

Information Sheet for Applying for an Alien Passport

Travelling with passport issued by the country of origin & residence permit or subsidiary protection card

It is possible to freely travel to the Schengen countries as a tourist for a period of three months using many Austrian residence permits or the passport issued by your country of origin (however you may not start working there). You must take both residence permit and passport with you. This is also applicable when travelling to the neighbouring countries of Austria and other Schengen states.

Residence permits allowing you to travel to the Schengen countries when simultaneously carrying the passport issued by your country of origin include:

- ➔ Residence permit pursuant to the Permanent and Temporary Alien's Residence Act (e.g. residence permit, Red-White-Red card, Red-White-Red card plus...)
- ➔ Residence permit pursuant to the Asylum Act (entitlement to residence, entitlement to residence plus, special protection residence)
- ➔ Subsidiary protection card ("grey card")

Prerequisites for Applying for an Alien Passport

- Individuals entitled to subsidiary protection who cannot obtain their own passport
- Stateless individuals or persons with unresolved question of citizenship and lawful residence
- Under certain circumstances also other aliens provided that the passport issue is for the public benefit of the Republic of Austria, which has to be demonstrated.

Procedure

- Appearance in person of the applicant, including minors, is required for identity verification.
- The application is performed by submitting a fully completed written passport application along with a photograph to the passport centre clerk.
- All documents are to be presented in original or certified copy during the summons.
- Application forms and information sheets are available at the entrance area of the passport centre.

Required documents

- Fully completed and signed application form (may also be done onsite at the passport centre)
- 1 current passport photograph (portrait format, 35x45 mm) in colour (EU photograph); stipulations: http://www.bmi.gv.at/cms/BMI_Service/reisepass/files/Passbild_Kriterien.pdf
- Proof of identity and proof of right to residence:
 - individuals enjoying subsidiary protection: subsidiary protection card and/or residence permit

- stateless individuals and/or individuals with unresolved question of citizenship: residence permit
- individuals with an alien passport issued for the public benefit of the Republic of Austria: residence permit
- Civil status certificates, if available (birth certificate, certificate of marriage, certificate of partnership) In the case of name change these are absolutely mandatory.
- If applicable a previous alien passport (which will be made void) or a theft report confirmation;
- If applicable an academic degree certificate or qualified engineer certificate
- For individuals enjoying subsidiary protection and certain alien passports issued for the public benefit of the Republic of Austria, a proof is additionally required that no own passport can be obtained, e.g. confirmation from the embassy, as far as this can be reasonably assumed;
- For alien passports issued for the public benefit of the Republic of Austria it is to be additionally demonstrated that all prerequisites have been satisfied and where the public benefit of the Republic of Austria lies.

In individual cases the passport authorities may request provision of other documents, primarily when doubt regarding correctness of data may arise (e.g. notation/spelling).

To prove that an own passport cannot be obtained

The alien passport for individuals enjoying subsidiary protection can only be issued to individuals who cannot obtain their own passport. This is normally to be demonstrated (e.g. a confirmation from the embassy). No proof is required when

- there is no embassy or consulate of the country of origin in Austria and therefore no passport can be issued;
- it is known to the authorities that the embassy of the respective state does not issue any passports in Austria;
- the threat forming the basis for granting the subsidiary protection status originates in the state itself ("state persecution") or the state would indeed be capable of providing protection, has however failed to do so ("unwillingness of the state to provide protection").

Additional documents for minors

- ID document of the applying parent or statutory representative
- Proof of custody, if not with the parents according to the records

Costs

- €75.90 (issue fee) in cash for any applicant of age 12 or older
- €30.00 for children until reaching the age of 12
- The first passport for children of age below 2 is free of charge

The payment is to be effected onsite in cash; 200 and 500 Euro notes will not be accepted.

Applicability and validity

The alien passport is valid for all states of the world except for the country of the origin.

The alien passport is issued for a maximum period of the duration of the residence permit.

Open to the public for acceptance of passport applications

Monday through Friday (excluding holidays): 8 am to 12 pm

Due to extension of the public opening hours it is not necessary to arrive at the office before the start of the opening hours.