



REPUBLIC OF RWANDA  
EMBASSY BERLIN

EB-C-CR

REQUEST OF CERTIFICATES

SECTION A - Your Details:

GENDER:  MS  MR  
SURNAME: \_\_\_\_\_  
OTHER NAMES: \_\_\_\_\_  
STREET AND HOUSE NR: \_\_\_\_\_  
POSTAL CODE: \_\_\_\_\_ CITY: \_\_\_\_\_  
COUNTRY: \_\_\_\_\_  
TELEPHONE: \_\_\_\_\_ E-MAIL: \_\_\_\_\_  
DATE OF BIRTH (D/M/Y): \_\_\_\_ / \_\_\_\_ / \_\_\_\_ PLACE OF BIRTH (If in Rwanda specify only City / Sector/District): \_\_\_\_\_

PHOTO  
2 colored biometric  
passport  
photographs.  
Please indicate your  
name at the back, in  
order to avoid any  
confusion.

LEVEL OF EDUCATION AND DOMAIN: \_\_\_\_\_  
OCCUPATION: \_\_\_\_\_ POSITION: \_\_\_\_\_  
WORKING PLACE: \_\_\_\_\_  
FATHER'S FULL NAME: \_\_\_\_\_  
MOTHER'S FULL NAME: \_\_\_\_\_

SECTION B - Requested Certificates:

PLEASE CHOOSE THE CERTIFICATE(S) YOU WANT TO APPLY FOR:

- BIRTH CERTIFICATE  CERTIFICATE OF CELIBACY  LIFE CERTIFICATE \*
- MARRIAGE CERTIFICATE  CERTIFICATE OF COMPLETE IDENTITY

SECTION C - Purpose of your Request:

PLEASE STATE THE PURPOSE OF YOUR REQUEST:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SECTION D – Identity / Supporting / Required Documents**

YOU ARE REQUIRED TO PROVIDE IDENTITY, SUPPORTING AND OTHER REQUIRED DOCUMENTS OTHERWISE YOUR APPLICATION WILL NOT BE PROCESSED.

A COPY OF YOUR PASSPORT /NATIONAL ID

A COPY OF YOUR RESIDENT PERMIT IF YOU LIVE IN A FOREIGN COUNTRY

ORIGINAL RELEVANT CERTIFICATE ISSUED BY COMPETENT INSTITUTION IN RWANDA  
CERTIFIED BY PUBLIC NOTARY IN RWANDA. **EXCEPT FOR CERTIFICATES WITH \* MARK**

**REQUIRED DOCUMENT FOR LIFE CERTIFICATE**

*LIFE CERTIFICATE* ISSUED BY LOCAL AUTHORITY (WHERE THE APPLICANT RESIDES)

*NOTE: THIS CERTIFICATE MUST BE TRANSLATED IN ENGLISH OR FRENCH AND CERTIFIED  
BY COMPETENT AUTHORITIES*

**SECTION E –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.

DATE (D/M/Y): \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_

SIGNATURE: \_\_\_\_\_



REPUBLIC OF RWANDA  
EMBASSY BERLIN

**REQUEST OF CERTIFICATES  
GENERAL INFORMATION AND DOCUMENTS CHECKLIST**

**A. PAYEMENT OF CONSULAR FEES**

CONSULAR FEES (10 €) MUST BE PAID FOR EACH APPLICATION. PLEASE NOTE THAT THOSE CONSULAR FEES HAVE TO BE TRANSFERRED TO THE FOLLOWING BANK ACCOUNT BEFORE SENDING IN YOUR APPLICATION.

**BENEFICIARY:** BOTSCHAFT VON RUANDA  
**PAYMENT REFERENCE:** EB-C-RC + [YOUR NAME]  
**BANK:** COMMERZBANK BERLIN  
**IBAN:** DE87 100400000266054603  
**SWIFT CODE:** COBADEFFXXX

*IF ANY DOCUMENT IS TO BE SENT BACK TO YOU THROUGH THE POSTAGE, PLEASE INCLUDE POSTAGE FEE OF 5 €.*

**B. MAILING ADDRESS AND CONTACT DATA**

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

**EMBASSY OF THE REPUBLIC OF RWANDA**

**JÄGERSTRASSE 67 - 69**

**10117 BERLIN**

IF YOU ARE SENDING MORE THAN ONE APPLICATION, SEND ALL OF THEM TOGETHER IN ONE ENVELOPE. THE APPLICATIONS WILL BE PROCESSED TOGETHER.

YOU CAN CONTACT US DURING BUSINESS HOURS UNDER THE PHONE NUMBER: **+49 (0) 30 209 165 90**

OR VIA E-MAIL: [ca@rwanda-botschaft.de](mailto:ca@rwanda-botschaft.de). FOR FURTHER INFORMATION VISIT: [www.rwanda-botschaft.de](http://www.rwanda-botschaft.de)

**C. ABOUT THE DOCUMENTS**

THE APPLICATION FORM (EB-C-RC) 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 PHOTOGRAPHIE, THE PERSON MUST BE VISIBLE/RECOGNIZABLE. IT MAY BE HELPFUL TO MAKE COLOR COPIES.

**NOTE:**

- **THE APPLICANT MUST BE AT LEAST 18 YEARS OLD.**
- **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.**

**D. DOCUMENT CHECKLIST**

SEND THE FOLLOWING DOCUMENTS WITH YOUR APPLICATION. CHECK  EACH BOX ONCE YOU ENCLOSE THE ITEM.

<b>FORM</b>	
<input type="checkbox"/>	REQUEST OF CERTIFICATES ( <b>EB-C-RC</b> ) <i>FULLY COMPLETED.</i>
<b>IDENTITY DOCUMENTS / RESIDENT PERMIT</b>	
<input type="checkbox"/>	A COPY OF YOUR NATIONAL ID AND/OR YOUR PASSEPORT
<input type="checkbox"/>	A COPY OF YOUR RESIDENT PERMIT
<b>REQUIRED DOCUMENTS</b>	
<input type="checkbox"/>	ORIGINAL RELEVANT CERTIFICATE ISSUED BY COMPETENT INSTITUTION IN RWANDA CERTIFIED BY PUBLIC NOTARY IN RWANDA. <b>EXCEPT FOR LIFE CERTIFICATE</b>
<input type="checkbox"/>	<b>ONLY FOR LIFE CERTIFICATE!</b> ORIGINAL LIFE CERTIFICATE ISSUED BY LOCAL AUTHORITY (WHERE THE APPLICANT RESIDES) NOTE: THIS CERTIFICATE MUST BE TRANSLATED IN ENGLISH OR FRENCH AND CERTIFIED BY COMPETENT AUTHORITIES
<b>PHOTO</b>	
<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)
<b>FEE</b>	
<input type="checkbox"/>	A PROOF OF PAYEMENT OF CONSULAR FEES ( <b>10 €</b> ) FOR EACH APPLICATION. (IF ANY DOCUMENT IS TO BE SENT BACK TO YOU THROUGH THE POSTAGE, PLEASE INCLUDE POSTAGE FEE OF <b>5 €</b> )

INCLUDE THIS COMPLETED DOCUMENT CHECKLIST (PAGE 2) WITH YOUR APPLICATION PACKAGE

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