



REPUBLIC OF RWANDA

EMBASSY BERLIN

REQUEST OF CONSULAR SERVICES

ANTRAG AUF KONSULARISCHE DIENSTLEISTUNGEN/ DEMANDE DE SERVICES CONSULAIRES

FORM-CNS

PHOTO

2 colored biometric
passport photographs

2 farbige biometrische
Passfotos

2 photos d'identité
biométriques en couleur

(RED SECTIONS MANDATORY)

SECTION A – YOUR DETAILS/PERSÖNLICHE ANGABEN/ VOS DÉTAILS:

Ms

Mrs

Mr

TITLE/TITEL/ TITRE:

SURNAME/NACHNAME/ NOM DE FAMILLE:

OTHER NAMES/
ANDERE NAMEN/ AUTRES NOMS:

STREET AND HOUSE NR/
STRASSE UND HAUS NR/ RUE ET MAISON NR:

POSTAL CODE-CITY-COUNTRY/
PLZ-STADT-LAND/ CODE POSTAL-VILLE-PAYS:

TELEPHONE/TELEFON/TÉLÉPHONE:

E-MAIL:

DATE OF BIRTH (D/M/Y):
GEBURTSDATUM (T/M/J)/
DATE DE NAISSANCE (J/M/A):

PLACE OF BIRTH/
GEBURTSORT/ LIEU DE NAISSANCE

COUNTRY/ LAND

DISTRICT/ BUNDESLAND

SECTOR/ LANDKREIS

CELL/ STADT

VILLAGE/ STADTTEIL

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NATIONALITY/
STAATSANGEHÖRIGKEIT/ NATIONALITÉ

NATIONAL ID/
PERSONAL AUSWEIS/ CARTE D'IDENTITÉ:

PASSPORT NR:

DATE OF EXPIRY(D/M/Y)
ABLAUFDATUM/DATE D'EXPIRATION:

MARITAL STATUS
FAMILIENSTAND/ ÉTAT CIVIL

FATHER'S FULL NAME/VOLLSTÄNDIGER
NAME DES VATERS/NOM COMPLET DU PÈRE:

MOTHER'S FULL NAME/VOLLSTÄNDIGER
NAME DER MUTTER/ NOM COMPLET DE LA MÈRE:

OCCUPATION & POSITION/
BERUF & POSITION

WORKING PLACE(Organization/Company)
ARBEITSPLATZ (ORGANISATION/UNTERNEHMEN)/
LIEU DE TRAVAIL (ORGANISATION/ENTREPRISE)

SECTION B - RWANDAN COMMUNITY REGISTRATION

WHEN DID YOU LEAVE RWANDA (D/M/Y)
 WANN HABEN SIE RWANDA VERLASSEN (D / M / Y)

WHEN DID YOU ARRIVE IN YOUR CURRENT COUNTRY (D/M/Y)
 WANN SIND SIE IN IHREM AKTUELLEN LAND ANGEKOMMEN (D / M / Y)

PLEASE STATE THE PURPOSE OF YOUR STAY IN YOUR CURRENT COUNTRY (e.g. STUDIES/ WORK/ ...)
 Bitte geben Sie den Zweck Ihres Aufenthalts in Ihrem aktuellen Land an (z. B. STUDIEN / ARBEIT / ...).

SPOUSE'S FULL NAME/ NAME DES PARTNERS/
 NOM COMPLET DU CONJOINT:

SPOUSE'S PLACE AND DATE OF BIRTH (D/M/Y)/
 ORT UND GEBURTSDATUM DES PARTNERS (T/M/J)/
 LIEU ET DATE DE NAISSANCE DU CONJOINT (J/ M/A)

SPOUSE'S NATIONALITY/ NATIONALITÄT DES PARTNERS/
 NATIONALITÉ DU CONJOINT:

LEVEL OF EDUCATION AND DOMAIN/
 BILDUNGSSTUFE UND FACHRICHTUNG/
 NIVEAU D'ÉDUCATION ET DOMAINE:

Family members you want to be registered (only children under 16)

FULL NAME	DATE OF BIRTH	GENDER F/M

Persons in Rwanda to contact in emergency case

FULL NAME	
ADDRESS (CITY/SECTOR/DISTRICT)	
OCCUPATION/ POSITION	
WORKING PLACE	
RELATIONSHIP	
TELEPHONE	
E-MAIL	

SECTION C – REQUESTED SERVICES/ ANGEFORDERTE DIENSTLEISTUNGEN/ SERVICES DEMANDÉS

IDENTITY SERVICES

<input type="checkbox"/> BIRTH CERTIFICATE GEBURTSURKUNDE/ ATTESTATION DE NAISSANCE	<p>Step 1: Request your Birth Certificate from the Office of Civil Status that registered your birth, OR make an application via IREMBO: https://irembo.gov.rw</p> <p>Step 2: Have the original document pre-legalized with the notary of MINIJUST and MINAFFET</p> <p>Step 3: Send the stamped original together with this application form to the embassy for final legalization</p>																				
<input type="checkbox"/> BIRTH REGISTRATION GEBURTSANMELDUNG/ ENREGISTREMENT DE NAISSANCE	<p>Step 1: Submit this form + additional documents:</p> <ul style="list-style-type: none"> ▪ translated original birth certificate ▪ both parents' passport copies and if applicable the resident permit ▪ translated marriage certificate ▪ Baby's & Parent's Passport photo ▪ Health facility's Birth Certificate (alternatively two witnesses) <p>Step 2: Kindly request an appointment at the embassy for your family.</p>																				
<input type="checkbox"/> CERTIFICATE OF COMPLETE IDENTITY/ ZERTIFIKAT DER VOLLSTÄNDIGEN IDENTITÄT/ CERTIFICAT D'IDENTITÉ COMPLÈTE	Kindly submit this application form.																				
<input type="checkbox"/> LIFE CERTIFICATE LEBENS BESCHEINIGUNG/ CERTIFICAT DE VIE	Kindly submit this application form.																				
<input type="checkbox"/> DEATH CERTIFICATE TOTENSCH EIN/ CERTIFICAT DE DÉCÈS	<p>Step 1: Submit this form + additional documents:</p> <ul style="list-style-type: none"> ▪ translated original death certificate which is pre-legalized by the Federal Administration Office (Bundesverwaltungsamt) 																				
<input type="checkbox"/> CRIMINAL RECORD Führungszeugnis/ Dossier criminel <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #f2f2f2;"> <th style="width: 15%;"></th> <th style="width: 25%;">Place of birth</th> <th style="width: 25%;">Civil Registration</th> <th style="width: 35%;">Current Residence</th> </tr> </thead> <tbody> <tr> <td>Sector:</td> <td></td> <td></td> <td></td> </tr> <tr> <td>District:</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Province:</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Country:</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>			Place of birth	Civil Registration	Current Residence	Sector:				District:				Province:				Country:			
	Place of birth	Civil Registration	Current Residence																		
Sector:																					
District:																					
Province:																					
Country:																					

SECTION D – PURPOSE OF YOUR REQUEST

PLEASE STATE THE PURPOSE OF YOUR REQUEST
 BITTE GEBEN SIE DEN ZWECK IHRES ANTRAGES AN
 VEUILLEZ ÉNONCER LE BUT DE VOTRE DEMANDE

MARRIAGE RELATED SERVICES

For a civil marriage at the Embassy, kindly use the Application Form for Civil Marriage

Für eine standesamtliche Trauung in der Botschaft verwenden Sie bitte das Antragsformular für eine standesamtliche Trauung
 Pour un mariage civil à l'ambassade, veuillez utiliser le formulaire de demande de mariage civil

<input type="checkbox"/> MARRIAGE CERTIFICATE TRAUSCHEIN/ ATTESTATION DE MARIAGE	<p>Step 1: Request an original from MINALOC, OR make an application via IREMBO: https://irembo.gov.rw</p> <p>Step 2: Have the original document pre-legalized with the notary of MINIJUST and MINAFFET</p> <p>Step 3: Send the stamped original together with this application form to the embassy for final legalization</p> <p>Note: A marriage certificate is given to you if you choose to celebrate your civil marriage at the embassy.</p>
<input type="checkbox"/> MARRIAGE REGISTRATION EHEREGISTRIERNUG/ L'ENREGISTREMENT DU MARIAGE	<p>Step 1: Submit this form + additional documents:</p> <ul style="list-style-type: none"> translated original marriage certificate which is pre-legalized by the Federal Administration Office (Bundesverwaltungsamt)
<input type="checkbox"/> SINGLE STATUS CERTIFICATE LEDIGKEITSBESCHEINIGUNG/ ATTESTATION DE CELIBAT	<p>Step 1: Request an original from MINALOC, OR make an application via IREMBO: https://irembo.gov.rw</p> <p>Step 2: Have the original document pre-legalized with the notary of MINIJUST and MINAFFET</p> <p>Step 3: Send the stamped original together with this application form to the embassy for final legalization</p>
<input type="checkbox"/> CERTIFICATE OF NO IMPEDIMENT EHEFÄHIGKEITSZEUGNIS/ATTESTATION DE COUUME	Kindly submit this application form.

EMERGENCY TRAVEL DOCUMENT (ETD)

<input type="checkbox"/> EMERGENCY TRAVEL DOCUMENT NOTFALLREISEDOKUMENT / DOCUMENT DE VOYAGE D'URGENCE	<p>ABOUT YOUR TRAVEL</p> <p>DESTINATION _____ (COUNTRY/CITY/SECTOR/DISTRICT) ZIEL (LAND / STADT / SEKTOR / DISTRIKT) DESTINATION (PAYS / VILLE / SECTEUR / DISTRICT)</p> <p>DEPARTURE (D/M/Y) _____</p> <p>RETURN (D/M/Y) _____</p>
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RELOCATION AND MOVING PERSONAL BELONGINGS

<input type="checkbox"/> RELOCATION AND MOVING PERSONAL BELONGINGS BEFÖRDERUNG DER PERSÖNLICHEN HABE/ TRANSPORT DES BIENS PERSONNELS	<p>Additional documents needed:</p> <ul style="list-style-type: none"> DEREGISTRATION LETTER ISSUED BY RELEVANT LOCAL PUBLIC ADMINISTRATION WHERE THE APPLICANT RESIDE BILL OF LADING WITH LIST OF ALL ITEMS AND COST OF EACH EXPORT CERTIFICATE
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<input type="checkbox"/> OTHER – PLEASE SPECIFY/ SONSTIGES - BITTE ANGEBEN/ AUTRES - VEUILLEZ PRÉCISER	_____ _____ _____ _____
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SECTION E – Required Documents/ ERFORDERLICHE DOKUMENTE/ DOCUMENTS REQUIS

FULLY COMPLETED APPLICATION FORM (RED SECTION MANDATORY) VOLLSTÄNDIG AUSGEFÜLLTES ANTRAGSFOMULAR/ FORMULAIRE DE DEMANDE COMPLÈTEMENT REMPLI	<input type="checkbox"/>
A COPY OF YOUR PASSPORT -NATIONAL ID KOPIE IHRES PASSES – PERSONAL AUSWEISES/ COPIE DE VOTRE PASSEPORT – CARTE D'IDENTITE	<input type="checkbox"/>
A COPY OF YOUR RESIDENT PERMIT IF YOU LIVE IN A FOREIGN COUNTRY KOPIE IHRER AUFENTHALTSGENEHMIGUNG, FALLS SIE IN EINEM ANDEREN LAND LEBEN/ UNE COPIE DE VOTRE PERMIS DE RÉSIDENT SI VOUS VIVEZ DANS UN PAYS ÉTRANGER	<input type="checkbox"/>
ORIGINALS OF THE DOCUMENTS TO BE CERTIFIED ORIGINALE DER ZU ZERTIFIZIERENDEN DOKUMENTE/ ORIGINAUX DES DOCUMENTS À CERTIFIER	<input type="checkbox"/>
TWO (2) COLORED BIOMETRIC PASSPORT PHOTOGRAPHS FOR EACH APPLICATION. (PLEASE INDICATE YOUR NAME AT THE BACK, IN ORDER TO AVOID ANY CONFUSION) ZWEI (2) FARBIGE BIOMETRISCHE PASSFOTOS FÜR JEDEN ANTRAG. (Bitte geben Sie Ihren Namen auf der Rückseite an, um Verwirrung zu vermeiden.) DEUX (2) PHOTOGRAPHIES DE PASSEPORT BIOMÉTRIQUES COLORÉES POUR CHAQUE APPLICATION. (VEUILLEZ INDIQUER VOTRE NOM AU DOS, AFIN D'ÉVITER TOUTE CONFUSION)	<input type="checkbox"/>
A PROOF OF PAYMENT OF CONSULAR FEES (10 €) FOR EACH APPLICATION AND POSTAGE (€6,25,- Germany/ €7,20,- Other), IF APPLICABLE. EIN NACHWEIS ÜBER DIE ZAHLUNG DER KONSULARGEBÜHREN (10 €) FÜR JEDEN ANTRAG UND PORTO (€ 6,25, - Deutschland / € 7,20, - Sonstige), FALLS ZUTREFFEND UNE PREUVE DE PAIEMENT DES FRAIS CONSULAIRES (10 €) POUR CHAQUE DEMANDE ET FRAIS DE PORT (6,25 €, - Allemagne / 7,20 €, - Autres), LE CAS ÉCHÉANT	<input type="checkbox"/>

SECTION F – Declaration:

I AGREE TO INFORM THE COMPETENT SERVICES AT THE EMBASSY IF ANY INFORMATION ON THIS FORM CHANGES BEFORE THE PROCESSING OF MY APPLICATION IS COMPLETE.

I DECLARE THAT TO THE BEST OF MY KNOWLEDGE AND BELIEF THE DETAILS GIVEN ON THIS FORM ARE TRUE AND CORRECT.

ICH BESTÄTIGE, DASS ICH DIE BOTSCHAFT INFORMIERE, FALLS SICH GEGEBENE ANGABEN IM BEARBEITUNGSZEITRAUM ÄNDERN. ICH ERKLÄRE, DASS DIE IN DIESEM FORMULAR GEMACHTEN ANGABEN RICHTIG SIND.

J'ACCEPTE D'INFORMER L'AMBASSADE SI TOUTE INFORMATION SUR CE FORMULAIRE CHANGE AVANT QUE LE TRAITEMENT DE MA DEMANDE SOIT COMPLÈTE. JE DÉCLARE QUE, AU MIEUX DE MA CONNAISSANCE ET RASSURE QUE, LES DÉTAILS FOURNIS SUR CE FORMULAIRE SONT VRAIS ET CORRECT

DATE (D/M/Y): ____/____/____

DATUM (T / M / J)/ DATE (J / M / A):

SIGNATURE: _____

UNTERSCHRIFT/SIGNATURE

A. NOTE: THE APPLICANT MUST AT LEAST BE 18 YEARS OLD.

B. PAYEMENT OF CONSULAR FEES

CONSULAR FEES (10 €) MUST BE PAYED **FOR EACH** APPLICATION. PLEASE NOTE THAT THOSE CONSULAR FEES HAVE TO BE TRANSFERRED TO THE FOLLOWING BANK ACCOUNT BEFORE SENDING IN YOUR APPLICATION. **IF ANY DOCUMENT IS TO BE SENT BACK TO YOU THROUGH THE POSTAGE, PLEASE INCLUDE POSTAGE FEE OF €6,25,- (€7,20 OUTSIDE OF GERMANY).**

Beneficiary: Botschaft von Ruanda
Bank: Commerzbank Berlin
IBAN: DE87 100400000266054603
SWIFT Code: COBADEFFXXX
Account Nr: 266054603
BLZ: 10040000

C. MAILING ADDRESS AND CONTACT DATA

BE SURE THAT YOU HAVE ADDRESSED THE ENVELOPE, ATTACHED SUFFICIENT POSTAGE AND SEND TO:

JÄGERSTRASSE 67-69
10117 BERLIN
BUNDESREPUBLIK DEUTSCHLAND

YOU CAN CONTACT US DURING BUSINESS HOURS UNDER THE PHONE NUMBER:

+49 (0) 30 209 165 90
Mon-Fri: 9AM to 1PM

OR VIA E-MAIL: ca@rwanda-botschaft.de
FOR FURTHER INFORMATIONS VISITE:
www.rwandaingermany.gov.rw

D. ABOUT THE DOCUMENTS

THE APPLICATION FORM (FORM-CONS) IS DESIGNED TO BE "FILLABLE" ON COMPUTER. THIS MEANS THAT YOU SHALL CONVENIENTLY COMPLETE THE FORM RIGHT ON YOUR COMPUTER. YOU CAN THEN PRINT YOUR COMPLETED FORM, SIGN IT AS REQUIRED AND SUBMIT IT TO THE ADDRESS MENTIONED ABOVE.

FAILURE TO PROVIDE A FULLY COMPLETED APPLICATION FORM OR THE NECESSARY DOCUMENTS WILL RESULT IN THE NON- PROCESSING OF YOUR APPLICATION.

THE COPIES OF YOUR DOCUMENTS (FOR EXAMPLE: PASSPORT, ID) MUST BE READABLE AND IF THEY CONTAIN A PHOTOGRAPH, THE PERSON MUST BE VISIBLE/RECOGNIZABLE. IT MAY BE HELPFUL TO MAKE COLOR COPIES.

E. LANGUAGE

YOU MUST PROVIDE THE ENGLISH OR FRENCH TRANSLATION OF ALL DOCUMENTS THAT ARE IN ANOTHER LANGUAGE AND THOSE TRANSLATED DOCUMENTS MUST BE CERTIFIED BY COMPETENT AUTHORITIES, i.e. BUNDESVERWALTUNGSAMT.

F. FEEDBACK

Kindly share your feedback of your experience of filling this form to improve our services.