

Passport and/or ID-card by mail

1. Print out and fill in the **APPLICATION**

You can find the application form and instructions here:

https://helsinki.mfa.ee/wp-content/uploads/sites/34/2023/03/Isikut-toendavate-dokumentide-taotlusankeet_ENG_VAM.pdf

<https://www.politsei.ee/en/instructions-for-completing-application-form>

NB! In total there has to be two signatures: top right corner and low right corner.

In Finland, you can pick up the documents at the Embassy in Helsinki or from an office of an honorary consul in Åland, Kuopio, Tampere, Turku, Vaasa or Oulu. Please write the preferred location in the field „Pick-up location“.

2. Pay **STATE FEE** and print out the receipt/confirmation of payment.

15 years or older: passport + ID-card 75 €; passport 65 €; ID-card 50 €
Under 15 years of age: passport + ID-card 45 €; passport 40 €; ID-card 30€

Recipient: Rahandusministeerium
Account: EE932200221023778606 (Swedbank)
BIC/SWIFT: HABAE2X
Reference number: 2900082443
Explanation: name of applicant and service
Example: Passport and ID-card, Applicant's Name, Date of Birth

3. Put the application and confirmation of payment into an envelope and **SEND** by regular mail:

TAOTLUS
Politsei- ja Piirivalveamet
Pärnu mnt 139
15060 Tallinn
Estonia

4. Send document **PHOTO** by e-mail to: ppa@politsei.ee (include the name and date of birth)

- in color
- minimum resolution 1300x1600 pixels
- file size min 1MB and max 5MB
- file format JPEG

- not older than six months
- <https://www.politsei.ee/en/requirement-and-instructions-for-the-document-photo/>