

**\*\*\*IMPORTANT**

**\*ALL APPLICANTS MUST BE PRESENT**

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

\*Father's accompanying minors for passport must show proof of marriage to mother, certified marriage certificate must be submitted.

\* If court appointed guardianship was granted, the legal document and a valid passport of legal guardian(s) 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.**

**COUNTERSIGNATURE**

Passport applications for first time applicants, those undergoing a name change, passports that were lost/damaged/stolen, applicants who did not renew their passport for ten (10) years or more must be countersigned by the following categories of persons who are not related to, but would have known the individual for a minimum of two years or in the case of an infant, his/her parent(s):

**Notary Public, Pastor, Marriage Officer, Justice of Peace, Senior Government Officials at the level of Deputy Permanent Secretary or above, School Principal, Corporate Executives (managers or above)**

**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.
- Previous Certificate of Identity where applicable

**LOST, STOLEN, DAMAGED/DESTROYED PASSPORT**

- 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 their legal guardian(s)**

**DEED POLL APPLICANTS**

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

**IMPORTANT: PLEASE COMPLY WITH PASSPORT PHOTO SPECIFICATIONS.**

**PASSPORT PHOTO SPECIFICATIONS**

**PHOTOS SHOULD HAVE BEEN TAKEN DURING THE PAST SIX MONTHS, TEETH MUST NOT BE REVEALED, HAIRLINE AND EARS MUST BE EXPOSED, MODEST MAKE-UP AND JEWELRY, COVERING OF THE HEAD IS PROHIBITED UNLESS A FORMAL WRITTEN REQUEST IS PRESENTED; APPROVAL IS AT THE DISCRETION OF THE PASSPORT OFFICE, NO BOLD UN-NATURAL HAIR COLOUR'S CLOTHING MUST COVER SHOULDERS, AND MUST NOT BEAR ANY FORM OF MILITARY OR CIVIL SERVANT BADGES OR ORNAMENTS**

**ONLINE APPOINTMENTS MAY BE MADE AT:**

**[HTTPS://.EPASSPORT.BAHAMAS.GOV.BS/ECALENDAR](https://epassport.bahamas.gov.bs/ecaendar)**

**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 Application & Processing**  
**(Kindly read all the information provided)**



**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.
- Grand/great grandmother/father's Birth Certificate (for parents born after July 10<sup>th</sup>, 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:**

- 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 10<sup>th</sup>, 1973).
- Grandparent(s)/Great grandparent(s)' marriage

**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.
- Grand/greatmother's/father's Birth Certificate/Registered Affidavit/Adoption Certificate (for parents born after July 10<sup>th</sup>, 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: SCHOOL RECORDS**

**School records must be on letter head and include, applicant's date of birth 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 10<sup>th</sup>, 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.**

**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.

**APPLICANTS 40 YEARS AND OLDER (CONT'D)**

- 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.**

**RENEWAL OF 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 or more must have Section 10 of Application Form countersigned along with one (1) of the three (3) colour photos by same individual.**

**\*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, 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 Absolute Divorce Decree. Section 10 of the Application form and one (1) photo must be countersigned.**