

THE PASSPORT OFFICE

MINISTRY OF FOREIGN AFFAIRS
COMMONWEALTH OF THE BAHAMAS



>> 5 STEPS FOR PASSPORT APPLICATION AND RENEWAL

APPLYING FOR A PASSPORT (FIRST TIME OR RENEWAL)

Citizens of The Bahamas in need of a passport, must apply to the Passport Office of the Ministry of Foreign Affairs in order to obtain your first passport or renew your passport. All passports are valid for a period of 5 years (for persons under the age of 15 1/2 years) and 10 years (for persons older than 15 1/2 years).

ELIGIBILITY

You can apply for a Bahamian passport if you are a citizen of The Bahamas by either:

- Birth, and you did not relinquish your citizenship prior to applying for a passport
- Registration or naturalisation (through approval of the Immigration Department)
- Descent (you were born to a parent who was a Bahamian citizen at the time of your birth).
- Legal Adoption (you were adopted by a citizen of The Bahamas in The Bahamas).



PROCESS

>> STEP 1

Take a number! This number determines the order you will be served. Medical and other legitimate emergencies with documentary proof will be given priority.

>> STEP 2

Applicants' documents will be reviewed by a passport official to ensure that all requirements are met and applicant is directed to the cashier to pay requisite fees.

>> STEP 3

Approximately 40-60 applicants will be allowed inside the building at a time and are expected to be cooperative and seated in an orderly manner. Wait times vary based on service required.

>> STEP 4

When the applicant's number 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

Applicant is issued an Auxiliary Receipt which highlights the collection date.

PASSPORT COSTS

15 years and under **\$25.00**

15 1/2 years and over **\$50.00**

Each document goes through eight (8) stages of processing; customers are advised to plan ahead to meet their obligations.

TELEPHONE: (242) 325-2814 • (242) 397-2300 • **MONDAY - FRIDAY: 8:30AM - 4:00PM**
BASDEN BUILDING, UNIVERSITY DRIVE (FORMERLY THOMPSON BOULEVARD)