

GUIDELINES FOR PASSPORT APPLICANTS

Please read carefully the following requirements and guidelines on application for a Ghana passport.

WARNING!!!

APPLICANTS, GUARANTORS AND WITNESSES ARE TO NOTE THAT THE MAKING OF A FALSE STATEMENT FOR THE PURPOSE OF PROCURING A PASSPORT IS AN OFFENCE UNDER SECTION 15 OF THE PASSPORT AND TRAVEL CERTIFICATE DECREE (NLCD 155, 1967) OF THE REPUBLIC OF GHANA.

WHERE IT IS NOT POSSIBLE TO PROSECUTE SUCH PERSONS IN A CRIMINAL COURT BECAUSE THEY LIVE OUTSIDE GHANA, SUCH PERSONS SHALL BE DISQUALIFIED FROM HOLDING OR ACQUIRING A GHANA PASSPORT, AND ANY PASSPORT ALREADY ISSUED TO THEM SHALL BE WITHDRAWN, CANCELLED AND CONFISCATED. THEY MAY ALSO BE ARRESTED AND DEALT WITH UNDER GHANA

ELIGIBILITY

Applicants for Ghana Passports must be Ghanaian nationals and evidence of Ghanaian citizenship will be required.

REQUIREMENTS

1. New passport (1st time applicants)

An applicant must submit/provide:

- i. a duly completed Ghana Passport Application Form – (Form can be obtained from the Embassy or downloaded directly from the website);
- ii. four (4) identical passport-size photographs (full face) taken on a plain background not more than three (3) months from the date of application;
- iii. an original and a photocopy of applicant's Ghanaian Birth Certificate notarised by a Notary Public in Ghana together with an affidavit from the High Court sworn on his/her behalf in Ghana by a close relative; ***if the applicant has neither a proof of the travel document with which he/she entered France/Portugal nor a proof of legal residence in France/Portugal.*** The affidavit should indicate whether the applicant has acquired a passport before or not and should be covered by attestations from both the Judicial Service and the Ministry of Foreign Affairs of Ghana;

OR

an original and a photocopy of applicant's French or Portuguese Birth Certificate (if applicant was born in France/Portugal) together with a translated version of the certificate in English;

- iv. the original as well as a photocopy of the Ghanaian passport of at least one of applicant's parents if the applicant is a minor;
- v. document(s) to support applicant's profession if applicable;

2. Replacement of missing/damaged passports

An applicant must submit:

- i. a duly completed Ghana Passport Application Form – (Form can be obtained from the Embassy or downloaded directly from the website);
- ii. four (4) identical passport-size photographs (full face) taken on a plain background not more than three (3) months from the date of application;
- iii. a police report indicating number and place of issue of missing/damaged passport;
- iv. a declaration of lost/damaged passport made at the Embassy;
- v. a copy of the missing or damaged passport;

NB: Applicants who do not have a copy of the lost/damaged passport will have to submit, in addition to the above

- vi. an original and a photocopy of applicant's Ghanaian Birth Certificate notarised by a Notary Public in Ghana together with an affidavit from the High Court sworn by him/herself or on his/her behalf in Ghana by a close relative confirming the authenticity of the birth certificate. It should be covered by attestations from both the Judicial Service and the Ministry of Foreign Affairs of Ghana;

OR

- an original and a photocopy of applicant's French or Portuguese Birth Certificate (if applicant was born in France/Portugal) together with a translated version of the certificate in English;
- vii. the original as well as a photocopy of the Ghanaian passport of at least one of applicant's parents if the applicant is a minor;
- viii. document(s) to support applicant's profession if applicable;

3. **Renewal of expired passports/passports with exhausted pages**

Applicants must submit

- i. a duly completed Ghana Passport Application Form- Form can be obtained at the Embassy or downloaded directly from the website;
- ii. four (4) identical passport size photographs (full face) taken on a plain background not more than three (3) months from the date of application;
- iii. the original as well as a photocopy of the expired passport or the passport with exhausted pages

NB: Any supporting document(s) in languages other than English must be accompanied by their English translations

PASSPORT FEES

DESCRIPTION	FEES (€)
New applications (Applicants born in Europe)/Renewal/exhausted pages	115.00
Missing/Damaged passports/New applications (applicants born outside Europe)	215.00

NB: PASSPORT APPLICATION FEES, ONCE PAID, ARE NOT REFUNDABLE

METHOD OF PAYMENT

Payment for passports can be done either by:

- Cash at the Embassy
- **"Mandat Cash"** (applicants in France) and **International coupons** (applicants in Portugal) who send their applications by post; The above can be obtained at Post offices.

GUIDELINES FOR FILLING THE PASSPORT APPLICATION FORM

1. Please read very carefully all the instructions on the front page of the Passport Application Form before completing it
2. Complete all applicable sections fully in **capital (Upper case) letters** to ensure it can be read easily and correctly.
3. Please note that the Passport Application Form was primarily designed for use in Ghana. Some of the sections, therefore, need to be adapted to suit local situations abroad. The following peculiarities on the form must thus be noted:
 - i. **Section 7** – Residential Address/Telephone number of applicant in France/Portugal must be provided under this section;
 - ii. **Section 10 (i) & (ii)** – Address (es) of father and mother of applicant must be or include Residential address (es). Information required under this section must be provided ***even if applicant's parents are deceased;***
 - iii. **Section 11 (i) & (ii)** – Names, contact addresses and telephone numbers of two (2) relatives in Ghana or legally resident in France /Portugal who know the applicant well and agree to act as guarantors for the applicant are to be provided under this section;
 - iv. **Section 15** – The witness must be a Ghanaian national, who is in good standing (legally resident) and knows the applicant;
 - v. **Section 16** – A neat Right Thumb Print of the applicant must be provided in the appropriate box under this section;
4. Change of Name/Profession:
 - Applicants requesting the above changes to reflect their new status must provide relevant evidence such as: Marriage Certificate, Divorce Certificate, Statutory Declarations duly sealed by a competent court, school certificates/Diplomas, Letters from employers etc.