



## Descent Replacement- Nationality issued by way of Memo/Letter Checklist

No.	Document Required	Additional Details	For Official Use Only
1	Declaration Form	<ul style="list-style-type: none"> <li>• Must state reason for replacement request</li> <li>• Applicant must sign the form</li> <li>• Notary Public, Solicitor or Attorney at Law must also sign, stamp and date the application</li> </ul>	
2	Original Memo/Letter		
3	Original Passport of applicant		
4	Original birth certificate of applicant	<ul style="list-style-type: none"> <li>• Must be in English or accompanied by a certified English translation issued by the competent authority</li> </ul>	
5	Original Belizean passport <b>or</b> birth certificate of parent	<ul style="list-style-type: none"> <li>• Must be in English or accompanied by a certified English translation issued by the competent authority</li> </ul>	
6	Original valid photo identification with signature of parent	<ul style="list-style-type: none"> <li>• Must be in English or accompanied by a certified English translation issued by the competent authority</li> </ul>	
	A total of four (4) identical photos measuring 2 inches x 2 inches of applicant	<ul style="list-style-type: none"> <li>• Taken with a frontal view, white background, no sleeveless, hairline and ears fully visible and</li> <li>• Taken within the last six months</li> </ul>	

7	One (1) photo	<ul style="list-style-type: none"> <li>• To be certified (signature, stamp and date) by the same Solicitor, Attorney at Law or Notary Public who signed the declaration form</li> <li>• The wording should read as follows “I certify that this is a true likeness of [insert full name of <u>applicant</u>]”</li> </ul>	
8	Three (3) photos	<ul style="list-style-type: none"> <li>• To be left blank</li> </ul>	

**Please Note:**

- Applicant’s name and signature must match that of the supporting documents provided
- Parent’s signature should match that of the identification provided
- Ensure the correct spelling of names on documents
- Both original and two (2) photocopies of documents must be submitted
- Correction liquid, scratched or superimposed text on application forms are not acceptable