

**Citizen's Charter  
(Services of the Embassy)**

S. No.	Services	Documents Required	Fees	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 passport size photograph</li> <li>• Passport with 6 month's validity</li> <li>• Self-addressed pre-paid postal envelop in case of application to be submitted by the post</li> </ul>		Cash or deposit in the Embassy's bank account (Personal cheques are not accepted)	One working day; in case of urgency on the same day of submission of the application	Mr. Dev Doot Dhakal  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		Euro 20				
	Multiple Entry 30 Days		Euro 35				
	Multiple Entry 90 Days		Euro 85				
2.	Nepali Passport Issuance of new Machine Readable Passport (MRP) in lieu of current Passport	<ul style="list-style-type: none"> <li>• Duly filled in Passport Application Form</li> <li>• Current Passport</li> <li>• Four copies of photograph as prescribed</li> <li>• Nepalese Citizenship Certificate</li> </ul>	Euro 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
	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 copies of photograph as prescribed</li> <li>• Original Citizenship Certificate</li> <li>• Police Report about the lost of passport</li> </ul>	Euro 240	-do-	-do-	-do-	-do-

		<ul style="list-style-type: none"> <li>• Copy of the lost or stolen passport</li> </ul>					
3.	Issuance of separate Machine Readable Passport (MRP) for the child	<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 copies of photograph as prescribed</li> <li>• Original Nepalese Citizenship Certificate of the Child's father</li> <li>• Original Birth Certificate of the Child</li> <li>• Copies of the marriage certificate and passports of the parents</li> </ul>	Euro 120	-do-	-do-	-do-	-do-
4.	Temporary Passport (please note that Temporary Passport is issued only to those who have applied for MRP)	<ul style="list-style-type: none"> <li>• Application to the Embassy</li> <li>• Copies of Citizenship Certificate and current Passport.</li> </ul>	Euro 17	-do-	Three working days	-do-	-do-
5.	Travel Document	<ul style="list-style-type: none"> <li>• Duly filled in Passport Application Form</li> <li>• Copies of Nepalese Citizenship Certificate or Passport</li> <li>• Four copies of photograph as prescribed</li> <li>• Application addressed to the Embassy specifying the details of not having the passport</li> </ul>	Euro 35	-do-	-do-	-do-	-do-

6.	Amendment in the handwritten passport (profession change, surname change etc.)	<ul style="list-style-type: none"> <li>• Application to the Embassy specifying the need of amendment in the handwritten passport</li> <li>• Supporting documents for the amendment (e.g. marriage certificate of the female for changing the surname)</li> <li>• Original passport of the applicant</li> </ul>	Euro 20	-do-	-do-	-do-	-do-
7.	Power of Attorney	<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>	Euro 20	-do-	Appointment for meeting with the Ambassador should be fixed prior to visit the Embassy by the PoA giver.	-do-	
8.	Attestation of seal and signature of the documents certified/attested by the Consular Section of the Ministry of	<ul style="list-style-type: none"> <li>• Original document issued by the offices of the Government of Nepal and certified/attested thereupon by the Consular Section of the Ministry of Foreign Affairs of Nepal</li> <li>• Application to the Embassy</li> </ul>	Euro 20	-do-	Three working days	-do-	-do-

	Foreign Affairs (e.g. police report, birth certificate or marriage certificate, etc.)	specifying the requirement of such attestation					
9.	Attestation of 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"> <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</li> <li>• Application to the Embassy specifying the requirement of such attestation</li> </ul>	Euro 20	-do-	-do-	-do-	-do-
10.	Citizenship Renouncement	<ul style="list-style-type: none"> <li>• Application to 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</li> <li>• Applicant must be physically present in front of the Head of Mission</li> </ul>	Euro 20	-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.	-do-	Appointment for meeting with the Ambassador should be fixed prior to visit the Embassy by the applicant
11.	Issuance of To Whom It May Concern document	<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>	Euro 20	-do-	Three working days	-do-	

12.	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-	Application submission: During the working hours
	Registration as NRN		Euro 16				
	Issuance of NRN Identity Card for Foreign Resident of Nepali Nationality		Euro 40				
	Issuance of 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