

**ELECTRONIC TRAVEL DOCUMENT  
APPLICATION PROCEDURE**

**Step 1:** Upon arrival at the Passport Office, the applicant reports to the Host Desk Officer; if to enroll for a passport, the applicant is given a number to determine the order of service. **Medical and other legitimate emergencies with documentary proof will receive prompt attention.**

**Step 2:** When called by number, or request for “next in line”, the applicant submits the documents to the Triage Officer to ensure that all requirements are met. Original documents are required for first time applicants. All applicants must be present. Minors are to be accompanied by their parent(s) or in the instance of renewal on behalf of minors, by a legally documented and authorized individual.

**Step 3:** If requirements are met, the applicant will be given a number to pay for the passport when that number is displayed on the Qmatic system (monitor); the next step is to have a seat and await service by an Enrollment Operator when indicated by the monitor.

**Step 4:** When the applicant's number is displayed on the monitor, he/she must proceed to the respective Enrollment window. The enrollment process entails the capturing of personal data and biometrics where applicable. All documents are scanned and returned to the applicant. The signature pad is signed by the applicant or guardian to confirm that the data information is correct. If incorrect information is printed, the customer assumes the cost for printing another corrected passport. The auxiliary receipt indicating the collection date and other details is printed and given to the applicant or guardian. The applicant is advised to bring the existing passport as well as the receipt when collecting the new e-passport. The applicant is free to leave.

**Note:** Customers are advised to apply well ahead of their travel arrangement (s).

- **Processing fees for passports:**
- **Child \$25.00 (infant to under 15½ years)**
- **Adult \$50.00 (15½ years & older)**
- **Expedited processing available at an additional cost of \$200.00 to collect the passport within 48 hours, Monday – Friday (working days).**
- **ONLINE PROCESSING IS PENDING AND WILL BE AVAILABLE TO HOLDERS OF ELECTRONIC PASSPORTS ONLY**

**\*\*\*IMPORTANT**

**\*ALL APPLICANTS MUST APPEAR IN PERSON ORIGINAL DOCUMENTS MUST BE PRESENTED FOR APPLICANTS APPLYING FOR FIRST-TIME ELECTRONIC PASSPORT.**

**\*All Affidavits of birth and name change must be registered at the Registrar-General's Office.**

**\*All Affidavits of birth must be accompanied by a search card and Hospital Letter from the Medical Records Department of the PMH or Rand Hospital; or a Verification of Birth letter (VOBL) from the Department of Public Health for persons born on the Family Islands. Request for VOBL from the Family Island Clinics must be made through the Customer Service Section of the Passport Office**

**\*ALL APPLICANTS (EXCEPT ONLINE E-PASSPORT RENEWALS ) MUST BE PRESENT**

**\*Minors must be accompanied by a properly documented authorized individual**

**\*Father's accompanying minors for passport must show proof of marriage to mother (certified marriage certificate)**

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

**\*\*IMPORTANT: School records must be on school's letter head and stamped with its' seal. It must include applicant's date of birth and parents/legal guardian's name.**

**PROCEDURES FOR ALL FOREIGN DOCUMENTS**

All foreign-issued documents must be duly legalized or apostilled by the relevant authorities of the issuing country. Where there is need for legalization of documents, please contact: **Consular Division-Ministry of Foreign Affairs. (242-397-9300)**

Kindly Provide Certified English Translations of All Non-English Documents Where Necessary

**INTERVIEWS WILL BE CONDUCTED FOR ALL CATEGORIES OF APPLICANTS. MINORS MUST BE ACCOMPANIED BY A LEGALLY AUTHORIZED INDIVIDUAL**

**REQUIREMENTS FOR FIRST TIME PASSPORT FOR THE FOLLOWING CATEGORIES OF APPLICANTS**

**APPLICANTS UNDER 12 YEARS OLD**

- 1 Completed Application Form
- Two (2) photographs in colour with white background (one of which must be countersigned along with Section 10 of application form by the same individual)
- Applicant's Birth Certificate or Registered Affidavit (**see note on affidavits**) or Adoption Certificate
- National Insurance Card
- Applicant's Immunization Card
- Parents' certified Marriage Certificate where applicable
- Parent's Naturalization Certificate where applicable
- Father or Mother's Birth Certificate or Registered Affidavit or Adoption Certificate
- Father' or Mother's Passport
- Grandmother or Grandfather's Birth Certificate or Registered Affidavit or Adoption Certificate and certified Marriage Certificate where applicable for eligible parent born after 10<sup>th</sup> July, 1973
- Great Grandmother or Great Grandfather's Birth Certificate or Registered Affidavit or Adoption Certificate and certified Marriage Certificate where applicable for eligible grandparent born after 10<sup>th</sup> July, 1973

**NOTE:** Documents presented must be either **all** relative to mother or **all** relative to father. That is, there is no using/sharing of documents from both mother and father.

**WHEN USING FATHER'S DOCUMENTS:**

- Father must be present for enrollment of minors
- Father's Birth Certificate or Registered Affidavit (**see note on affidavits**) or Adoption certificate
- Father's valid Passport
- Naturalization certificate where applicable
- Parent's certified Marriage Certificate
- Grandmother or Grandfather's Birth Certificate or Registered Affidavit or Adoption Certificate and Marriage Certificate where applicable for eligible parent born after 10<sup>th</sup> July, 1973
- Great Grandmother or Great Grandfather's Birth Certificate or Registered Affidavit or Adoption Certificate and Marriage Certificate where applicable for eligible grandparent born after 10<sup>th</sup> July, 1973

**APPLICANTS 12 YEARS—17 YEARS OLD**

- 1 Completed Application Form
- Two (2) 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 or Registered Affidavit (**see note on affidavits**) or Adoption certificate
- National Insurance Card
- Applicant's Immunization Card
- Primary School letter
- Parents' certified Marriage Certificate where applicable
- Parent's Naturalization Certificate where applicable
- Father or Mother's Birth Certificate or Registered Affidavit or Adoption Certificate
- Father or Mother's Passport
- Grandmother or Grandfather's Birth Certificate or Registered Affidavit or Adoption Certificate and certified Marriage Certificate where applicable for eligible parent born after 10<sup>th</sup> July, 1973
- Great Grandmother or Great Grandfather's Birth Certificate or Registered Affidavit or Adoption Certificate and certified Marriage Certificate where applicable for eligible grandparent born after 10<sup>th</sup> July, 1973

**APPLICANTS 18 YEARS – THOSE AFTER 10 JULY, 1973**

- Completed Application Form
- Two (2) 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 or Registered Affidavit (**see note on affidavits**) or Adoption Certificate
- National Insurance Card
- Applicant's Immunization Card
- Hospital Letter or Verification of Birth Letter (**see note on affidavits**)
- Primary School and High School Records from **Ministry of Education's Examination & Assessment Division**
- Parents certified Marriage Certificate where applicable.
- Father or Mother's Birth Certificate or Registered Affidavit or Adoption Certificate
- Father or Mother's Passport
- Grandmother or Grandfather's Birth Certificate or Registered Affidavit or Adoption Certificate and certified Marriage Certificate where applicable for eligible parent

- born after 10<sup>th</sup> July, 1973
- Great Grandmother or Great Grandfather's Birth Certificate or Registered Affidavit or Adoption Certificate and certified Marriage Certificate where applicable for eligible grandparent born after 10<sup>th</sup> July, 1973
- Two (2) deponents, (ten years older than applicant), to be interviewed for applicants thirty-five years and older**

**\* Additional Documents May Be Requested**

**APPLICANTS BORN BEFORE 10 JULY, 1973**

- Birth Certificate or Registered Affidavit or Adoption Certificate
- National Insurance Card
- Voter's Card
- Primary School and High School Records from **Ministry of Education's Examination & Assessment Division**
- Hospital Records Letter or VOBL (see note on affidavits)
- Father or Mother's passport
- Two (2) Deponents ten years older than applicant must be interviewed

**RENEWAL OF MANUAL PASSPORT**

- Completed Application Form.
- Two (2) photographs in colour (white background)
- Applicant's Birth Certificate or Registered Affidavit or Adoption Certificate
- National Insurance Card
- Existing Passport
- Father or Mother's Birth Certificate or Adoption Certificate or Registered Affidavit and certified Marriage Certificate where applicable if applicant was born after 10<sup>th</sup> July, 1973
- Grandmother or Grandfather's Birth Certificate or Registered Affidavit or Adoption Certificate and Marriage Certificate where applicable for eligible parent born after 10<sup>th</sup> July, 1973
- Great Grandmother or Great Grandfather's Birth Certificate or Registered Affidavit or Adoption Certificate and Marriage Certificate where applicable for eligible grandparent born after 10<sup>th</sup> July, 1973

**RENEWAL OF ELECTRONIC (E)-PASSPORT**

- Completed application form
- One (1) photograph in colour (white background)
- Original or Certified Copy of All Birth Certificates or Registered Affidavits or Adoption Certificates submitted for first passport
- National Insurance Card
- Existing passport

**\*Note:** Applicants who have not renewed passport for 10 years or more must have Section 10 of Application Form and one (1) of the two (2) coloured photos countersigned by the same individual.

**\*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 by the same individual. \*Minors must be accompanied by a legal guardian. In the absence of the legal guardian, a letter of authorization must be presented from that individual together with his/her valid photo ID; along with a valid photo ID of the representative**

**DEED POLL APPLICANTS**

*Please check at the Information Desk for details.*

**REGISTRATION OR NATURALIZATION**

- Completed Application Form.
- Two (2) photographs in colour with white background (one of which must be countersigned along with Section 10 of application form)
- Naturalization or Registration Certificate and certified Marriage Certificate where applicable.
- Applicant's Birth Certificate or Registered Affidavit or Adoption Certificate
- National Insurance Card
- Most recent Certificate of Identity where applicable

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

- Police report is required for a lost, stolen, destroyed or defaced passport;

Refer to requirements for renewal of passport to determine the documentation requirements

**\* An interview will be conducted. Minors must be accompanied by their legal guardian(s)**

**COUNTERSIGNATURE/AUTHENTICATION**

Passport applications for first-time applicants, those undergoing a name change, or with lost, stolen or defaced passports and applicants who did not renew their passport for ten (10) years or more after expiration must be countersigned/authenticated by one from the following categories of persons who is not an immediate family member, but would have known the individual for a minimum of two years or in the case of an infant, the parent (s):  
**Notaries, Pastor, Marriage Officer, Justice of Peace, Senior Government Officials at the level of Deputy Permanent Secretary or above, Medical Practitioner and Magistrate. The authentication on the photo should read "I certify that this is a true likeness of the applicant Mr. or Mrs. or Ms..... and signed by the endorsing person.**

**PASSPORT PHOTO SPECIFICATIONS**

*Photos should have been taken during the past six months, teeth must not be revealed, hairline and ears must be exposed, head covering is not allowed, no large earrings, clothing must cover shoulders, and must not bear any form of military or civil servant badges or decoration.*

**Online information: [www.bahamas.gov.bs](http://www.bahamas.gov.bs)  
Click on Agency Sites, then "Foreign Affairs" then "obtaining a passport"**

# MINISTRY OF FOREIGN AFFAIRS PASSPORT OFFICE

**General Information for the  
E-passport Application &  
Processing**  
(Kindly read all the information provided)



**Baden Building  
University Drive  
(formerly Thompson Boulevard)  
Nassau, Bahamas**

**Office Hours  
9:00 am—5:00 pm  
Operation hours  
8:30 am - 3:45 pm (Acceptance)  
8:30 am - 4:30 pm (Issuance)  
Subject to Early Closure Due to  
High Customer Volume**

**Telephone: (242) 325-2814/5  
(242) 397 2300  
Facsimile: (242) 325-2426  
Hotline: (242) 323 8591**