



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 IS 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 fourteen (14) days.
- A Child's Passport is required by all persons not exceeding 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 needs to be completed in **BLOCK LETTERS** (e.g. DOE, JOHN) and Black or Blue ink **only**
- **Authentication of Application:**
 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, Naturalisation, 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.
 2. **Photographs:**
 - a) Three copies of a recent colour photograph (not more than 6 months old).
 - b) The photograph must be:
 - i) Passport style and size of 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

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



BAHAMAS PASSPORT APPLICATION FORM

(To be completed in BOLD CAPS and Black or Blue Ink)

(For Official Use Only)		Application ID: _____		
Ordinary/Regular <input type="checkbox"/> Child <input type="checkbox"/> Frequent Traveler <input type="checkbox"/> Certificate of Identity <input type="checkbox"/> Diplomatic <input type="checkbox"/> Official <input type="checkbox"/>		First Time <input type="checkbox"/> Renewal <input type="checkbox"/> Damaged/Lost/Stolen <input type="checkbox"/>		
1. PERSONAL DETAILS: Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms. <input type="checkbox"/> Miss <input type="checkbox"/> Dr. <input type="checkbox"/> Other _____				
Surname		First Name	Middle Name(s)	
Maiden Surname	Place and Country of Birth		Date of Birth (DD/MM/YYYY)	
Height _____ ft. _____ ins.	Colour of Eyes	Colour of Hair	Nationality	
Visible Identification Marks (please note in detail)		National Insurance No.	Sex Male <input type="checkbox"/> Female <input type="checkbox"/>	
2. CONTACT DETAILS:				
Present Address (Apt. No., P O Box, Street, City, State & Country)		Permanent Address (Apt. No., P O Box, Street, City, State & Country)		
Telephone (Home & Work)		Email (optional)		
3. EMPLOYMENT DETAILS:				
Occupation	Employer Name, Address, and Telephone (if applicable)			
4. FAMILY DETAILS:				
Father's Full Name (underline surname)		Country of Birth	Nationality	Date of Birth (DD/MM/YYYY)
Mother's Full Name (underline surname)		Country of Birth	Nationality	Date of Birth (DD/MM/YYYY)
Spouse's Full Name (underline surname)		Country of Birth	Nationality	Date of Birth (DD/MM/YYYY)
Person to contact in case of an emergency				
Name:		Address:		
Relationship:		Telephone:		
5. PASSPORT DETAILS (only for previous passport holders):				
Bearer's name at time of issue of previous passport			Passport Number	
Status of Passport Expired <input type="checkbox"/> Pages Full <input type="checkbox"/> Name Change <input type="checkbox"/> Damaged <input type="checkbox"/> Stolen <input type="checkbox"/> Lost <input type="checkbox"/>		Date Lost/Stolen (DD/MM/YYYY)		Place (Island/State/County/Province) & Country where lost/stolen
Has loss been Reported to Police? Yes <input type="checkbox"/> No <input type="checkbox"/>		Police Station & Date of Report		Police Report Submitted? Yes <input type="checkbox"/> No <input type="checkbox"/>



BAHAMAS PASSPORT APPLICATION FORM

(To be completed in BOLD CAPS and Black or Blue Ink)

6. ADDITIONAL DETAILS:

Applicant a Citizen of The Bahamas by:

Birth ☐ Registration ☐ Naturalization ☐

Document Number

Place of Document Issue

Date of Document Issue (DD/MM/YYYY)

What other names have you used? (list all alias)

1 _____ 2 _____
3 _____ 4 _____

If name changed, state reason:

Marriage ☐ Adoption ☐ Poll Deed ☐

Other: _____

7. TO BE COMPLETED IF PERSONS BORN ABROAD:

Mother is a Citizen of The Bahamas by:

Birth ☐ Registration ☐ Naturalization ☐

Document Number

Place of Document Issue

Date of Document Issue (DD/MM/YYYY)

Father is a Citizen of The Bahamas by:

Birth ☐ Registration ☐ Naturalization ☐

Document Number

Place of Document Issue

Date of Document Issue (DD/MM/YYYY)

If applicant's birth was registered at a Bahamian Consulate abroad, state the city where the Consulate is located.

Registration Certificate Number

Date of Registration (DD/MM/YYYY)

8. TO BE COMPLETED IF CHILD IS UNDER AGE 18:

Full Name (mother, if unmarried, either parent, if married or legal guardian)

Relationship to Child

Present Address (including country)

I hereby give my consent for (name of applicant) to be issued a passport

Signature

Date (DD/MM/YYYY)

9. DECLARATION OF APPLICANT:

I, the undersigned, hereby apply for the issue of a passport. I declare that the information given in this application is correct to the best of my knowledge and belief, that I have the status of Bahamian citizen, and that I have not renounced citizenship of The Bahamas. I further declare that:

- ☐ I have not previously held or applied for a passport of any description.
- ☐ All previous passports granted to me have been surrendered, other than passport or document No. _____ which is now attached, and that I have submitted no other application for a passport since the attached passport or travel document was issued to me.

Signature: _____

Date: _____

10. COUNTERSIGNATURE: (Required for First Time and Lost or Stolen Applications only)

Full Name (please print)

Profession

Present Address (including country)

OFFICE STAMP

I certify that the applicant has been known personally to me for _____ years and that to the best of my knowledge and belief the facts stated on this form are correct. I am a citizen of _____ and I was born at _____.

Signature

Date (DD/MM/YYYY)

