

Necessary information for the preparation and sending of the final official documents

FOR YOUR FINAL OFFICIAL DOCUMENTS	
Name (name and First name(s) as written in your passport or ID document	
Name	
Last name(s)	
Date and place of birth (this is very important for German documents)	
Date of birth: dd.mm.yyyy !	
Place of birth (in some countries also provinces or federal states are used in addition)	
Country of birth (official English version)	
FOR MAILING YOUR DOCUMENTS	
Address (how it has to be written on the letter – please write clearly)	
E-Mail-Address	
Additional Information:	