

**\*\*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 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:**

- 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 10<sup>th</sup>, 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 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: (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 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.**

**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.**