

INFORMATION SHEET

Application for a Convention Travel Document

Requirements:

- Persons who are entitled to be granted asylum in Austria (“Positive decision/finding under Article 13 of the Qualification Regulation”).
- In certain cases, persons who are entitled to be granted asylum in a different country and who have settled in Austria.
- **Making an appointment:** If possible, make an appointment online using your smartphone or PC. **Link:** <https://citizen.bmi.gv.at/at.gv.bmi.fnsetvweb-p/etv/public/bfa/Terminvereinbarung> (appointments can be booked throughout Austria). **“Please make a separate appointment for each person!”**
- **If you cannot make an appointment online, appointments can be booked by phone in exceptional cases.** (Link: <https://www.bfa.gv.at/Kontakt/start.aspx>).
- **You must appear in person for your appointment.** (All applicants – including minors)
- **Applications are only filed with the authorities on the day of the appointment.**
- Bring and present all **documents as originals or certified copies.**

Required documents:

- **1 current passport photo** (portrait format, 35 x 45 mm) in color (EU photo); specifications: https://www.bmi.gv.at/607/Passbild_Kriterien.aspx
- **Official photo identification;** if not available, the following can also be used:
 - Identity documents from your country of origin
 - Identity witness who has their own official photo identification
 - If no proofs of identity are available, your identity can be checked by the authorities when you present the asylum decision.
 - For children born in Austria, a birth certificate
- **Documents indicating civil status,** where available (birth certificate, marriage certificate, partnership document). In the case of name changes, these are always required.
- **Positive asylum decision** (decision to grant asylum entitlement)
- Where applicable, **an earlier Geneva Convention passport** (this will be invalidated) or loss/theft report
- Where applicable, documentary evidence of an academic degree or the professional title of Engineer

In individual cases, the passport office may request additional documents – especially if they have doubts as to whether the data is correct (e.g. spelling).

Additional documents for minors:

- Identity document of the acting parent or statutory representative
- Proof of custody where this is not on file for the parents (e.g. child's birth certificate and parents' marriage certificate).

Fees:

- €112.00 (issuing fee) in cash for applicants age 12 and up
- €44.00 for children under the age of 12
- 1st passport for children under the age of 2 is free of charge, valid for a maximum of 2 years.

Note: We **do not accept** €200.00 or €500.00 bills as payment.

Scope and validity:

The Geneva Convention passport is valid in every country in the world with the exception of your country of origin, and is **fundamentally valid for 5 years**.

As we have extended our office hours, it is not necessary to arrive at the office before opening hours.

Do you want to apply for a Convention Travel Document?

Then simply make an appointment online!

How it works:

1. Scan the QR code with your smartphone
2. Select federal state and number of people
3. Completely fill in personal data
4. Select a free date

Further Information: **bfa.gv.at/Konventionsreisepass**

