

## INFORMATION SHEET

Application for a Certificate of Identity (Travel Document)

### **Travelling with a passport from the country of origin and residence permit or card for persons with subsidiary protection status:**

The holder of the passport of the country of origin with Austrian residence permits is entitled to travel freely to Schengen countries for three months for tourism purposes (however, no work may be taken up there). In addition to the residence permit, the passport must also be taken along. This also applies when travelling to Austria's neighbouring countries and other Schengen countries.

Residence permits that allow you to travel to Schengen countries for three months along with your passport from your country of origin include:

- residence permits according to the Settlement and Residence Act (e.g. residence permit, red-white-red card, red-white-red card plus, etc.)
- Residence permit according to the Asylum Act (residence authorisation, residence authorisation plus, residence authorisation with special protection)
- Residence permit for persons entitled to international protection according to Article 24 of the Qualification Regulation

### **Requirements for applying for a certificate of identity:**

- Persons with subsidiary protection status who cannot obtain their own passport
- Stateless persons or persons of undetermined nationality with legal residence
- Under certain conditions also other foreigners, provided that the issue of the certificate of identity is in the interest of the Republic of Austria. This must be proven.
- **Appointment booking:** If possible, please book an appointment online with your smartphone or with your PC under the link <https://citizen.bmi.gv.at/at.gv.bmi.fnsetvweb-p/etv/public/bfa/Terminvereinbarung> (appointment bookings are possible throughout Austria). **Please book a separate appointment for each person.**
- If online booking is not possible, an appointment can be made by telephone in exceptional cases (link: <https://www.bfa.gv.at/contact/start.aspx>).
- **The applicant must personally appear at the booked appointment.** (all applicants, including minors)
- **The application is submitted to the authority only on the day of the booked appointment.**

- All documents must be brought and submitted in the **original or as a certified copy thereof**.

#### **Required documents:**

- **1 recent passport photo** (portrait format 35 x 45 mm) in colour (EU photo), specifications: [https://www.bmi.gv.at/607/Passport\\_photo\\_Criteria.aspx](https://www.bmi.gv.at/607/Passport_photo_Criteria.aspx)
- **Proof of identity and proof of right of residence:**
  - For persons with subsidiary protection status: card for persons with subsidiary protection status or residence permit
  - For stateless persons or in the case of undetermined nationality: residence permit
  - In the case of certificate of identity in the interest of the Republic of Austria: residence permit
- **Civil status documents**, if available (birth certificate, marriage certificate, civil partnership certificate). In the event of name change, these are absolutely necessary.
- If applicable, a **previous certificate of identity** (this will be cancelled) or a theft report
- If applicable, documentary evidence of an academic degree or the professional title of engineer
- For persons with subsidiary protection status: and certain certificates of identity in the interest of the Republic of Austria, the following is additionally required: **proof that own passport cannot be obtained** (e.g. confirmation from the embassy) - if reasonable
- For certificate of identity in the interest of the Republic of Austria, the following is additionally required: **proof that the other requirements are fulfilled and what the interest of the Republic of Austria is**

In specific cases, the passport authority may request further documents - especially if it has doubts about the correctness of the data (e.g. spellings).

#### **Additional documents for minors:**

- Identity document of the intervening parent or legal representative
- Proof of custody, if this is not on record as being the responsibility of the parents.

#### **To prove that it is not possible to obtain a passport of one's own:**

The certificate of identity for persons with subsidiary protection status: can only be issued to persons who cannot obtain their own passport. This must normally be proven (e.g. by confirmation from the embassy). No proof is required if

- there is no embassy or consulate of the country of origin in Austria; therefore, a passport cannot be issued,
- it is known to the authority that the embassy of the respective country in Austria does not issue passports,

- the threat, on the basis of which the subsidiary protection status was granted to the person, arises from the country ("state persecution") or the country would in principle be able to protect but has failed to do so ("unwillingness of the state to protect").

**Costs:**

- € 112.00 (issuing fee) in cash for applicants aged 12 and over
- € 44.00 for children up to 12 years of age
- 1. Passport for children below 2 years of age is free of charge

**Note:** € 200 and € 500 notes **cannot** be accepted for payment.

**Scope and period of validity:**

The certificate of identity is valid for all countries in the world with the exception of the country of origin.

The certificate of identity is issued for the duration of the residence permit at the most.

**Due to the extension of the public visiting hours, it is not necessary to come to the office before the start of the public visiting hours.**

**Do you want to apply for a certificate of identity?**

Then simply schedule an appointment online!

**Here's how:**

1. scan QR code with your smartphone
2. select state and number of persons
3. fill in personal data completely
4. select free date

For further information, please visit: [www.bfa.gv.at/Fremdenpass](http://www.bfa.gv.at/Fremdenpass)

