

## **BELIZE PASSPORT APPLICATION INSTRUCTIONS**

1. THIS FORM SHOULD BE CLEARLY WRITTEN IN PRINT WITH BLACK OR **BLUE** INK.
2. SECTIONS 1 AND 4 OF THIS FORM MUST BE COMPLETED BY ALL APPLICANTS.
3. SECTIONS 2 AND 3 MUST BE COMPLETED BY THOSE TO WHOM THEY APPLY.
4. THE OFFICIAL LANGUAGE IS ENGLISH AND ALL DOCUMENTS SUBMITTED MUST EITHER BE IN ENGLISH OR BE ACCOMPANIED BY A CERTIFIED ENGLISH TRANSLATION OF THAT DOCUMENT.

### **Authentication of application.**

The application form must be authenticated and sponsored in Section 5 by a Member of the House of Representatives, Permanent Secretary, Justice of the Peace, Minister of Religion, Medical or Legal Practitioner, Notary Public, or Head of any Department of the Government of Belize.

In the case of a person applying abroad at a Belizean Embassy, High Commission, Consulate or Consular Agency, authentication must be by a registered Medical

or Legal Practitioner, Notary Public, or Registered Minister of Religion.

### **Documents to be produced.**

If the applicant is:

a) a Belizean by birth (born in Belize) - birth certificate from the Registrar General's office (for those applying for the first time and those replacing lost, destroyed, or stolen passports) ; previous passport (for those replacing/renewing available passports.)

b) a Belizean by descent [born outside Belize to Belizean parent(s) but naturalized] - (i) birth certificate from native country and (ii) his/her naturalization

by descent document or other evidence of Belizean nationality.

c) a Belizean by registration (born outside Belize but has become a citizen through naturalization) - (i) native birth certificate or passport and (ii) his/her Belize

nationality certificate.

d) a married woman - all of the above that apply plus a marriage certificate (issued by vital statistics or registrar's office.)

e) a divorced woman wishing to revert to her maiden name - all of the above that apply plus the divorce certificate.

**Photo identification is required from all.** This may be in the form of social security and voter registration cards. Driver's licenses are not acceptable.

\* For the applicant whose previous passport is now unavailable for submission (be it destroyed, lost, or stolen), a statutory declaration attesting to its' particulars and the reasons for its' unavailability along

with a report from the Police indicating that the incident leading to the unavailability has been recorded are to be submitted. The statutory declaration, only, is also a requirement for those whose passport is **available** for presentation but has become damaged.

A change of name other than by marriage must be substantiated by the production of evidence showing that a *bona fide* change has been made for all purposes.

#### **Fees.**

The charge:

- a) for an ordinary passport (32 pages) - \$30.00
- b) for an emergency passport (within five (5) working days - 32 pages) - \$55.00
- b) to replace a lost, damaged, or stolen passport - \$50.00

**All fees are payable in cash.**

#### **What to do with the completed form.**

The completed form with all necessary documents and fee must be presented personally at the Immigration and Passport Office, Belize City, Immigration and Nationality

Headquarters, Belmopan, the Immigration Offices in the district towns of Corozal, Orange Walk, San Pedro, Dangriga, and Punta Gorda or at the Belize Foreign Mission in Los Angeles, New York, Washington D.C., U.S.A., London, U.K., Taipei, Taiwan, and Panama City, Panama. Application forms may be obtained from any of these offices.

**Passport applications are normally processed within fifteen (15) days.**

Applications for passports should reach the local offices at least five (5) working days before that on which the passport is required. In the case of persons applying abroad, this is determined by the Foreign Mission; note that fees and processing time at these Missions may vary.

#### **WARNING**

**To the *applicant* and the *recommender*:**

**It is a prosecutable offence [contrary to Sections 3 (e) and (h), Chapter 164, Laws of Belize] to make any false representation with respect to information requested by this form.**