

**Citizen's Charter**  
**(Services of the Embassy)**  
**Effective from July 22, 2019**

S. No.	Services	Documents Required	Fees in EUR	Mode of Payment	Service Delivery	Contact Official	Remarks
1	Visa	<ul style="list-style-type: none"> <li>Duly filled in Visa Application Form</li> <li>One biometric photograph (45 mm x 35 mm)</li> <li>Passport with six month's validity</li> <li>Self-addressed adequately stamped envelope in case of application to be submitted by the post office</li> </ul>		Cash or transfer to the Embassy Bank Account (personal cheques are not accepted)	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 Sahara Chaulagin	Multiple entry exits Gratis Visa for children under the age of 10 with validity of 30 days only.
	15 days - Multiple - Entry		30				
	30 days - Multiple - Entry		50				
	90 days - Multiple -Entry		115				
2.	Child Registration Certificate	<ul style="list-style-type: none"> <li>Application by the parent for registration</li> <li>Two biometric photographs (45 mm x 35 mm)</li> <li>Original Nepali Citizenship Certificate of the child's parents</li> <li>Original Birth Certificate of the child</li> <li>Copies of the marriage certificate and passports of the parents</li> </ul>	50	Cash or transfer to the Embassy Bank Account (personal cheques are not accepted)	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	do	Application submission: During the working hours
3	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"> <li>Duly filled in Passport Application Form</li> <li>Four biometric photographs (45 mm x 35 mm)</li> <li>Current Passport</li> <li>Nepalese Citizenship Certificate</li> </ul>	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
4	Issuance of new Machine-Readable Passport (MRP) in lieu of lost or stolen or damaged Passport	<ul style="list-style-type: none"> <li>Duly filled in Passport Application Form</li> <li>Four biometric photographs (45 mm x 35 mm)</li> <li>Current Passport</li> <li>Original Nepalese Citizenship Certificate</li> <li>Police Report about the los of the passport</li> <li>Copy of the lost or stolen passport</li> </ul>	240	-do-	-do-	-do-	-do-
5	Issuance of separate Machine-Readable Passport (MRP) for Child under 10 years of age	<ul style="list-style-type: none"> <li>Duly filled in Passport Application Form</li> <li>Application by the parent specifying the reason(s) for the need of passport</li> <li>Four biometric photographs (45 mm x 35 mm)</li> <li>Original Nepalese Citizenship Certificate of the child's father</li> <li>Original Birth Certificate of the child</li> <li>Registration certificate issued by the Embassy for the Children of Nepali citizen born in Germany and accredited countries</li> <li>Copies of the marriage certificate and passports of the parents</li> </ul>	60	-do-	-do-	-do-	-do-

6	<b>Temporary Passport (please note that Temporary Passport is issued only to those who have applied for MRP)</b>	<ul style="list-style-type: none"> <li>• Application to the Embassy</li> <li>• Copies of the Citizenship Certificate and current passport</li> </ul>	17	-do-	Three working days	-do-	-do-
7	<b>Travel Document</b>	<ul style="list-style-type: none"> <li>• Duly filled in Passport Application Form</li> <li>• Four biometric photographs (45mm x 35 mm)</li> <li>• Application addressed to the Embassy specifying the details of not having the passport</li> <li>• Copies of the Nepalese Citizenship Certificate or Passport</li> </ul>	35	-do-	-do-	-do-	-do-
8	<b>Amendment in the passport</b>	<ul style="list-style-type: none"> <li>• Application to the Embassy specifying the need of amendment of a passport</li> <li>• Supporting documents for the amendment</li> <li>• Original passport of the applicant</li> <li>Note: As per regulations, amending the surname of a female is applicable, only if she is married to a Nepali citizen)</li> </ul>	120	-do-	-do-	-do-	-do-
9	<b>Power of Attorney</b>	<ul style="list-style-type: none"> <li>• Duly prepared two copies of Power of Attorney (PoA) in Nepali papers</li> <li>• Application addressed to the Embassy by the PoA giver</li> <li>• Original Nepalese Citizenship Certificate of the PoA giver and copies of the Nepalese Citizenship Certificate of the PoA receiver</li> <li>• Two passport size photographs of each PoA giver and receiver</li> <li>• Signatures of at least two Nepali witnesses on the PoA document</li> <li>• Copy of the document of which the ownership is being transferred</li> <li>• PoA giver must be physically present in front of the Head of Mission</li> </ul>	180	-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-
10	<b>Citizenship Renoucement</b>	<ul style="list-style-type: none"> <li>• Application on the Embassy specifying the reasons to renounce the Nepalese Citizenship</li> <li>• Applicant should duly fill in a format as prescribed by the law of Nepal, which will be provided by the embassy</li> <li>• Original Nepalese Citizenship Certificate</li> <li>• Original Nepalese Passport or the letter from the concerned authority confirming the submission of the passport.</li> <li>• Applicant must be physically present in front of the Head of Mission</li> </ul>	50	-do-	The certification of renoucement 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 renunciation 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
11	<b>Issuance of To Whom It May Concern document</b>	<ul style="list-style-type: none"> <li>• Application to the Embassy specifying the need of such document</li> <li>• Supporting documents for certification</li> </ul>	50	-do-	Five working days	-do-	Application submission: During the working hours

12	Attest station of the copy of the documents issued by bank and financial institutions, migration certificate, police certificate, medical report, affidavit, certificate of origin or other similar types of documents	<ul style="list-style-type: none"> <li>• Application to the Embassy specifying the need of such document</li> <li>• Supporting documents for certification</li> </ul>	90	-do-	Five working days	-do-	-do-
13	Attestation of academic certificates and other documents required for further studies	<ul style="list-style-type: none"> <li>• Application to the Embassy specifying the need of such document</li> <li>• Supporting documents for certification</li> </ul>	15	-do-	Three working days	-do-	-do-
14	General recommendation letters required for personal use for the migrant workers	<ul style="list-style-type: none"> <li>• Application to the Embassy specifying the need of such document</li> </ul>	10	-do-	Three working days	-do-	-do-
15	General Attestation: All other attestation excluding Demand Papers for the Recruitment of the Nepali workers	<ul style="list-style-type: none"> <li>• 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 OR</li> <li>• Original document certified/attested by the German Federal Foreign Office or Berlin-based mission of foreign countries to which the Embassy is concurrently accredited AND</li> <li>• Application to the Embassy specifying the requirement of such attestation.</li> </ul>	50	-do-	Three working days	-do-	-do-
16	Registration of Non-Resident Nepali (NRN) and issuance of NRN Identity Card accordingly	<ul style="list-style-type: none"> <li>• Duly filled in application form, which is available in the Embassy or could be downloaded from this website</li> <li>• Documents as mentioned in the application form</li> </ul>		-do-	-do-	-do-	-do-
	Registration as NRN		20				
	Issuance of NRN Identity Card for Foreign Resident of Nepali Nationality		50				
	Issuance of NRN Identity Card for Foreign National of Nepali Origin		450				

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.