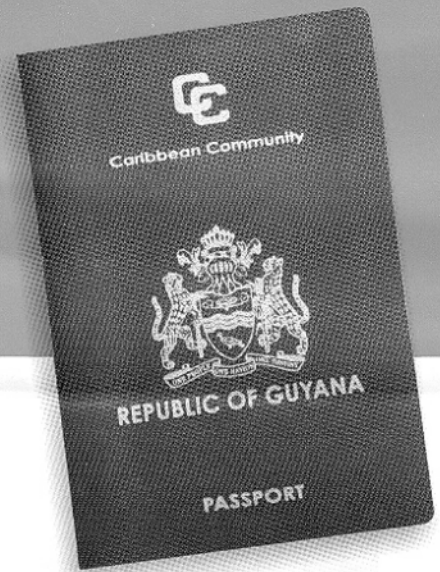


# DOCUMENTS REQUIRED WHEN APPLYING FOR YOUR NEW MACHINE READABLE PASSPORT



## TAKE ALONG THE REQUIRED DOCUMENTS & AVOID BEING TURNED AWAY

(A) All citizens applying for the new Machine Readable Passport must have:

1. The **application form** accurately completed.
2. A **Birth Certificate** - the original and a copy.
3. A **National Identification Card**. (If really not possible, the recommender or another appropriate citizen with an ID Card will have to identify the applicant).
4. The **Old/Previous Passport** - if re-applying and the old passport is available.
5. One **passport-size colour photograph**.

The **fee** for the New Machine Readable Passport is **\$4000(G)**.

It takes **two (2) weeks** to process your application.

- (B) Those **applicants who have changed their names** must take along the registered Deed Poll, along with a recent birth certificate which must not be less than (3) three months old, and husband's birth certificate. Married women must have their marriage certificate. An Affidavit is also required if an applicant has been known by or has been using names other than those on his/her official documents.

- (C) **Women who have been divorced** and have reverted to their former/maiden name must take along the **Decree Absolute Certificate**.

- (D) **If your current passport is lost or has been stolen** - you need to submit:
- (i) A sworn affidavit to that effect, issued by a Justice of the Peace/Commissioner of Oaths and Affidavits
  - (ii) A Police Report
  - (iii) The Receipt for the cost of the Police Report
- as well as the other required documents as stated above (A).

The **fee** for replacing a lost or stolen ~~Machine Readable~~ Passport is **\$15,000(G)**.

- (E) **If your current passport is damaged** - you need to submit:

- (i) The damaged passport
  - (ii) A sworn affidavit to that effect
- as well as the other required documents as stated above (A).

The **fee** for replacing a damaged ~~Machine Readable~~ Passport is **\$15,000(G)**.

- (F) Applicants who are Guyanese Citizens by Naturalisation must produce the **Certificate of Naturalisation**.
- (G) Applicants who are Guyanese Citizens by Registration must produce the **Certificate of Registration**.
- (H) Applicants who are **children who have been adopted** will have to have the Certificate of Adoption and documents indicating any **name change**.

**Note:**

The Central Immigration and Passport Office advises all applicants to submit both the original and a photocopy of all documents.

**For more information call telephone numbers:  
226-3011, 225-1744, 226-4700.**



Ministry of Home Affairs



Guyana Police Force Department  
Immigration Department