



**MINOR BELIZE PASSPORT RENEWAL – DAMAGED
REQUIREMENTS CHECKLIST
MINOR (Persons below the age of sixteen (16) years)**

Name: _____

	Required Documents	DETAILS	TO BE NOTED
1.	Completed Application Form signed by applicant or where unable to sign, the parent or legal guardian.	If the child is 10 years or older, the child needs to sign the application form. The person who is applying on behalf of the Minor (parent or legal guardian) also needs to sign.	Filled in either blue or black ink No scratches, no white out, no correction fluid accepted
2	Completed Recommender Form 4A	To be completed by either one of the following: - registered medical practitioner - registered legal practitioner i.e., attorney/solicitor	This must include the full name of the applicant as it appears on the passport or photo ID used. Business card or stamp of the recommender should be included if available
3	Two - Identical Passport photos (2 inches x 2 inches) Must be on a white background Taken within the previous six (6) months Must be 2 inches by 2 inches Hairline and ears fully visible	1 photo must be left blank at the back for official use.	1 photo should be properly certified by the same person/recommender who completed Form 4A (item #2) At the back of the photo, The wording should read as follows: “I certify that this is the true likeness of {insert full name of applicant}.” The applicant’s name should be written in its entirety and be legible. The name should be as it appears on the birth certificate, nationality certificate or Deed Poll. This photo should be signed and stamped by the same person/recommender who completed Form 4A (item #2)

4	The Minor's Original Birth Certificate (from Native country or Belize) OR	Must be in English or be accompanied by a certified English translation by a competent issuing authority.	
	Adoption Certificate (if adopted) OR	Must be issued and registered in Belize	
	Original Belize Naturalisation by Descent Document, Belize Nationality Certificate or other evidence of Belizean nationality	for Belizeans by Descent or by registration	No laminated documents are accepted as laminated documents are considered damaged. A replacement must be obtained before starting the passport application process.
5	A valid photo identification of the parent or legal guardian applying for the passport Any court orders to establish who has parental responsibility for the child applying on behalf of the child	Valid (not expired) Must be in English or be accompanied by a certified English translation by a competent issuing authority. Must include the full name of the applicant, (parent of legal guardian exactly as it appears on the child's birth certificate, nationality certificate and/ or adoption certificate.	Can be a state ID, permanent residency card or a passport.
6	Original Belizean Nationality Certificate or Birth Certificate of parent or legal guardian applying for the passport that establishes descent.	Must include the full name of the applicant, (parent of legal guardian exactly as it appears on the child's birth certificate, nationality certificate and/ or adoption certificate.	
7	One additional original valid photo Identification of the MINOR (Biographical page only)	Valid (not expired) Must be in English or a copy must be accompanied by a certified English translation by a competent issuing authority	May be a state ID, permanent residency card, Belize Social Security card or another passport.
8	Previous Belize Passport or a photocopy of the previous Belize passport of MINOR, (Biographical page only, if applicable)		

9	Form 6	Complete all relevant sections that apply to you.	Authenticated by a registered legal practitioner i.e. Attorney at Law/Solicitor or a Notary Public.
10	Payment Fee (£105)	Relevant payment must be made by bank transfer Kindly see payment instructions on the link assigned to that. This is payable in Pound Sterling (£) only.	The payment reference must include applicant's name and what service you are applying for. e.g. First name Last name – passport renewal stolen
SUPPORTING DOCUMENTS IF APPLICABLE			
	Original Adoption Certificate (if adopted)	Certificate must be issued and registered in Belize	
	Documents that prove any change of name		
ADDITIONAL NOTES:			

Please note:

An electronic application including all the above listed requirements including this signed checklist should be first emailed to consularservices@belizehighcommission.co.uk.

Each application must be submitted in a separate individual email with the name of the applicant and consular service required in the “subject” of the email.

You will then need to bring all originals to your appointment or courier all originals if you do not require an appointment, (depending on the service) requested. You must arrange your choice of courier for submission and collection of originals submitted to the Belize High Commission in London. Alternatively, you can pay for the documents to be posted back to you by registered royal mail. In any case, you must provide complete postage address where you know someone will be able to sign for it.

Incomplete applications will not be accepted or processed. Laminated documents are not accepted as laminated documents are considered damaged.

All documents must be in English or be accompanied by a certified English translation by a competent issuing authority.

It is important that you use the relevant requirement checklist to ensure you have submitted all the required documents. This will avoid delays in your application.

Processing of applications require a minimum of six (6) to eight (8) weeks from the date all the required originals are submitted in order and sent to the Department of Immigration and Nationality Services in Belize.

I have read all the above and I am submitting all the required documents and supporting evidence required:

Name of the applicant: _____	Name of the person submitting the application: _____
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