



THE PASSPORT OFFICE

MINISTRY OF FOREIGN AFFAIRS
COMMONWEALTH OF THE BAHAMAS

PASSPORT CHECKLIST

FOR FIRST TIME APPLICANTS AND PERSONS
RENEWING MANUAL PASSPORTS

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/Registered Affidavit/Adoption Certificate.
- National Insurance Card/Number.
- Applicant's Immunization Card.
- Primary School and High School Records from the Ministry of Education's Examination Assessment Division, or a letter from the respective schools on the applicant's behalf with a parent or legal guardian's name. Must be on school's letterhead.
- Parents' certified Marriage Certificate if applicable.
- Mother/Father's Birth Certificate/Registered Affidavit/Adoption Certificate. Use Father's documents for joint adoption.
- Mother/Father's Passport.
- Grandmother's Birth Certificate/Registered Affidavit/Adoption Certificate (for parents born after July 10 th, 1973).

\$25 PROCESSING FEE

- ALL DOCUMENTS PRESENTED SHOULD BE ORIGINALS OR CERTIFIED COPIES
- ALL FOREIGN ORIGINATING DOCUMENTS REQUIRE AN APOSTILLE OR LEGALIZATION
- ALL APPLICANTS MUST APPEAR IN PERSON

APPLICANTS 18 YEARS - 39 YEARS OLD

- 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/Registered Affidavit/Adoption Certificate.
- National Insurance Card and Voter's Card.
- Applicant's Immunization Card.
- Hospital Records Letter. (Where applicable Clinic Records from relevant Family Island.)
- Primary School and High School Records from the Ministry of Education's Examination Assessment Division, or a letter from the respective schools on the applicant's behalf with a parent or legal guardian's name. Must be on school's letterhead.
- Parents' certified Marriage Certificate if applicable.
- Mother/Father's Birth Certificate/Registered Affidavit/Adoption Certificate. Use Father's documents for joint adoption.
- Mother/Father's Passport.
- Grandmother/Great grandmother's Birth Certificate (for parents born after July 10 th ,1973)

\$50 PROCESSING FEE

APPLICANTS 40 YEARS AND OLDER

- 1 Completed Application Form.
- Two (2) photographs in colour with white background (one of which must be countersigned along with application form by the same individual).
- Applicant's Birth Certificate/Registered Affidavit/Adoption Certificate.
- Applicant's certified Marriage Certificate where applicable
- National Insurance Card and Voter's Card.
- Immunization Card and Baptismal Certificate.
- Primary School and High School Records from the Ministry of Education's Examination Assessment Division, or a letter from the respective schools on the applicant's behalf with a parent or legal guardian's name. Must be on school's letterhead.
- Clinic/Hospital Records Letter.
- Mother/Father's Birth Certificate/Registered Affidavit/Adoption Certificate. Use Father's documents for joint adoption.
- Mother/Father's Passport (Note: If mother's passport is not available, passport of parent's sibling or passport of applicant's sibling of same mother is required)
- Parents' certified Marriage Certificate if applicable
- Two (2) Deponents/witness ten years older than applicant who knew of applicant's birth must be Interviewed.

\$50 PROCESSING FEE

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

