

# THE PROCEDURE OF APPLICATION FOR THE PASSPORT FOR PERSONS BELOW 16 YEARS OF AGE (FORM R-14 and P)



**THE CHILD SHOULD BE PRESENT IN THE MCCR ACCOMPANIED BY BOTH TWO PARENTS**

**IN MCCR SHOULD BE PRESENTED THE DOCUMENTS AS FOLLOWS:**

- Birth certificate;
- Citizenship certificate;
- Proof about the identity of parents (Identity Card, Passport or Driving License);
- If one of the parent is dead, the child should be accompanied only by other parent;
- Decision of the Court for custody of the child if parents are separated;
- Child under custody should be accompanied by the custodian (tutor);
- Original and stamped authorization by the notary, respectively competent body in Kosova, if one of the parent is missing;
- Residence certificate;
- Proof of payment of 20 € if the child is above 3 years of age.
- Proof of payment of 15 € if the child is bellow 3 years of age.

## THE PROCEDURE OF APPLICATION FOR THE PASSPORT FOR PERSONS ABOVE 16 YEARS OF AGE (FORM P)



**THE APPLICANT SHOULD BE PERSONALLY PRESENT IN THE MCCR AND SHOULD PRESENT THE DOCUMENTS AS FOLLOWS:**

- Identity Card;
- Birth certificate, if he or she has not passed the verification process;
- Residence certificate, if he or she has not passed the verification process;
- The certificate confirming that he/or she is not under investigation from competent court
- Proof of payment of 25 € (if the person is above 18 years of age);
- Proof of payment of 20 € (if the person is bellow 18 years of age)

## THE PROCEDURE OF APPLICATION FOR THE LOST (DAMAGED) PASSPORT (FORM HD)

**THE APPLICANT SHOULD BE PERSONALLY PRESENT IN THE MCCR AND SHOULD PRESENT THE DOCUMENTS AS FOLLOWS:**

- Identity Card;
- Damaged passport;
- Birth certificate (if you have not passed the verification process);
- Police report (original), which should be younger than 3 months (in case of lost passport);
- Residence certificate (if you have not passed the verification process);
- Proof of payment of 25 € (above 18 years of age);
- Proof of payment of 20 € (above 3 years of age);
- Proof of payment of 15 € (bellow 3 years of age);

## THE PROCEDURE OF APPLICATION FOR CHANGE OF DATA IN THE PASSPORT (FORM N)



**THE APPLICANT SHOULD BE PERSONALLY PRESENT IN THE MCCR AND SHOULD PRESENT THE DOCUMENTS AS FOLLOWS:**

- Identity Card;
- Passport;
- Birth certificate (if you have not passed the verification process);
- Decision for change of data;
- Residence certificate or any other proof in case of change of address;
- Proof of payment of 25 € (above 18 years of age);
- Proof of payment of 20 € (above 3 years of age);
- Proof of payment of 15 € (bellow 3 years of age);

## THE PROCEDURE OF APPLICATION FOR RENEWAL OF DATA IN THE PASSPORT (FORM RP)

**THE APPLICANT SHOULD BE PERSONALLY PRESENT IN THE MCCR AND SHOULD PRESENT THE DOCUMENTS AS FOLLOWS:**

- Identity Card;
- Passport;
- Birth certificate (if you have not passed the verification process);
- Residence certificate (if you have not passed the verification process);
- Proof of payment of 25 € (above 18 years of age).
- Proof of payment of 20 € (above 3 years of age).
- Proof of payment of 15 € (bellow 3 years of age).