

Information Sheet for Applying for a Convention Travel Document

Prerequisites

- Individuals enjoying the status of asylum entitlement in Austria ("Positive decision/recognition pursuant to §3 of the 2005 Asylum Act")
- In certain cases for individuals who have been granted the status of asylum entitlement in another country and who reside in Austria.

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

- Application form (may also be filled in 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:
 - official photo ID if present (e.g. previous convention travel document, driver's licence...) or IDs from the country of origin
 - a person with an official photo ID who can bear witness to the applicant's identity
 - if no proof of identity can be furnished, the identity can be verified by the authorities upon presentation of the asylum decision
 - birth certificate for children born in Austria

- Civil status certificates, if available (birth certificate, certificate of marriage, certificate of partnership) In the case of name change these are absolutely mandatory.
- Positive asylum decision (decision on recognition of the asylum entitlement)
- If applicable a previous convention travel document (which will be made void) or a theft report confirmation;
- If applicable an academic degree certificate or qualified engineer certificate

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).

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 (e.g. birth certificate of the child and marriage certificate of the parents)

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 convention travel document is valid for all states of the world except for the country of the origin and is normally valid for two (2) years.

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.