BELIZE PASSPORT APPLICATION

FOR PERSONS 16 YEARS AND OVER

Please read the instructions overleaf before completing form.

Section 1. *Applicant Information*

Surname/Family name		*First & Middle names*	
Date of Birth (day/month/year) _____/_____/_____	*Place of Birth (city & country)*		
Gender: Male: ☐ *Female:* ☐	*Marital Status:* *Single:* ☐ *Married* ☐ *Divorced* ☐ *Widowed* ☐	*Maiden name (Of married women)*	
Has name been changed (other than by marriage, e.g., deed poll)? *If so, state original name.*			
Home address *Phone no.*		*If home address is not in Belize, address whilst in Belize* *Phone no.*	
Occupation	*Residence (country)*	*Height* *feet* *inches*	*Colour of eyes*
Colour of hair	*Distinguishing marks/ Special peculiarities*		

Section 2. *Married women (including divorcees and widows) are to complete this section.*

Full name of husband	*Husband's nationality*	*Husband's date of Birth (day/month/year)* _____/_____/_____
Husband's place of birth	*Place of marriage*	*Date of marriage*

Section 3. *Citizens of Belize by naturalization are to complete this section.*

Number of Nationality Document	*Date of issue of Nationality Document*	*Place of issue of Nationality Document*

Section 4. *Declaration (Please tick all those that apply)*

I, the undersigned, hereby apply for the issue of a Belize passport, I declare that:

☐ *(A) The information given here is correct to the best of my knowledge and belief;*

☐ *(B) I have not lost the status of citizen of Belize;*

<u>From the below, please choose that which is applicable</u>

☐ *(C) I have not previously held or applied for a Belize passport.*

☐ *(D) Attached is passport number _____ issued at _____ on ____/____/____ (day/month/year).*
I have not made another application for a Belize passport since it was issued and I have surrendered all previous passports;

☐ *(E) Unavailable for presentation passport number_____ issued at _____*
on ____/____/____(day/month/year). I have attached a statutory declaration attesting to its loss, destruction or being stolen.

Signature (<u>within but not touching edges of box</u>)

Date _____/_____/_____
day / month / year

Section 5. *Authentication of Application*

<u>Authentication of Application</u>

The application form must be authenticated and sponsored in Section 5 by two recommenders; the recommenders should fill in the forms **FORM 3A** and **FORM 3B.**

FORM 3A must be filled by **(<u>GROUP A</u>)** a Justice of the Peace, Minister of Religion, Medical Practitioner, Notary Public, or Attorney at Law.

FORM 3B must be filled by **(<u>GROUP B</u>)** a Member of the House of Representatives, Chief Executive Officer in any Ministry of the Government of Belize, Head of Department of any Department of the Government of Belize, or a Licensed Teacher.

Recommender must be acquainted with the applicant for

A. Born Belizean _____ years

B. By Registration _____ years

C. By Marriage _____ years

D. By Descent _____ years

Applicant Photo here

<u>WARNING To the *applicant* and the *recommender*:</u>

<u>It is a prosecutable offence [contrary to Sections 3 (e) and (h), Chapter 164, Laws of Belize] to make any false representation with respect to information requested by this form.</u>

FOR OFFICIAL USE ONLY

Form accepted by _____ Date _____/_____/_____ NEW PASSPORT NUMBER _____
(day/month/year)

Documents Submitted

Applicant's Birth Certificate	Applicant's Previous passport	Applicant's nationality certificate	Marriage Certificate	Social Security / Voter's ID	Other Documents e.g. deed poll
No.: District: Date of Issue: Date of Registration:	No.: Place of Issue: Date of Issue:	No.: Place of Issue: Date of Issue:	No.: Place of issue: Date of issue:	No.: Date of Issue:	

Cashier _____ RCR Date _____/_____/_____ RCR No.: _____ Amount: $_____

Counter Supervisor _____ Data Entry _____ OIC Approval _____ Print Operator _____

QA _____ Passport Delivered by *(Signature)* _____ *(Print Name)* _____

Passport Received by: *(Signature)* _____ *(Print Name)* _____ Date _____/_____/_____
(day/month/year)

BELIZE PASSPORT APPLICATION INSTRUCTIONS

1. **THIS FORM SHOULD BE CLEARLY WRITTEN IN PRINT WITH BLACK OR BLUE INK.**
2. **SECTIONS 1 AND 4 OF THIS FORM MUST BE COMPLETED BY ALL APPLICANTS.**
3. **SECTIONS 2 AND 3 MUST BE COMPLETED BY THOSE TO WHOM THEY APPLY.**
4. **THE OFFICIAL LANGUAGE IS ENGLISH AND ALL DOCUMENTS SUBMITTED MUST EITHER BE IN ENGLISH OR BE ACCOMPANIED BY A CERTIFIED ENGLISH TRANSLATION OF THAT DOCUMENT.**

Authentication of Application
The application form must be authenticated and sponsored in **FORM 3 – A** by **(GROUP A)** a Justice of the Peace, Minister of Religion, Medical Practitioner, Notary Public, or Attorney at Law.

The application form must be authenticated and sponsored in **FORM 3 – B** by **(GROUP B)** a Member of the House of Representatives, Chief Executive Officer in any Ministry of the Government of Belize, Head of Department of any Department of the Government of Belize, or a Licensed Teacher.

Documents to be Produced
If the applicant is:

A. a Belizean by birth (born in Belize) - birth certificate from the Registrar General's office (for those applying for the first time **and** those replacing lost, destroyed, or stolen passports); previous passport (for those replacing/renewing available passports.)
B. a Belizean by descent [born outside Belize to Belizean parent(s) but naturalized - (i) birth certificate from native country and (ii) his/her naturalization by descent document or other evidence of Belizean nationality.
C. a Belizean by registration (born outside Belize but has become a citizen through naturalization) - (i) native birth certificate or passport and (ii) his/her Belize nationality certificate.
D. a married woman – all of the above that apply plus a marriage certificate (issued by vital statistics or registrar's office.)
E. a divorced woman wishing to revert to her maiden name – all of the above that apply plus the divorce certificate.
F. **Photo identification is required from all**. This may be in the form of social security card and voter registration cards. Driver's licenses are not acceptable.
G. Two recent photographs - each Recommender is to certify a photograph [*(with the following quote "**I certify that this is a true likeness of [insert:] Name of Applicant**")*], signed and stamped.
Photo Specifications: Taken within 6 months from application, white background and must be of 2 inches by 2 inches in size

A photocopy of all original documents must be submitted including a copy of the biographic data page of previous passport being renewed/ replaced.

* For the applicant whose previous passport is now unavailable for submission (be it destroyed, lost, or stolen), a statutory declaration attesting to its particulars and the reasons for its unavailability along with a report from the Police indicating that the incident leading to the unavailability has been recorded are to be submitted. The statutory declaration, only, is also a requirement for those whose passport is available for presentation but has become damaged.

A change of name other than by marriage must be substantiated by the production of evidence showing that a bona fide/legal change has been made for all purposes.

For Belizeans applying abroad at a Belize Foreign Mission
In the case of a person applying abroad at a Belizean Embassy, High Commission, Consulate or Consular Agency, authentication must be by a i.) Registered Medical Practitioner, ii.) Registered Legal Practitioner or iii.) Registered Minister of Religion and must be accompanied by a sworn and notarized affidavit signed by the same person certifying the photographs as per G above.

Fees *(Effective March 1, 2013)*
The charge:

A. for an ordinary passport (48 pages) - $50.00 for a person of or above the age of 16 years and
$30.00 for a person below the age of 16 years;
B. to replace a lost, damaged, or stolen passport - $85.00 for a person of or above the age of 16 years and
$55.00 for a person below the age of 16 years;
C. for an emergency passport (within five (5) working days – $100.00 for a person of or above the age of 16 years and
$60.00 for a person below the age of 16 years;
D. Expedited Passports (In addition to fees applied in A or B).
   i. 24 Hours Service - $200.00
   ii. 48 Hours Service - $100.00
   iii. 3 -5 Days Service - $50.00

Passports for persons of or above the age of 16 years are valid for ten years and passports for persons below the age of 16 years are valid for five years.

In the case of persons applying abroad fees and processing time are determined by the Foreign Mission.

All fees are payable in cash.

What to do with the completed form.
The completed form with all necessary documents and fee must be presented personally at the Immigration and Nationality Headquarters, Belmopan, Passport section of the Immigration Office, Belize City, the Immigration Offices in the district towns of Corozal, Orange Walk, San Pedro, Dangriga, and Punta Gorda or at the Belize Foreign Mission In Los Angeles, Chicago, New York, Washington D.C., U.S.A., London, U.K., and Taipei, Taiwan. Application forms may be obtained from any of these offices.