



BELIZE HIGH COMMISSION

E-PASSPORT APPLICATION CHECKLIST FOR PREPARATION & SUBMISSION

Read instructions carefully before completing the form.

Note: Amendments cannot be made to issued Passports.

IMPORTANT: It is a prosecutable offence [pursuant to Sections 3 (e) and (h) of the Passport Act, Chapter 164, Laws of Belize] to make any false representation with respect to information requested by this application form.

English is the official language of Belize and all documents submitted must either be in English or be accompanied by a certified English translation of the whole document by a competent issuing authority.

1. COMPLETED APPLICATION FORM
<ul style="list-style-type: none">• Passport application form is the same for adults and children.• Clearly complete in either blue or black ink with no scratches, correction tape or fluid.• Sections 1, 2, 3 and 6 of application form must be completed by all applicants.• Section 4 must be completed by all married, divorced and widows.• Section 5 must be completed if you have lost your passport or had it stolen.• Section 7 must be completed by the recommender.• Signature - Application to be signed by applicant inside the box on page 1 (if capable). <p>Additional documentation needed for:</p> <ul style="list-style-type: none">• Minors (under 16 years) – see #7 below• Name Change – see # 8 below• Renewal – see #9 below• Lost or Damaged Replacement – see #10 below
2. PROOF OF REGISTRATION AT BIRTH - stating gender and place of birth
<ul style="list-style-type: none">• For Born Belizeans - ORIGINAL BIRTH CERTIFICATE <p>OR</p> <ul style="list-style-type: none">• For Belizeans by Naturalisation, by Descent or by Registration<ul style="list-style-type: none">▪ ORIGINAL BELIZE NATIONALITY CERTIFICATE <p>OR</p> <ul style="list-style-type: none">▪ NATIVE BIRTH or ADOPTION CERTIFICATE <p>Replacements for laminated or missing documents must be obtained before starting this application process.</p>

	3. ONE ADDITIONAL ORIGINAL VALID PHOTO IDENTIFICATION
	<ul style="list-style-type: none"> • May be a state or Government issued ID, another passport, permanent residency card, Driver’s Licence, Belize Social Security card or Belize Voter’s registration card • ID must be currently valid (not expired)
	4. ONE PASSPORT PHOTO
	<ul style="list-style-type: none"> • One (1) facial photo not more than six months old • 2 inches x 2 inches in height and width. • A close-up of the applicant’s head and top of the shoulders. • The face shall look directly at the camera with both ears showing and shall take up 70-80 percent of the photo size in length. • Facial expression must be neutral, with mouth closed and eyes open, with no hair obscuring the eyes. • Photos should be printed on high quality paper with high resolution. • The lighting shall be uniform with no shadows or reflections on the face or in the background. • The background must be a white background • There must be contrast between image and background (e.g. No white shirt on a white background, etc.). • No sleeveless shirts or tank tops. Chest area must be covered. • Minimal facial jewellery so it does not reflect light in the photo or prove a distraction except for religious, cultural, or medical justification • No camouflage tops, military or government uniforms. • No glasses, tinted shades or sunglasses. • No head coverings except for religious, cultural, or medical justification. • Recommender must endorse the reverse of the photograph with the words: <i>“I certify that this is a true image/likeness of (name of Adult or Minor applicant)”</i> and MUST sign the photo.
	5. COPY OF THE RECOMMENDER’S PASSPORT
	<p>The Recommender must:</p> <ul style="list-style-type: none"> • Be an adult (18 years or older) - born Belizean or Belizean by Descent or Registration who has known you for more than a year. • Be a holder of a valid Belize passport. • Provide recommender’s full name, address, phone number, current valid passport details and a copy of his/her passport. • Sign section 7 of the application form and the back of your passport photo.
	6. PAYMENT CONFIRMATION
	<p>Payment can be done by bank transfer in Pound Sterling (£) only – See payment instructions on website.</p>

	<ul style="list-style-type: none"> • Include a copy of your bank’s payment reference with the application. To ensure tracking and verification of the payment the following must be included with the payment reference <ul style="list-style-type: none"> ○ Applicant’s name ○ Name of the person making the bank transfer ○ Date of payment and any bank reference numbers <p style="text-align: center;">Please note that when applying at Foreign Missions fees vary from fees when applying in Belize.</p>
7.	FOR MINOR (under 16 years) Additional documentation needed
	<ul style="list-style-type: none"> • A valid photo identification of the Parent or Legal guardian applying for the passport - preferably the Belizean parent’s Belize passport and Belize Nationality Certificate. This ID must include the full name of the parent or legal guardian making the application for the minor’s passport. The name must be exactly as it appears on the child’s birth certificate, nationality certificate and/or adoption certificate. • Where an Order or direction has been made by the High Court or in Chambers or by a Magistrate regarding the custody of a child, such Order must be produced, or the nature of the direction stated. • If pending divorce proceedings, any judicial Order or direction made regarding the custody of the child for whom the passport is to be made, state the nature of the order or direction, and provide as a supporting document. • A notarized letter of authorization of the custodial parent, adoptive parent, or legal guardian must be provided with applications on behalf of a child. • The Applicant (and Parent/Legal Guardian when applicable) must sign Section 6. • Children under 16 years of age must sign the Signature Box on page 1 (if capable). If the minor applicant is unable to sign the Signature Box, it should remain unsigned.
8.	FOR NAME CHANGE - Additional documentation needed
	<p>For citizens who have changed their names and want to have their changed names reflected in the passport.</p> <ul style="list-style-type: none"> • Marriage Certificate - Required if you have changed your name by Marriage • Original Divorce Decree / Decree Absolute or Certificate of Annulment. - Required if you have changed your name by Divorce • Deed Poll Certificate from your country of birth. If you have changed your name for other reasons. (Born Belizeans should contact the Belize Vital Statistics Office.)

9. RENEWAL - Additional documentation needed
<ul style="list-style-type: none"> • Expired/Exhausted/Current Passport -This is mandatory but will be returned to applicant with the new passport.
10. LOST OR DAMAGED - Additional documentation needed
<ul style="list-style-type: none"> • Complete and submit a DECLARATION OF LOST, STOLEN OR MUTILATED BELIZE PASSPORT (Form 6) available at belizehighcommission.co.uk • For Damaged Replacement - A copy of the damaged passport showing damage (if available)

NEXT STEPS – Submitting the application for vetting and then processing

11. SUBMIT COMPLETE APPLICATION FOR VETTING
<ul style="list-style-type: none"> • A copy of the application including all the required documents listed above can now be submitted to the Belize High Commission via the online application form at www.belizehighcommission.co.uk • Each application must be submitted separately. <p>This step is necessary in order to ensure that all requirements have been met prior to making an appointment <u>for the mandatory in-person biometric appointment in London.</u></p>

You are almost there!

12. SUBMIT THE APPLICATION IN PERSON WITH ORIGINAL DOCUMENTS - MANDATORY
<ul style="list-style-type: none"> • Upon confirmation that your documents are in order, you are now ready to submit your application in person. You will be notified to make an appointment to have your biometrics captured in person at our office in London. Appointments are required and walk-ins will not be accepted. • Bring all the originals of the required documents for verification when you come to the biometric appointment. Once your biometrics have been captured and we have all the required documents in hand, your application will be forwarded to the Department of Immigration and Nationality in Belize for final processing. • This process may take up to 16 weeks to be returned to our office. • When your new passport is returned to our office you will be notified for collection in person or by courier.

Email: consularservices@belizehighcommission.co.uk
www.belizehighcommission.co.uk

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