Passport Application Form • Four biometric photographs (45mm x 35 mm) • Current Passport • Nepalese Citizenship Certificate 	120	-do-	At least 6-8 weeks if further inquiry or verification of the document with the authorities concerned in Nepal does not require.	-do-	Application submission: During the working hours
3	Issuance of new Machine Readable Passport (MRP) in lieu of lost or stolen or damaged Passport	<ul style="list-style-type: none"> • Duly filled in Passport Application Form • Four biometric photographs (45mm x 35 mm) • Current Passport • Original Nepalese Citizenship Certificate • Police Report about the lost of the passport • Copy of the lost or stolen passport 	240	-do-	-do-	-do-	-do-
4	Issuance of separate Machine Readable Passport (MRP) for Child under 10 years of age	<ul style="list-style-type: none"> • Duly filled in Passport Application Form • Application by the parent specifying the reason(s) for the need of passport • Four biometric photographs (45mm x 35 mm) • Original Nepalese Citizenship Certificate of the child's father • Original Birth Certificate of the child • Copies of the marriage certificate and passports of the parents 	60	-do-	-do-	-do-	-do-
5	Temporary Passport (please note that Temporary Passport is issued only to those who have applied for MRP)	<ul style="list-style-type: none"> • Application to the Embassy • Copies of the Citizenship Certificate and current passport 	17	-do-	Three working days	-do-	-do-
6	Travel Document	<ul style="list-style-type: none"> • Duly filled in Passport Application Form • Four biometric photographs (45mm x 35 mm) • Application addressed to the Embassy specifying the details of not having the passport • Copies of the Nepalese Citizenship Certificate or Passport 	35	-do-	-do-	-do-	-do-

7	Amendment in the passport	<ul style="list-style-type: none"> • Application to the Embassy specifying the need of amendment of a passport • Supporting documents for the amendment • Original passport of the applicant <p>Note: As per regulations, for amending the surname of a female is applicable, only if she married to a Nepali citizen)</p>	120	-do-	-do-	-do-	-do-
8	Power of Attorney	<ul style="list-style-type: none"> • Duly prepared two copies of Power of Attorney (PoA) in Nepali papers • Application addressed to the Embassy by the PoA giver • Original Nepalese Citizenship Certificate of the PoA giver and copies of the Nepalese Citizenship Certificate of the PoA receiver • Two passport size photographs of each PoA giver and receiver • Signatures of at least two Nepali witnesses on the PoA document • Copy of the document of which the ownership is being transferred • PoA giver must be physically present in front of the Head of Mission 	50	-do-	As POA is verified by the Ambassador only, appointment for meeting with the Ambassador should be fixed prior to visit the Embassy by the PoA giver.	-do-	-do-
9	Attestation of seal and signature of the documents certified/attested by the Consular Section of the Ministry of Foreign Affairs (e.g. police report, birth certificate or marriage certificate, Academic certificate etc.)	<ul style="list-style-type: none"> • Original document issued by the offices of the Government of Nepal and certified / attested there upon by the consular Section of the Ministry of Foreign Affairs of Nepal • Application to the Embassy specifying the requirement of such attestation 	20	-do-	Three working days	-do-	-do-
10	Attestation of the seal and signature of the Ministry of Foreign Affairs of concerned countries related to consular, trade and commercial matters	<ul style="list-style-type: none"> • Original document certified / attested by the German Federal Foreign Office or Berlin-based mission of foreign countries to which the Embassy is concurrently accredited • Application to the Embassy specifying the requirement of such attestation 	20	-do-	-do-	-do-	-do-
11	Citizenship Renouncement	<ul style="list-style-type: none"> • Application on the Embassy specifying the reasons to renounce the Nepalese Citizenship • Applicant should duly fill in a format as prescribed by the law of Nepal, which will be provided by the embassy • Original Nepalese Citizenship Certificate • Original Nepalese Passport • Applicant must be physically present in front of the Head of Mission 	50	-do-	the certification of renouncement of the citizenship will be issued to the applicant only upon receipt of clearance from the respective District Administration Office in Nepal. A letter will be issued to the applicant after receiving the citizenship and passport of individual	-do-	As citizenship renouncement is verified by the Ambassador only, Appointment for meeting with the Ambassador should be fixed prior to the visit to the Embassy by the applicant
12	Issuance of To Whom It May Concern document	<ul style="list-style-type: none"> • Application to the Embassy specifying the need of such document • Supporting documents for certification 	25	-do-	Three working days	-do-	-do-

13	Registration of Non Resident Nepali (NRN) and issuance of NRN Identity Card accordingly	• Duly filled in application form, which is available in the Embassy or could be downloaded from this website • Documents as mentioned in the application form		-do-	-do-	-do-	Application submission: During the working hours
	Registration as NRN		16				as pe the current exchange rate
	Issuance of NRN Identity Card for Foreign Resident of Nepali Nationality		40				
	Issuance of NRN Identity Card for Foreign National of Nepali Origin		USD 500				

The Embassy 's bank account details are as follows:

Commerzbank Berlin
 IBAN: DE 79 100 400 000 26 60 20 700
 SWIFT: COBA DEFF XXX

Note : Money once deposited to the revenue account cannot be returned. Hence, be sure of the validity of all your documents before transferring the money.