



INSTRUCTIONS FOR PASSPORT APPLICANTS

(Read the following before completing and submitting the forms)

WARNING

MAKING OR ENDORSING AN UNTRUE STATEMENT FOR THE PURPOSE OF PROCURING A PASSPORT A PUNISHABLE OFFENCE.

IMPORTANT INFORMATION

- ☞ Individual passports are required by all Bahamian Citizens departing The Bahamas.
- ☞ The normal processing time for issuing a passport is 8 - 10 weeks.
- ☞ A Child's Passport is required by all persons up to sixteen (16) years of age.
- ☞ All applicants under eighteen (18) years of age require the mother's (if unmarried), either parent's (if married), or legal guardian's consent for the issuance of a passport, except where such applicant is married.
- ☞ A police report is required where a previous passport has been lost stolen or destroyed.
- ☞ First time applicants and applicants with lost, stolen or destroyed Passports must present themselves for an interview. In cases where the applicant is under eighteen (18) years of age, the parent/s or legal guardian must accompany the applicant.

IMPORTANT INSTRUCTIONS

- ☞ Application Form must be completed in **BLOCK LETTERS** (e.g. DOE. JOHN) and Black or Blue ink only.
- ☞ **Authentication of Application (Section 10):**
 1. The application must be authenticated and countersigned by a Marriage Officer/Medical Practitioner/ Counsel and Attorney of the Supreme Court/an Officer of or above the rank of Assistant Head of a Government Department/a Bank Officer/Magistrate/a Justice of the Peace who has been personally acquainted with the applicant for at least two years.
 2. A member of the applicant's immediate family is not authorized to authenticate the application.
- ☞ **Attachments:** Following need to be produced along with the completed Application Form:
 1. Supporting Documents:
 - a) Birth Certificate (and/or Passport for expired Passport holders)
If the birth certificate or name is not registered, a Baptismal Certificate and an affidavit by two persons who have knowledge of such birth, or such additional evidence as may be requested
 - b) Naturalization Certificate
 - c) Registration Certificate
 - d) Certificate of Citizenship
 - e) Marriage Certificate (if the applicant is a married woman)
 - f) Applicants claiming Bahamian Citizenship by descent need to produce a Birth Certificate, the Birth Certificates of their parents, their parents Marriage Certificate, Naturalization, Registration or Certification documents
 - g) Applicants born in The Bahamas after 09 July 1973, must submit the mother's Birth Certificate, or the father's Birth Certificate and the parents' Marriage Certificate in addition to the documents mentioned in 1 a)
 - h) A Deed Poll in the case of a name change other than by marriage.
 - i) National Insurance Board Card.
 2. Photographs: (Teeth should NOT be shown in photographs)
 - a) Three copies of a recent colour photograph (not more than 6 months old).
 - b) The photograph must be:
 - i) Passport size and image should be 45mm x 35mm (Height x Width).
 - ii) A recent and true likeness, showing full face, with no hat, helmet, tinted glasses, or, tinted contact lenses and not mounted.
 - iii) Taken against a plain, evenly lit and light background
 - c) The person who countersigns the application is also required to endorse the reverse side of one copy of the photograph with the words: "I certify that this is a true likeness of the applicant (Mr., Mrs., Miss) - "and add his/her signature.

FEES SCHEDULE

☞ Childs Passport	\$25.00	☞ Replacement of damaged/lost/stolen Passport will be charged the full fee ☞ All fees must be paid at the time of application
☞ Regular Passport	\$50.00	
☞ Frequent Traveller Passport	\$100.00	
☞ Certificate of Identity	\$25.00	
☞ Emergency Travel Document	\$35.00	
(One time use only for Bahamas to return to the Bahamas.)		