

PASSPORT APPLICATION REQUIREMENTS

All Bahamian citizens are entitled to a Passport. This includes: persons born in The Bahamas before 10th July, 1973, persons who can prove Bahamian citizen by descent, persons born in The Bahamas after 10th July, 1973 to Bahamian parents, and persons who have been naturalised/registered and have a valid Certificate of Naturalisation/Certificate of Registration.

The sections below spell out the document requirements for citizens falling into these categories.

FIRST TIME APPLICANTS

First Time Applicants from Infant - 18 yrs. Old:

Lawful parent/Legal guardian must be present with the applicant for interview

1 completed application form

3 recent colour photographs - The size must not be more than 2½ inches by 2 inches or less than 2 inches by 1½ inches. One of photographs, along with the relevant field in application form, must be countersigned by Justice of the Peace/lawyer/Pastor

Child's Birth Certificate/ Affidavit of birth

National Insurance Card

Immunization card

School letter/records

When using mother's documents: Mother's Birth certificate and passport, if the mother is born after 10th July, 1973, then the Applicant will also require:

- o Maternal grandmother's birth certificate, or alternatively,**
- o Maternal grandfather's birth certificate and grandparents registered marriage certificate**

When using Father's Documents: father's birth certificate, parents registered marriage certificate and father's passport, if the father is born after 10th July, 1973, then the Applicant will also require:

- o Paternal grandmother's birth certificate, or alternatively,**
- o Paternal grandfather's birth certificate and grandparents registered marriage certificate**

First Time Applicants 18 yrs and older:

1 completed application form

3 recent photographs. The size must not be more than 2½ inches by 2 inches or less than 2 inches by 1½ inches. One of photographs, along with the relevant field in application form, must be countersigned by Justice of the Peace/Lawyer/Pastor

Applicant's Birth Certificate/ Affidavit of birth

National Insurance Card

When using mother's documents: Mother's Birth certificate and passport, if the mother is born after 10th July, 1973, then the Applicant will also require:

- o Maternal grandmother's birth certificate, or alternatively,**
- o Maternal grandfather's birth certificate and grandparents registered marriage certificate**

When using Father's Documents: father's birth certificate, parents registered marriage certificate and father's passport, if the father is born after 10th July, 1973, then the Applicant will also require:

- o Paternal grandmother's birth certificate, or alternatively,**
- o Paternal grandfather's birth certificate and grandparents registered marriage certificate**

Additionally, for verification purposes, the Applicant may be asked to bring in: school letter, Baptismal certificate, Hospital Record letter, Voter's Registration card, Immunization card

First Time Applicants born before 10th July, 1973:

1 completed application form

3 recent photographs. The size must not be more than 2½ inches by 2 inches or less than 2 inches by 1½ inches. One of photographs, along with the relevant field in application form, must be countersigned by Justice of the Peace/Lawyer/Pastor

Applicant's Birth Certificate/ Affidavit of birth

National Insurance card

Additionally, for verification purposes, the Applicant may be asked to bring in: Primary school letter, Baptismal certificate, Hospital Record letter, Voter's Registration card, Immunization card

RENEWALS

With respect to Passport renewals, previous practice at the Passport Office dictated that in the case of renewals, Applications could be accepted with minimum supporting documents. This practice was based on the fact that at one point renewals were first time Applicants and therefore, all relevant supporting documents should be on their existing files. However, with the implementation of the new E-Passport System, all supporting documents must be scanned. The physical condition of the supporting documents on file at the time of Application is unknown. In some cases, these copies have been on file for many years, subject to the wear and tear of age. It is therefore best that all Applicants, even those for renewal, be asked to submit all relevant documents available to them. In this way, the Applicant is spared the additional hassle of having to come in at a later date to bring in a document if the one on file is damaged, illegible or missing.

Renewals for Applicants from Infant - 18 yrs. Old:

Lawful parent/Legal guardian must be present with the applicant for interview

Expired/current Passport

1 completed application form

3 recent colour photographs – which do not need to be countersigned

Applicant's Birth Certificate/ Affidavit of birth

National Insurance Card

When using mother's documents: Mother's Birth certificate and passport, if the mother is born after 10th July, 1973, then the Applicant will also require:

- o Maternal grandmother's birth certificate, or alternatively,**
- o Maternal grandfather's birth certificate and grandparents registered marriage certificate**

When using Father's Documents: father's birth certificate, parents registered marriage certificate and father's passport, if the father is born after 10th July, 1973, then the Applicant will also require:

- o Paternal grandmother's birth certificate, or alternatively,**
- o Paternal grandfather's birth certificate and grandparents registered marriage certificate**

Additionally, once the file is with an approval officer the Applicant may be asked at some point to bring in one or more of the following if it is not already on file: Primary school letter, Baptismal certificate, Hospital Record letter, and Immunization card.

Renewals for Adult Applicants 18 yrs and older:

1 completed application form

Expired/current Passport

3 recent colour photographs - which do not need to be countersigned

National Insurance Card

Applicant's Birth Certificate/Affidavit

When using mother's documents: Mother's Birth certificate and passport, if the mother is born after 10th July, 1973, then the Applicant will also require:

- o Maternal grandmother's birth certificate, or alternatively,**
- o Maternal grandfather's birth certificate and grandparents registered marriage certificate**

When using Father's Documents: father's birth certificate, parents registered marriage certificate and father's passport, if the father is born after 10th July, 1973, then the Applicant will also require:

- o Paternal grandmother's birth certificate, or alternatively,**
- o Paternal grandfather's birth certificate and grandparents registered marriage certificate**

Additionally, once the file is with a second/final level officer the Applicant may be asked at some point to bring in the following if it is not on file or if it is needed for verification of the Applicants identity: Primary school letter, Baptismal certificate, Hospital Record letter, Voter's Registration card, Immunization card.

Renewals for Adult Applicants born before 10th July, 1973:

1 completed application form

Expired/current Passport

3 recent colour photographs - which do not need to be countersigned

National Insurance Card

Birth Certificate/Affidavit

Documents of parents are not normally needed

Additionally, once the file is with a second/final level officer the Applicant may be asked at some point to bring in the following if it is not on file or if it is needed for verification of the Applicants identity: Primary school letter, Baptismal certificate, Hospital Record letter, Voter's Registration card, Immunization card

NATURALISED AND REGISTERED CITIZENS

Official/Original Certificate of Naturalisation or Registration issued by the Department of Immigration

1 completed application form

3 recent colour photographs. The size must be not more than 2½ inches by 2 inches or less than 2 inches by 1½ inches.

Additionally, once the file is with a second/final level officer the Applicant may be asked at some point to bring in the following if it is not on file or if it is needed for verification of the Applicants identity: Primary school letter, Baptismal certificate, Hospital Record letter, Voter's Registration card, Immunization card

CERTIFICATES OF IDENTITY (COI)

Certificates of Identity (COI) are issued to persons born in The Bahamas after 10th July, 1973 to non-Bahamian persons until they reach the age when they become entitled to register as a citizen of The Bahamas. Applicants considered for COI's are no longer issued a paper document, but rather an Electronic Book similar to the Passport Book. The Electronic Certificate of Identity is not a Passport. The Certificate of Identity is a means of identity that facilitates travel to non-citizens legally residing in The Bahamas.

Please note that all documents in a foreign language must be officially translated, usually by the Embassy of the person's birth country. The translated document is then taken to the Consular Division of the Ministry of Foreign Affairs where it is Legalised (non-Hague Convention countries) or an Apostille is issued (Hague Convention Countries).

COI's Infant to 18 yrs old:

Lawful parent/Legal guardian must appear with the applicant for the interview

1 completed application form

3 recent photographs. The size must be not more than 2½ inches by 2 inches or less than 2 inches by 1½ inches. One of photographs must be countersigned by Justice of the Peace/lawyer/Pastor, along relevant field in application form

Applicant's original Birth Certificate/ Affidavit of birth (in addition to translation if applicable)

Immunization card of Baptismal certificate, if available

Mother's passport

When using father's documents: the registered marriage certificate (if foreign, English translation required); in addition to the Father's passport.

COI's Adults 18 yrs and older:

1 completed application form

3 recent colour photographs. The size must be not more than 2½ inches by 2 inches or less than 2 inches by 1½ inches. One of photographs must be countersigned by Justice of the Peace/lawyer/Pastor, along relevant field in application form

Applicant's original Birth Certificate/ Affidavit of birth (along with official translation if applicable)

Immunization card or Baptismal certificate, if available

LOST PASSPORTS

Passports that have been misplaced, lost or stolen should be reported to the Royal Bahamas Police Force. The original Police Report is required to obtain a replacement passport. This original is verified by the Passport Office, a copy is made, and the original is given back to the Applicant. Other than this stipulation, normal application requirements apply to those requesting a replacement passport (see Renewals).

EMERGENCY PASSPORTS

The Bahamas no longer issues the paper Emergency travel document. Bahamian nationals abroad who have had their passports lost or stolen while outside The Bahamas must make Application at the nearest or most convenient Bahamian Mission abroad. Normal application requirements apply. Where possible, the Applicant should also submit a copy of a police report.

In certain situations, where a person must travel due to medical emergencies, illnesses or a death in the immediate family, it is possible to expedite the processing of an E-passport. In extreme situations, where a travel document is required for urgent travel/return immediately to The Bahamas an emergency travel document may be issued for a single journey.