



## **PASSPORT APPLICATION PROCESS**

**Step 1: Vetting stage:** Send all the completed, signed forms and supporting documents electronically to be reviewed, verified and confirmed as correct. These include the relevant Passport application form, Form 3A (i.e. Recommender Form), Photos (2 inches x 2 inches) and required supporting documents, as per requirements checklist. When you email us, in the subject, kindly put the name of the applicant and the service you are applying for. For example, "First Name, Surname – Passport Renewal Minor"

**Step 2: Payment:** Make payment by bank transfer and submit payment confirmation electronically when submitting your application as part of the vetting process in step 1.

**Step 3: Post all originals:** Once the electronic application has been reviewed and accepted, you will be notified to deliver **all signed completed application forms and originals by post, courier or in person** to the following address: Belize High Commission, Third Floor, 45 Crawford Place, London W1H 4LP

**Step 4: Biometrics Appointment:** If your application is for a Temporary passport, you will **not** need to book an appointment but will need to deliver all originals documents as described in step 3.

If your application is for an Ordinary/Machine-Readable passport, you will **need to book an in-person appointment** to capture your biometrics. Bring all your original documentations as requested in the attached requirements checklist and which was submitted for vetting in Step 1.

### **WHAT HAPPENS NEXT:**

**Step 5: We will then process and finalise your application and send to the Department of Immigration of Nationality Services in Belmopan, Belize** for final processing and printing.

**Step 6: Received Processed Documents from the Department of Immigration of Nationality Services in Belmopan, Belize:** You will be notified when the passport has been processed and is ready for collection at the Belize High Commission in London.

**Step 7: You Collect or arrange for a Courier to return your final documents with all supporting documents:** You will need to advise us how you would like to have your documents returned to you.

If living in the UK, to ensure a safe return of your new passport, if in the UK, you can enclose a pre-paid (up to 500 grams), self addressed Royal Mail Special Delivery envelope. These prepaid envelopes can be purchased from any UK Post office.

Alternatively, you can have all your documents posted to you using your preferred courier arranged by yourself or collect them from the High Commission. You will need to notify us. If someone else will be collecting them, you must email us with an authorization letter and send a photo ID of the person collecting it.

Kindly download all the necessary application forms, whether it is for a Temporary Passport or a Machine-Readable Passport, directly from our website. It is very important that you provide all the necessary documents as per the relevant checklist available on this website.

There is no expedited service available but staff is aware of the urgency of these applications and are doing all they can to get this processed as quick as possible.