



# CHECKLIST OF REQUIRED DOCUMENTS FOR RENEWAL/REPLACEMENT/FIRST ISSUE of a Belize Regular Passport for Minors and Adults

**ADULT (Persons 16 years and over) Minor (under 16 years)**

Read instructions carefully before completing the forms and submitting your application.

**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 the information requested by the passport application*

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.

STEP 1: GATHER ALL THE REQUIRED DOCUMENTS LISTED BELOW in Sections 1 to 11, and MAKE PAYMENT.	
<b>1.</b>	<p><b>COMPLETED APPLICATION FORM-</b> The same form is used for Adults, Minors and Temporary Passport.</p> <p><i>Clearly filled in either blue or black ink with no scratches, correction tape or fluid.</i></p> <ul style="list-style-type: none"> <li>Sections 1, 2, 3, and 7 must be completed by all applicants.</li> <li>Section 4 must be completed by all married, divorced, and widowed women or for name changes.</li> <li>Section 5, must be completed for Lost or Stolen Passports</li> <li>Section 6, must be completed for applications for Minors</li> <li>Signature - Application to be signed by applicant inside the box on page 1 (if capable). <i>If the child is 10 years or older, the child needs to sign the application form. If the child is unable to sign, the parent or legal guardian is to sign. (See section 8 below)</i></li> </ul> <p><b>Additional Documentation Required For:</b></p> <ul style="list-style-type: none"> <li><b>Name Changes</b>, see Section 7 below</li> <li><b>Minors (under 16 years)</b>, see Section 8 below</li> <li><b>Lost or Stolen Passport</b>, see Section 9 below</li> <li><b>Damaged or Mutilated Passport</b>, see Section 10 below</li> </ul>
<b>2.</b>	<p><b>PROOF OF REGISTRATION AT BIRTH - stating gender and place of birth</b></p> <p><b>a.</b> For Born Belizeans - <b>ORIGINAL BIRTH CERTIFICATE</b></p> <p><b>b.</b> For Belizeans by Naturalisation, by Descent or by Registration <b>ORIGINAL BELIZE NATIONALITY CERTIFICATE</b></p> <p><b>c.</b> For Adopted applicants, Adoption <b>Certificate</b></p> <p><i>A replacement must be obtained before starting the passport application process if:</i></p> <ul style="list-style-type: none"> <li><i>Your documents are laminated</i></li> <li><i>If your Birth Certificate or Nationality document is not available.</i></li> </ul>

<b>3.</b>	<b>ONE ADDITIONAL ORIGINAL VALID PHOTO IDENTIFICATION</b>
	<ul style="list-style-type: none"> <li>• 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</li> <li>• ID must be currently valid (not expired)</li> </ul>
<b>4.</b>	<b>ONE PASSPORT PHOTO</b>
	<ul style="list-style-type: none"> <li>• Taken within the last six (6) months</li> <li>• Face with hairline and both ears <b>fully</b> visible</li> <li>• On a white background and must be 2 inches x 2 inches in size</li> <li>• For more details: <a href="https://immigration.gov.bz/passport/passport-photo-requirements/">https://immigration.gov.bz/passport/passport-photo-requirements/</a></li> </ul>
<b>5.</b>	<b>Belize Passport: Exhausted Belize or Current Belize Passport</b>
	<ul style="list-style-type: none"> <li>• Expired/Exhausted/Current E- Passport (you will need to submit your Belize passport after the biometric appointment as this is a mandatory requirement . The expired /cancelled passport will be returned to the applicant after the passport has been renewed or replaced.</li> </ul>
<b>6.</b>	<b>MAKE PAYMENT AND SUBMIT PAYMENT CONFIRMATION /PROOF</b>
	<p>Payment can be done by bank transfer in Pound Sterling (£) only –</p> <ul style="list-style-type: none"> <li>• Email a copy of your bank's <u>payment reference with the application</u>. To ensure tracking and verification of the payment, the following must be included with the payment reference at the bank include <ul style="list-style-type: none"> <li>○ Applicant's name (names that can fit in the reference)</li> <li>○ what service was paid for</li> </ul> </li> </ul> <p>Please ensure the bank fees &amp; rate of exchanges are paid to the bank separately.</p> <p>Note that <b>Fees vary when applying at Foreign Missions</b> from fees when applying in Belize.</p>
	<b>ADDITIONAL DOCUMENTS REQUIRED /WHERE APPLICABLE</b>
<b>7.</b>	<b>FOR NAME CHANGE</b>
	<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"> <li>• <b>Marriage Certificate</b> - Required if you have you have changed your name by Marriage</li> <li>• <b>Original Divorce Decree / Decree Absolute or Certificate of Annulment.</b> - Required if you have changed your name by <b>Divorce</b></li> <li>• <b>Deed Poll Certificate from your country of birth.</b> If you have changed your name for other reasons. (<b>Born Belizeans</b> should contact the Belize Vital Statistics Office to make this change and every name change made outside of Belize must be registered in Belize at the Vital Statistics Office.)</li> </ul>
<b>8.</b>	<b>FOR MINOR (under 16 years) Additional documentation needed</b>
	<ul style="list-style-type: none"> <li>• A valid photo identification of the Parent or Legal guardian applying for the passport. (Preferably the Belizean Parent/Belize Passport and Belize Nationality Certificate).</li> <li>• 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.</li> <li>• Any court orders to establish who has parental responsibility for the child applying on behalf of the child.</li> <li>• All minor applications must complete section 6 of the application form.</li> </ul>

<b>9.</b>	<b>FOR LOST or STOLEN PASSPORT REPLACEMENT</b>
	<ul style="list-style-type: none"> <li>• Declaration statement of Lost or Stolen Belize Passport, (signed declaration detailing how it came to be lost or stolen)</li> <li>• Police Report or Police Record (translated in English)</li> <li>• Form 6</li> </ul>
<b>10.</b>	<b>For Damaged or Mutilated Belize Passport Replacement</b>
	<ul style="list-style-type: none"> <li>• the damaged passport showing damage or mutilation</li> </ul>
<b>11.</b>	<b>For First Issue of a Belize Passport</b>
	<ul style="list-style-type: none"> <li>• Certified copy of a birth certificate</li> </ul>
<b>12.</b>	<b>For Temporary Passports, contact <a href="mailto:consularservices@belizehighcommission.co.uk">consularservices@belizehighcommission.co.uk</a> for more information. Temporary Passports are only issued under extreme circumstances and will need approval from the Director of Immigration and Nationality Services in Belize.</b>

**NEXT STEPS – Submitting the application for vetting and then processing**

<b>STEP 2: SUBMIT COMPLETE APPLICATION FOR VETTING</b>	
	<ul style="list-style-type: none"> <li>• Email copies of the completed application form, all listed required documents and the payment confirmation to the Consular Office at the Belize High Commission for vetting. This step ensures that all requirements have been met and payment is complete before booking your mandatory in-person biometric appointment at the Consular Office of the Belize High Commission in London.</li> <li>• These documents should be emailed to <a href="mailto:consularservices@belizehighcommission.co.uk">consularservices@belizehighcommission.co.uk</a> and must include the applicant's name in the subject line. Each application must be submitted separately.</li> </ul>
<b>STEP 3: CONFIRM AND ATTEND YOUR BIOMETRIC APPOINTMENT AND SUBMIT THE ORIGINAL APPLICATION IN PERSON (MANDATORY)</b>	
	<ul style="list-style-type: none"> <li>• Once your documentation has been vetted and payment has been confirmed, you will be notified with available dates for you to book your biometric appointment.</li> <li>• You will be required to bring all the originals and any applicable copies of the required documents to your biometric appointment for verification by the Consular Office. Once your biometrics are taken and we have all the necessary documents, your application will be forwarded to the Department of Immigration and Nationality in Belize for final processing and printing. <b>This process may take from 16-20 weeks from this point.</b></li> </ul>
<b>STEP 4: COLLECTION OF YOUR DOCUMENTS</b>	
	<ul style="list-style-type: none"> <li>• When your new passport is returned to the Belize High Commission in London, you will be notified for collection in person, by a chosen courier or an authorized person.</li> </ul>