

Citizen's Charter

(Services of the Embassy)

SNo.	Main Services	Documents Required	Fees (Euro)	Mode of Payment	Service Delivery	Contact Official	Remarks
1.	Visa	<ul style="list-style-type: none"> Duly filled in Visa Application Form One passport size photograph Passport with 6 month's validity Self-addressed pre-paid postal envelop in case of application to be submitted by the post (Personal cheques are not accepted) 		Cash or deposit at the Embassy's bank account (Personal cheques are not accepted)	One working day; in case of urgency on the same day of submission of application	Mr. Sharad Paudyal Tel. (030) -34359920	Gratis visa for children under the age of 10 Visa Hour: 0930 to 1230 hours during the working days
	Multiple Entry 15 Days		20.00				
	Multiple Entry 30 Days		35.00				
	Multiple Entry 90 Days		85.00				

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2.	Nepali Passport	<ul style="list-style-type: none"> Duly filled in Passport Application Form Existing Passport Three passport size recent photographs Nepalese Citizenship Certificate 	90.00	Cash or deposit at the Embassy's bank account (Personal cheques are not accepted)	Three working days if further inquiry or verification with the concerned authorities in Nepal does not require.	Mr. Sharad Paudyal Tel. (030) -34359920	Application submission: During the working hours
	Issuance of new Passport in lieu of current Passport						
	Issuance of new Passport in lieu of lost or stolen passport	<ul style="list-style-type: none"> Duly filled in Passport Application Form Three passport size recent photographs Copy of the lost or stolen passport Original Citizenship Certificate Police Report with the mention of bearer's name and passport number on it Separate written application to the Embassy regarding the lost or stolen passport 	90.00	Cash or deposit at the Embassy's bank account (Personal cheques are not accepted)	Three working days if further inquiry or verification with the concerned authorities in Nepal does not require.	Mr. Sharad Paudyal Tel. (030) -34359920	Application submission: During the working hours
3.	Issuance of separate passports for child	<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 Two passport size photographs Original Nepalese Citizenship Certificate of the Child's father Birth Certificate of the Child Copies of the marriage certificate and passports of the parents 	90.00	Cash or deposit at the Embassy's bank account (Personal cheques are not accepted)	Three working days	Mr. Sharad Paudyal Tel. (030) -34359920	Application submission: During the working hours

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4.	Inclusion of child's name in the passport	<ul style="list-style-type: none"> Supporting documents (birth certificate of child, marriage certificate of parents and original Nepalese Citizenship Certificate of the child's father) Application to the Embassy specifying the endorsement in the passport Original Nepalese passport of the parent in which the child's name is to be included. 	Euro 20	Cash or deposit at the Embassy's bank account (Personal cheques are not accepted)	Three working days	Mr. Sharad Paudyal Tel. (030) -34359920	Application submission: During the working hours
5.	Amendment in the passport (Profession change, surname change etc.)	<ul style="list-style-type: none"> Supporting documents for the amendment (e.g. marriage certificate of the female for changing the surname) Application to the Embassy specifying the need of amendment in the passport Original passport of the applicant 	Euro 20	Cash or deposit at the Embassy's bank account (Personal cheques are not accepted)	Three working days	Mr. Sharad Paudyal Tel. (030) -34359920	Application submission: During the working hours
6.	Travel Document	<ul style="list-style-type: none"> Duly filled in Passport Application Form Copies of Nepalese Citizenship Certificate or Passport Three passport size recent photographs Application addressed to the Embassy specifying the details of not having the passport 	Euro 47	Cash or deposit at the Embassy's bank account (Personal cheques are not accepted)	Three working days	Mr. Sharad Paudyal Tel. (030) -34359920	Application submission: During the working hours

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7.	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 	Euro 20	Cash or deposit at the Embassy's Bank Account (Personal cheques are not accepted)	Appointment should be taken with the Head of Mission prior to the presence of the PoA giver in the Embassy.	Mr. Sharad Paudyal Tel. (030) -34359920	
8.	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, etc.)	<ul style="list-style-type: none"> Original document issued by the offices of the Government of Nepal and certified/attested by the Consular Section of the Ministry of Foreign Affairs of Nepal Application to the Embassy specifying the requirement of such attestation 	Euro 20	Cash or deposit at the Embassy's bank account (Personal cheques are not accepted)	Three working days	Mr. Sharad Paudyal Tel. (030) -34359920	Application submission: During the working hours

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9.	Attestation of seal and signature of the Ministry of Foreign Affairs of concerned countries related to consular, trade and commercial matters between Nepal and the respective country	<ul style="list-style-type: none"> Original document certified/ attested by the German Federal Foreign Office or Foreign Ministry of other foreign countries to which the Embassy is concurrently accredited Application to the Embassy specifying the requirement of such attestation 	Euro 20	Cash or deposit at the Embassy's bank account (Personal cheques are not accepted)	Three working days	Mr. Sharad Paudyal Tel. (030) -34359920	Application submission: During the working hours
10.	Citizenship Renouncement	<ul style="list-style-type: none"> Application to 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 	Euro 20	Cash or deposit at the Embassy's bank account (Personal cheques are not accepted)	The certification of renouncement of the citizenship will be provided to the applicant only upon receipt of clearance from the respective District Administration Office in Nepal.	Mr. Sharad Paudyal Tel. (030) -34359920	Appointment should be taken with the Head of Mission prior to the presence of applicant in the Embassy
11.	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 the need of such Certificate 	Euro 20	Cash or deposit at the Embassy's bank account (Personal cheques are not accepted)	Three working days	Mr. Sharad Paudyal Tel. (030) -34359920	
12.	Attestation of the photocopies of educational qualifications	<ul style="list-style-type: none"> Original and copies of educational qualifications Application to the Embassy specifying the need of such attestation 	Gratis		On the same day of submission of application	Mr. Sharad Paudyal Tel. (030) -34359920	Application submission: During the working hours

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13.	Registration of Non Resident Nepali (NRN) and accordingly issuance of NRN Identity Card	<ul style="list-style-type: none"> Duly filled in prescribed application form, which is available in the Embassy or download in this website Documents as mentioned in the application form 		Cash or deposit at the Embassy's bank account (Personal cheques are not accepted)	Three working days	Mr. Sharad Paudyal Tel. (030) -34359920	Application submission: During the working hours
	Registration of NRN		Euro 16				
	NRN Identity Card for Foreign Resident of Nepali Nationality		Euro 40				
	NRN Identity Card for Foreign National of Nepali Origin		Euro 400				

Note: The Embassy's bank account details are as follows:

COMMERZBANK, Berlin

Account No: 2660207 00

Bank code No.(Bankleitzahl): 100 400 00

EBAN: DE 79 100 400 000 26 60 20 700

SWIFT: COBADEFFXXX