Operating licence No. 294 / 22.10.2025

INFORMATION SHEET · REQUIRED DOCUMENTS

Power of attorney for a minor's passport formalities

Documents required to prepare the notarial file

01 The identity document of the person granting authority.

02 The authorised person's identification details or a copy of their identity document.

03 The child's birth certificate and identification details.

04 Documents concerning the exercise of parental responsibility, if required by the circumstances.

05 The passport service's requirements for the requested operation.

PLEASE NOTE

The office checks whether a power of attorney, a declaration of consent or both are required. Whether the child must attend is determined by the passport service's procedure.

IMPORTANT

Original documents must be presented on the signing date. Additional documents may be requested after the file is reviewed. Send the documents no later than the day before the notarial procedure, after the office has confirmed the requirements.

This checklist is for guidance and does not replace the notary public's review of the file.

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