The Honorary Consul of the Federal Republic of Germany

Consular District:
Collin, Dallas, Denton, Ellis, Hood, Hunt, Johnson, Kaufman, Parker, Rockwall, Tarrant and Wise Counties, Texas ("North Texas")

The Federal Republic of Germany relies on a network of around 360 Honorary Consuls worldwide, around 35 of whom serve in the United States in addition to eight Consulates General and the Embassy in Washington, DC. **Honorary Consuls are volunteers who do not necessarily have to be German citizens. They do not receive a salary for their services and may well combine their official role with private activities.**

Aiming primarily at securing the interests of Germany and its citizens in the United States and fostering the relations between Germany and the United States, Honorary Consuls support and complement the work of the Consulates General and Embassy in a broad way. They are responsible for consular duties, cultural cooperation, promotion of trade and commerce as well as building a positive and modern image of Germany abroad.

The main areas of responsibility of the Honorary Consul in North Texas include:

- Providing consular services, e.g. passport applications or witnessing signatures
- Providing a vital link to the German Consulate General in Houston for German-interest groups, companies and local authorities
- Attending events of local, regional and national importance for developing relations between the United States and Germany

The main consular services that are offered by the Honorary Consul in North Texas include:

- Accepting applications for the issuance of German passports
- Authentication of signatures in matters relating to civil status or name change
- Authentication of signatures in relation to powers of attorney or declarations of approval in connection with German property transactions
- Certifying photocopies

Passport applications can only be accepted if the applicant holds German citizenship.

Also, before any appointment with the Honorary Consul in North Texas, you will need to fill out all applicable forms pertaining to the requested consular service and gather all supplementary documentation. You will need to make a separate appointment for each person who applies for a passport.
You will find the passport forms and instructions for adult passports following the links below:

![German Version](image)

![English Version](image)

You will need to fill out the forms and provide all supplementary documentation (birth certificates, passport photos, current passport, green card/visa etc.). Accordingly, only after you have your documents in order, may you make an appointment with the Honorary Consul in North Texas.

Your application will be mailed by the office of the Honorary Consul in North Texas to the Consulate General in Houston. You will not need to travel to Houston.

**Some tips:**

1. **(Lost) Passports.** You will need to provide your current passport as part of the process. If you do not have it, you will need to register it as lost/stolen. Along with a police report, you will need the form provided following [this LINK](image).

2. **Name Changes.** If you are wanting to get a passport in a different name than your current one (e.g. you married, got divorced etc.), you will need to have that change reflected in Germany. Please see the information following the links below:

   ![German Version](image)

   ![English Version](image)

   Please note that if a name change is due to a divorce, such divorce must first be recognized in Germany before the name change can be processed.—Please see “No. 3 Divorce” below.

   Also, please note that if you are wanting to perfect a name change, you will need to fax or scan and email your documents to the Honorary Consul in advance. This is because name changes can be very complex legally and may require additional time and/or documentation.

   Accordingly, in order to be better prepared to serve your request and avoid unnecessary delays, the Honorary Consul is asking to see all of your documents in advance. Once they have been reviewed, you will be informed whether any additional steps are necessary or that you may now make an appointment with the Honorary Consul to submit your application.

3. **Divorce.** If you have gotten divorced outside of Germany, and you want your new passport to be issued reflecting a different name than your current passport, you will need get your divorce recognized in Germany before submitting your passport application.

   Unlike marriage, a divorce abroad (generally being a court ruling) is not automatically recognized by the German government. Accordingly, if you have already done this, you will need to provide proof of its recognition. If you have not already done this, you can find the recognition-form and additional information following [this LINK](image).

   Please note, the divorce-recognition procedure is not handled by the Honorary Consul in North Texas or the Consulate General in Houston. It is handled by the Senatsverwaltung für Justiz in
Berlin. Its address, fees and contact information can be found following the LINK provided above.

4. **Children.** If you are renewing a **passport for a child**, you will find the applicable forms and instructions at the following locations:

5. **Passport Photos.** You may get passport photos at CVS, Walgreens etc. Please make sure you let the photographer know you need American passport photos (NOT GERMAN). The Honorary Consul’s office will modify them to German standards.

6. **Original Documents and Notarized Copies thereof.** The forms say that you need to provide original documents. The Honorary Consul strongly recommends that no original documents are mailed to the Consulate General in Houston.

   Instead of mailing an original, please have a notarized copy made in advance of your appointment. Banks normally do free notarizations for their customers, so you can most likely go there to get it done for no additional charge. *However,* please note that if you get notarizations on your own, the notary will need to clearly and conspicuously state “*This is a true copy of the original.*” in addition to his or her notarial seal, signature etc.

   **Accordingly,** at your appointment, please provide your original documents **as well as** notarized copies thereof for mailing to Houston by the office of the Honorary Consul.

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The Honorary Consul in North Texas reports to the Consulate General in Houston. The Consulate General is staffed by bi-lingual professionals working for the German Foreign Office. They are trained to handle all types of issues relating to German citizens living abroad. The Consulate General issues passports, visas and provides other services not rendered by the Honorary Consul.

The website of the Consulate General in Houston is: [WWW.HOUSTON.DIPLO.DE](http://www.houston.diplo.de)

You may find additional helpful information regarding your consular service needs there. Questions may be posed to the Consulate General by phone during its business hours at 713-627-7770, fax at 713-627-0506 or by email at: info@houston.diplo.de. Its address is:

German Consulate General
1330 Post Oak Boulevard, Suite 1850
Houston, TX  77056

The after-hours EMERGENCY telephone number of the German Embassy in Washington, DC is 202-298-4000.

Appointments with the Honorary Consul in North Texas are generally available on Friday afternoons between 1:30 PM and 6:00 PM, and will be booked pursuant to availability on a „*first-come, first-served*” basis. To book an appointment, please call at 214-740-8215, fax at 214-756-8249 or email at dallas@hk-diplo.de. Thank you.