



## PASSPORT APPLICATION PROCESS

Please read carefully before starting your application

**Each application will go through the following steps:**

**Before you start**, kindly view the **checklist (list of requirements)** that relates to your application. This checklist clearly lists all the requirements for the application. When you have gathered all the information and documents required, you can go to Step 1.

**Step 1: Vetting stage:** Send an electronic copy of the completed signed application form, along with all the supporting documents and payment confirmation showing amount paid which will be reviewed, verified, and confirmed as correct by the Consular Officer. 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 checklist requirements.

**Payment:** Make payment by bank transfer and include a copy of it when submitting your application as part of the vetting process. Ensure that you put the name of the applicant and the service you are applying for as payment reference. (e.g. First name/Surname - passport renewal) **(See fees and payment process for the exact payment to be made)** .

*All fees are non-refundable and please ensure you pay the exact amount in Pounds to avoid **to avoid severe delays** to your application. Any bank fees and conversion rates must be absorbed by the applicant.*

**When you email the application for vetting**, in the subject, kindly put the First name & Surname of the applicant and the service you are applying for. (For Example, First Name & Surname- Temporary Passport Minor. Email each application separately.

**Step 2:** Await Pre-Vetting response that documents you emailed have been conditionally approved. You will be **notified by email** once the electronic

application has passed the vetting stage. You will be notified if we require more information. The response time for vetting applications is 5 to 8 business days.

If you are applying for a **Temporary Passport**, you will be required to:

**Step 3A:** Post/Courier all originals **AFTER** you have been notified that your application has passed the vetting stage. You will have to send/deliver **all signed original application forms, supporting documents and current passport by post, courier or in person** to the following address: *Belize High Commission, Third Floor, 45 Crawford Place, London W1H 4LP*. For a Temporary passport, you will **NOT** need to book a biometrics appointment as below.

If you are applying for **an Ordinary /Machine-Readable Passport** you will be required to:

**Step 3B:** Book an in-person appointment to capture your biometrics which includes having your photograph, fingerprints, and signature captured. This is a mandatory part of the process. You will be **required** to bring **all your original documentations and current passport** as requested in the checklist and which was submitted for vetting in Step 1. You will need to coordinate with the Consular Officer to book your appointment which usually lasts about 1 hour.

#### **WHAT HAPPENS NEXT:**

**Step 4: The Consular Officer will then process and finalize your application** and send it to the Department of Immigration of Nationality Services in Belmopan for final processing and printing. ***(Allow up to 9 weeks from here).***

**Step 5: You will be notified when the passport has been received** at the Belize High Commission in London from the Department of Immigration and Nationality in Belmopan.

**Step 6: You can collect or organize a Courier to collect all your new documents with all the supporting original documents you submitted:** You will need to advise us how you would like to have your documents returned to you.

To ensure a safe return of your new passport, if in the UK, please 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 ask to have all your documents posted to you using your preferred courier arranged by yourself, by recorded mail delivery or collect them from the High Commission. 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. If you have organized a courier, you must email a copy of the airwaybill.

## **NOTE**

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.

The Belize High Commission's personnel are unable to accept applications unless it is complete as required by the Department of Immigration and Nationality of Belize.

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

Please allow up to 9 weeks from the time the completed application has been received at the Belize High Commission in London.

Kindly follow the checklist associated with the application you are making as this gives you a detailed list of all the requirements.

The application package must be complete and correct on the first submission to avoid severe delays to your application.