

****IMPORTANT:**

***ALL APPLICANTS MUST BE PRESENT**

*Minors must be accompanied by a properly documented legal guardian.

*Father's accompanying minors must be married to mother, certified marriage certificate must be submitted

* If court appointed guardianship was granted, the Legal document and a valid Passport of Legal Guardians are required.

PROCEDURES FOR ALL FOREIGN DOCUMENTS

- All foreign issued documents must be duly legalized or apostilled by the relevant authorities of the issuing country.
- In case of Legalization, ensure that you contact **Consular Division of Ministry of Foreign Affairs. (242-397-9300)**

REQUIREMENTS FOR CERTIFICATE OF IDENTITY

APPLICANTS 1 YEAR— 17 1/2 YEARS

- 1 Completed Application Form.
- Three (3) photographs in colour with white background (one of which must be countersigned along with Section 10 of application form by same individual).
- Applicant's Birth Certificate/Registered Affidavit/Adoption Certificate
- National Insurance Card where applicable.
- Applicant's Immunization Card.
- Mother's Birth certificate (English translation required) and valid Passport.
- Parent's certified Marriage Certificate where applicable
- Primary School and High School Records from **Ministry of Education's Examination & Assessment Division or respective schools** (for applicant's 12 years & older)
- £25.00 processing fee

*Applicant 18 years old must have applied for citizenship.

WHEN USING FATHER'S DOCUMENTS

- Father's birth certificate/Registered Affidavit/Adoption certificate (Foreign and English translation required), and valid Passport.
- Parent's certified marriage certificate.
- If parents are married and the father's documents are being used (e.g. birth certificate) the father must be present.

LOST, STOLEN, DAMAGED/DESTROYED PASSPORT OR CERTIFICATE OF IDENTITY

- Police report is required for Passport or Certificate of Identity that has been lost, stolen or damaged. Present damaged document along with police report.
- 1 Completed Application Form.
- Three (3) photographs in colour with white background (one of which must be countersigned along with Section 10 of application form by same individual).
- National Insurance Card
- Applicant's birth certificate/Registered Affidavit or Adoption certificate.
- Processing fee: Child £25.00 (15 years & under)
Adult £50.00 (15½ years & older)

***An interview will be conducted. Minors must be accompanied by a legal guardian.**

DEED POLL APPLICANTS

- Please enquire at Customer Service Desk for information.
- * **Additional documents may be required upon request.**

****IMPORTANT: PLEASE COMPLY WITH STANDARD PASSPORT PHOTO SPECIFICATIONS. FEEL FREE TO ENQUIRE ABOUT PRESCRIBED PASSPORT PHOTO SPECIFICATION BEFORE APPLYING.**

NATURALIZATION

- 1 Completed Application Form.
- Three (3) photographs in colour with white background (one of which must be countersigned along with Section 10 of application form).
- Naturalization Certificate and certified marriage certificate where applicable.
- Applicant's Birth Certificate/Registered Affidavit (English Translation where applicable)
- National Insurance Card.

ELECTRONIC TRAVEL DOCUMENT PROCEDURE

Step 1: Upon arrival at the Passport Office, a number is assigned to the applicants. This will determine the order in which they will be served. **Please note, medical and other legitimate emergencies with documentary proof will receive prompt attention.**

Step 2: Applicants' documents will be reviewed by an officer to ensure they have met all the requirements. Original documents and copies of the same are required. All applicants must be present. Minors are to be accompanied by their parents or authorized individual.

Step 3: Approximately 40-60 applicants will be allowed inside the building and are expected to be cooperative and seated in an orderly manner. The normal wait period is 20-30 minutes however this can be extended to 3+ hours during peak periods (Summer, Thanksgiving and Christmas). Office hours are 8.30 a. m - 3.45 p.m. During the peak periods, the office could be closed earlier than usual to accommodate the large number of customers on the inside.

Step 4: When the applicant's name is called, he/she must proceed to the respective window. The enrollment process begins. Personal data and biometrics (fingerprints/e-signatures) are captured (if applicable). Original documents are returned to the customers.

Step 5: Three (3) copies of the receipt are given to the applicant and the collection date is highlighted. Applicants are advised to bring the current passport and /or police report if same is lost/damaged/stolen as well as the receipt in order to collect the new e-passport. Applicants are directed to the cashiers to pay the requisite fees (15 years and under £25.00; 15 1/2 years and over £50.00). Applicants are free to leave after payment. Failure to pay, results in delays in e-passport processing.

Note: Each document goes through eight (8) stages of processing; customers are advised to plan ahead to meet their obligations. **Official deadline for all citizens to have an electronic travel document in their possession is 24 November, 2015.**

**MINISTRY OF
FOREIGN AFFAIRS &
IMMIGRATION
PASSPORT OFFICE**

**General Information for the
E-passport &
E-Certificate of Identity**



**Basden Building
Thompson Boulevard
Nassau, Bahamas**

**Telephone: (242) 325-2814/5
Facsimile: (242)325-4832**

****IMPORTANT:**

***ALL APPLICANTS MUST BE PRESENT**

***PHOTOCOPIES MUST BE SUBMITTED WITH ALL ORIGINAL DOCUMENTS.**

***All Affidavits of birth and name change must be registered at the REGISTRAR GENERAL'S OFFICE.**

***All Affidavits of birth must be accompanied by search card and Hospital / Clinic Records Letter.**

***ADDITIONAL DOCUMENTS MAY BE REQUIRED.**

REQUIREMENTS FOR FIRST TIME E-PASSPORT

APPLICANTS UNDER 12 YEARS OLD.

- 1 Completed Application Form.
- Three (3) photographs in colour with white background (one of which must be countersigned along with Section 10 of application form by same individual).
- Applicant's birth certificate/Registered Affidavit/Adoption certificate.
- National Insurance Card.
- Applicant's Immunization Card.
- Parent's certified marriage certificate where applicable
- Parent's Naturalization certificate if applicable
- Mother's Birth Certificate/Registered Affidavit/Adoption certificate.
- Mother's Passport.
- Grandmother/great grandmother (s)' Birth Certificate. (for parents born after July 10th, 1973).
- \$25.00 processing fee.

***An interview will be conducted. Minors must be accompanied by a properly documented legal guardian.**

WHEN USING FATHER'S DOCUMENTS:

- If Parents are married and the father's documents (e.g. birth certificate) are being used the father must be present.
- Father's Birth Certificate/Registered Affidavit/Adoption certificate.
- Father's valid Passport and Naturalization certificate if applicable.
- Parent's certified marriage certificate
- Grandparent(s) /Great grandparent(s) Birth Certificate or registered Affidavit (for parents born after July 10th, 1973).

APPLICANTS 12 YEARS—17 YEARS OLD

- 1 Completed Application Form.
- Three (3) photographs in colour with white background (one of which must be countersigned along with Section 10 of application form by same individual).
- Applicant's Birth Certificate/Registered Affidavit/Adoption certificate.
- National Insurance Card.
- Applicant's Immunization Card.
- Primary School and High School Records from **Ministry of Education's Examination & Assessment Division or respective schools.**
- Parents certified Marriage Certificate if applicable
- Mother's Birth Certificate/Registered Affidavit/Adoption Certificate.
- Mother's Passport.
- Grandmother's Birth Certificate/Registered Affidavit/Adoption Certificate. (for parents born after July 10th, 1973).
- \$25.00 processing fee. (15 years & under)
- \$50.00 processing fee. (15 ½ years & older)

***An interview will be conducted. Minors must be accompanied by a properly documented legal guardian.**

****IMPORTANT: (FAMILY ISLAND) SCHOOL RECORDS**

Family Island school records must be on letter head and include Parent's/Legal Guardian's name.

APPLICANTS 18 YEARS— 39 YEARS OLD

- 1 Completed Application Form.
- Three (3) photographs in colour with white background (one of which must be countersigned along with Section 10 of application form by same individual).
- Applicant's Birth Certificate/Registered Affidavit/Adoption Certificate.
- National Insurance Card and Voter's Card.
- Applicant's Immunization Card.
- Hospital Records Letter. (Where applicable Clinic Records from relevant Family Island.)
- Primary School and High School Records from **Ministry of Education's Examination & Assessment Division.**
- Parents certified Marriage Certificate if applicable.
- Mother's Birth Certificate/Registered Affidavit/Adoption Certificate.
- Mother's Passport.
- Grandmother's/Great grandmother's Birth Certificate (for parents born after July 10th, 1973)
- \$50.00 processing fee.
- **Upon Interviewer's discretion two (2) deponents ten years older than applicant may be interviewed.**
- * **Additional documents may be required upon request.**

RENEWAL OF AN EXISTING PASSPORT

- Completed Application Form.
- Three (3) photographs in colour with white background.
- Applicant's Birth Certificate/Registered Affidavit/Adoption Certificate
- National Insurance Card
- Existing Passport
- \$25.00 processing fee. (15 years & under)
- \$50.00 processing fee. (15½ years & older)

***Note: Applicants who have not renewed passport for 10 years of more must have Section 10 of Application Form countersigned along with one (1) of the three (3) colour photos by same individual.**

RENEWAL OF AN EXISTING PASSPORT

***Minors must be accompanied by a legal guardian. In absence of the legal guardian a letter of authorization must be presented from that individual and his/her ID.**

***If minors are accompanied by their father, a certified marriage certificate is required.**

***In addition to the documents listed above, individuals changing their name as a result of marriage must submit the certified marriage certificate, or Divorce Decree Absolute. Section 10 of the Application form and one (1) photo must be countersigned.**

APPLICANTS 40 YEARS AND OLDER

- 1 Completed Application Form.
- Three (3) photographs in colour with white background (one of which must be countersigned along with application form by same individual).
- Applicant's Birth Certificate/Registered Affidavit/Adoption Certificate.
- Applicant's certified marriage certificate where applicable
- National Insurance Card and Voter's Card.
- Immunization Card and Baptismal Certificate.
- Primary School and High School Records from **Ministry of Education's Examination & Assessment Division.**
- Clinic/Hospital Records Letter.
- Mother's Birth Certificate/Registered Affidavit/Adoption certificate
- Mother's passport (Note: **If mother's passport is not available, passport of parent's sibling or passport of applicant's sibling of same mother is required**)
- Parent's certified marriage certificate where applicable
- **Two (2) Deponents ten years older than applicant must be interviewed.**
- \$50.00 processing fee.
- * **Additional documents may be required upon request.**



BAHAMAS PASSPORT APPLICATION FORM

(To be completed in BOLD CAPS and Black or Blue Ink)

(For Official Use Only)	Application ID: _____
Ordinary/Regular <input type="checkbox"/> Child <input type="checkbox"/> Frequent Traveler <input type="checkbox"/> Certificate of Identity <input type="checkbox"/> Diplomatic <input type="checkbox"/> Official <input type="checkbox"/> First Time <input type="checkbox"/> Renewal <input type="checkbox"/> Damaged/Lost/Stolen <input type="checkbox"/>	

1. PERSONAL DETAILS: Mr. Mrs. Ms. Miss Dr. Other _____

Surname	First Name	Middle Name(s)
Maiden Surname	Place and Country of Birth	Date of Birth (DD/MM/YYYY)
Height _____ ft. _____ ins.	Colour of Eyes	Colour of Hair
Visible Identification Marks (please note in detail)	National Insurance No.	Sex Male <input type="checkbox"/> Female <input type="checkbox"/>

2. CONTACT DETAILS:

Present Address (Apt. No., P O Box, Street, City, State & Country)	Permanent Address (Apt. No., P O Box, Street, City, State & Country)
Telephone (Home & Work)	Email (optional)

3. EMPLOYMENT DETAILS:

Occupation	Employer Name, Address, and Telephone (if applicable)
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4. FAMILY DETAILS:

Father's Full Name (<u>underline surname</u>)	Country of Birth	Nationality	Date of Birth (DD/MM/YYYY)
Mother's Full Name (<u>underline surname</u>)	Country of Birth	Nationality	Date of Birth (DD/MM/YYYY)
Spouse's Full Name (<u>underline surname</u>)	Country of Birth	Nationality	Date of Birth (DD/MM/YYYY)

Person to contact in case of an emergency

Name: _____ Address: _____

Relationship: _____ Telephone: _____

5. PASSPORT DETAILS (only for previous passport holders):

Bearer's name at time of issue of previous passport	Passport Number
Status of Passport Expired <input type="checkbox"/> Pages Full <input type="checkbox"/> Name Change <input type="checkbox"/> Damaged <input type="checkbox"/> Stolen <input type="checkbox"/> Lost <input type="checkbox"/>	Date Lost/Stolen (DD/MM/YYYY) _____ Place (Island/State/County/Province) & Country where lost/stolen _____
Has loss been Reported to Police? Yes <input type="checkbox"/> No <input type="checkbox"/>	Police Station & Date of Report _____ Police Report Submitted? Yes <input type="checkbox"/> No <input type="checkbox"/>



BAHAMAS PASSPORT APPLICATION FORM

(To be completed in BOLD CAPS and Black or Blue Ink)

6. ADDITIONAL DETAILS:		
Applicant a Citizen of The Bahamas by: Birth <input type="checkbox"/> Registration <input type="checkbox"/> Naturalization <input type="checkbox"/>		Document Number
		Place of Document Issue
		Date of Document Issue (DD/MM/YYYY)
What other names have you used? (list all alias) 1 _____ 2 _____ 3 _____ 4 _____		If name changed, state reason: Marriage <input type="checkbox"/> Adoption <input type="checkbox"/> Poll Deed <input type="checkbox"/> Other: _____

7. TO BE COMPLETED IF PERSONS BORN ABROAD:		
Mother is a Citizen of The Bahamas by: Birth <input type="checkbox"/> Registration <input type="checkbox"/> Naturalization <input type="checkbox"/>		Document Number
		Place of Document Issue
		Date of Document Issue (DD/MM/YYYY)
Father is a Citizen of The Bahamas by: Birth <input type="checkbox"/> Registration <input type="checkbox"/> Naturalization <input type="checkbox"/>		Document Number
		Place of Document Issue
		Date of Document Issue (DD/MM/YYYY)
If applicant's birth was registered at a Bahamian Consulate abroad, state the city where the Consulate is located.		Registration Certificate Number
		Date of Registration (DD/MM/YYYY)

8. TO BE COMPLETED IF CHILD IS UNDER AGE 18:		
Full Name (mother, if unmarried, either parent, if married or legal guardian)		Relationship to Child
Present Address (including country)		I hereby give my consent for (name of applicant) to be issued a passport
		Signature
		Date (DD/MM/YYYY)

9. DECLARATION OF APPLICANT:	
I, the undersigned, hereby apply for the issue of a passport. I declare that the information given in this application is correct to the best of my knowledge and belief, that I have the status of Bahamian citizen, and that I have not renounced citizenship of The Bahamas. I further declare that:	
<input type="checkbox"/> I have not previously held or applied for a passport of any description. <input type="checkbox"/> All previous passports granted to me have been surrendered, other than passport or document No. _____ which is now attached, and that I have submitted no other application for a passport since the attached passport or travel document was issued to me.	
Signature: _____	Date: _____

10. COUNTERSIGNATURE: (Required for First Time and Lost or Stolen Applications only)	
Full Name (please print)	Profession
Present Address (including country)	OFFICE STAMP
I certify that the applicant has been known personally to me for _____ years and that to the best of my knowledge and belief the facts stated on this form are correct. I am a citizen of _____ and I was born at _____.	
Signature	
Date (DD/MM/YYYY)	

