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EMBASSY OF THE REPUBLIC OF  
KENYA

Rheinbabenallee 49  
14199 Berlin  
GERMANY

## CHECKLIST FOR EMERGENCY TRAVEL DOCUMENT

***IMPORTANT: This document must be submitted to the Embassy to confirm that you have read and provided all of the necessary documents. This is a mandatory requirement.***

**Note:** An Emergency Travel Document can only be issued **earliest, three days before the confirmed date of flight**. You must appear personally at the Embassy.

It is only valid for a **one-way journey to Kenya** and will be withdrawn by an Immigration Officer at the Port of Entry in Kenya. Once you have booked your flight to Kenya, send an email **2 weeks before** your flight to [immigration@kenyaembassyberlin.de](mailto:immigration@kenyaembassyberlin.de) requesting for an appointment and attach a scanned copy of your flight booking and your passport or ID.

**Appear personally at the Embassy with the following requirements:**

1. Copy of a confirmed flight booking/ E-ticket. **Flight reservations will not be accepted.**
2. **2 recent biometric** passport size photos of the applicant. Hair should not cover ears or forehead.
3. Proof of Kenyan citizenship i.e. a photocopy of Kenyan Passport (last 3 pages including the photo page) or National Identity Card (front and back) and birth certificate.
4. If your passport has expired or is damaged also bring the **original passport**.
5. **If passport is lost or damaged:** Photocopy of a Sworn Affidavit from a Notary Public and official English translation explaining the loss/damage.
6. **If Passport is lost:** Photocopy of a Police Report and an official English translation of the same.
7. **For a child who has never held a Kenyan passport:** An International Birth Certificate issued by the local birth registry (with English as one of the 3 optional languages). It must also be Certified (*überbeglaubigt*) from the issuing authority.
8. A non-refundable fee of **€20.00 PAYABLE ONLY** by **EC-Debit card** at the Embassy.

.....  
*Applicant's Name*

.....  
*Telephone Number*

.....  
*Full address*