

# BELIZE PASSPORT APPLICATION

FOR PERSONS 16 YEARS AND OVER

Please read the instructions overleaf before completing form.



## Section 1. Applicant Information

Surname/Family name		First & Middle names	
Date of Birth (day/month/year) ____/____/____	Place of Birth (city & country)		
Gender: Male: <input type="checkbox"/> Female: <input type="checkbox"/>	Marital Status: Single: <input type="checkbox"/> Married <input type="checkbox"/> Divorced <input type="checkbox"/> Widowed <input type="checkbox"/>	Maiden name (Of married women)	
Has name been changed (other than by marriage, e.g., deed poll)? If so, state original name.			
Home address		If home address is not in Belize, address whilst in Belize	
Phone no.		Phone no.	
Occupation	Residence (country)	Height feet inches	Colour of eyes
Colour of hair	Distinguishing marks/ Special peculiarities		

## Section 2. Married women (including divorcees and widows) are to complete this section.

Full name of husband	Husband's nationality	Husband's date of Birth (day/month/year) ____/____/____
Husband's place of birth	Place of marriage	Date of marriage

## Section 3. Citizens of Belize by naturalization are to complete this section.

Number of Nationality Document	Date of issue of Nationality Document	Place of issue of Nationality Document
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## Section 4. Declaration (Please tick all those that apply)

I, the undersigned, hereby apply for the issue of a Belize passport, I declare that:

- (A) The information given here is correct to the best of my knowledge and belief;
- (B) I have not lost the status of citizen of Belize;

### From the below, please choose that which is applicable

- (C) I have not previously held or applied for a Belize passport.
- (D) Attached is passport number \_\_\_\_\_ issued at \_\_\_\_\_ on \_\_\_\_/\_\_\_\_/\_\_\_\_ (day/month/year). I have not made another application for a Belize passport since it was issued and I have surrendered all previous passports;
- (E) Unavailable for presentation passport number \_\_\_\_\_ issued at \_\_\_\_\_ on \_\_\_\_/\_\_\_\_/\_\_\_\_ (day/month/year). I have attached a statutory declaration attesting to its loss, destruction or being stolen.

	Signature (within but not touching edges of box)	Date ____/____/____ day / month / year
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## Section 5. Authentication of Application

The application form must be authenticated and sponsored in **Section 5** by one recommender; the recommender should fill in **FORM 3**.

**FORM 3** must be filled by a recommender who is a Belizean national, whether by birth or descent. The recommender must be eighteen (18) years of age and over and in possession of a valid Belize passport. Recommender must be acquainted with the applicant for at least one year.

### Fees The charge (All fees are payable in cash) –

- A. For an ordinary passport (48 pages) - \$50.00 for a person of or above the age of 16 years and \$30.00 for a person below the age of 16 years.
- B. To replace a lost, stolen or mutilated passport - \$85.00 for a person of or above the age of 16 years and \$55.00 for a person below the age of 16 years.
- C. For an emergency passport (within five (5) working days) – \$100.00 for a person of or above the age of 16 years and \$60.00 for a person below the age of 16 years; or
- D. Expedited Passports (In addition to fees applied in A or B).
  - i. 24 Hours Service - \$200.00
  - ii. 48 Hours Service - \$100.00
  - iii. 3 -5 Days Service- \$50.00

In the case of persons applying abroad, fees and processing times are determined by the Foreign Mission.

### **WARNING To the applicant and the recommender:**

**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 form.**

**FOR OFFICIAL USE ONLY**

Form accepted by \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_ NEW PASSPORT NUMBER \_\_\_\_\_  
 (day/month/year)

**Documents Submitted**

Applicant's Birth Certificate	Applicant's Previous passport	Applicant's nationality certificate	Marriage Certificate	Social Security / Voter's ID	Other Documents e.g. deed poll
No.:	No.:	No.:	No.:	No.:	
District:	Place of Issue:	Place of Issue:	Place of issue:	Date of Issue:	
Date of Issue:	Date of Issue:	Date of Issue:	Date of issue:		
Date of Registration:					

Cashier \_\_\_\_\_ RCR Date \_\_\_\_/\_\_\_\_/\_\_\_\_ RCR No.: \_\_\_\_\_ Amount: \$ \_\_\_\_\_

Counter Supervisor \_\_\_\_\_ Data Entry \_\_\_\_\_ OIC Approval \_\_\_\_\_ Print Operator \_\_\_\_\_

QA \_\_\_\_\_ Passport Delivered by (Signature) \_\_\_\_\_ (Print Name) \_\_\_\_\_

Passport Received by: (Signature) \_\_\_\_\_ (Print Name) \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_  
 (day/month/year)

**BELIZE PASSPORT APPLICATION INSTRUCTIONS**

- 1. THIS FORM SHOULD BE CLEARLY WRITTEN IN PRINT WITH BLACK OR BLUE INK.**
- 2. SECTIONS 1 AND 4 OF THIS FORM MUST BE COMPLETED BY ALL APPLICANTS.**
- 3. SECTIONS 2 AND 3 MUST BE COMPLETED BY THOSE TO WHOM THEY APPLY.**
- 4. THE OFFICIAL LANGUAGE IS ENGLISH AND ALL DOCUMENTS SUBMITTED MUST EITHER BE IN ENGLISH OR BE ACCOMPANIED BY A CERTIFIED ENGLISH TRANSLATION OF THAT DOCUMENT.**

**Authentication of Application**

The application form must be authenticated and sponsored in **FORM 3** by a recommender who is a Belizean national whether by birth or descent. The recommender must be eighteen (18) years of age and over and in possession of a valid Belize Passport.

**Documents to be Produced**

If the applicant is:

- a Belizean by birth (born in Belize)** - Birth certificate from the Vital Statistics Unit (for those applying for the first time **and** those replacing lost, destroyed, or stolen passports).
- a Belizean by descent (born outside Belize to Belizean parent(s) but naturalized)** –
  - Passport from native country and ii. His/her naturalization by descent document or other evidence of Belizean nationality
- a Belizean by registration (born outside Belize but has become a citizen through naturalization)**
  - native birth certificate or passport and ii. His/her Belize nationality certificate
- a married woman** – all of the above that apply plus a marriage certificate (issued by vital statistics or registrar's office.)
- a divorced woman** wishing to revert to her maiden name – all of the above that apply plus the divorce certificate.
- A Belizean renewing/replacing an available passport – previous passport and any other document(s) required by the Director of Nationality and Passports Department or an authorized officer.
- Valid identification document is required from all.** This may be in the form of a social security card, voter registration cards, passport from any country or naturalization certificate.
- One recent photograph - the Recommender is to certify the photograph with the following quote **"I certify that this is a true [image/picture/likeness] of [insert name of Applicant or child]"**, signed by recommender.  
*Photo Specifications: Taken within 6 months from application, white background and must be of 2 inches by 2 inches in size.*

**A photocopy of all original documents must be submitted including a copy of the biographic data page of previous passport being renewed/ replaced.**

- For the applicant whose previous passport is now unavailable for submission (be it lost, stolen or mutilated), the applicant shall submit
- If lost, stolen or mutilated in Belize, the statutory declaration in Form 6 detailing the incident leading to the unavailability of the passport that is certified by a Justice of the Peace, Commissioner of Affidavit or Notary Public, along with a report from the Police indicating that the incident leading to the unavailability has been recorded or
  - If lost, stolen or mutilated outside Belize, the statutory declaration in Form 6 that is notarized by a Notary Public detailing the incident leading to the unavailability of the passport.
  - A statutory declaration is also a requirement for those whose passport is available for presentation but has become damaged.

A change of name other than that by marriage must be substantiated by the production of evidence showing a bona fide/legal change has been made for all purposes.

**For Belizeans applying abroad at a Belize Foreign Mission**

In the case of a person applying abroad at a Belizean Embassy, High Commission, Consulate or Consular Agency, authentication must be by a

- Registered Medical Practitioner
- Registered Legal Practitioner
- Registered Minister of Religion;

and must be accompanied by a sworn and notarized affidavit signed by the same person certifying the photographs as per H above

Passports for person of or above the age of 16 years are valid for ten years and passports for person below the age of 16 years are valid for five years.

**What to do with the completed form.**

The completed form with all necessary documents and fee must be presented personally at the Nationality and Passports Headquarters, Belmopan, Passport section of the Immigration Office, Belize City, the Immigration Offices in the district towns of Corozal, Orange Walk, San Pedro, Dangriga, and Punta Gorda or at the Belize Foreign Mission In Chicago, Los Angeles, Miami, New York, Washington D.C., U.S.A., London, U.K., and Taipei, Taiwan. Application forms may be obtained from any of these offices.