

# GUIDELINES FOR APPLYING FOR A BELIZE PASSPORT

**IMPORTANT---**Read instructions carefully before completing the form

The charge for a passport is £110.00 (32 pages)

**Valid for applications due to: Exhausted, Expired, Lost/Stolen Passports.**

**All application forms and supporting documents MUST be in English or be accompanied by a certified English translation of that document.**

## HOW TO COMPLETE FORM

1. Section 1 and 4 of this form must be completed by all applicants.  
Section 2, 3 and 5 must also be completed where applicable.

NOTE: **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. All documents must be submitted in original form, except where there is a copy authenticated by a Belizean Embassy, Consulate, Consular Agency or British High Commission.**

2. **Authentication of Application.** The application must be authenticated and sponsored in Section 6 by a member of the House of Representatives, Permanent Secretary, Justice of the Peace, Minister of Religion, Medical or Legal Practitioner, Notary Public or the Head of any Government Department of the Government of Belize.

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 or legal practitioner, Notary Public or registered Minister of Religion.**

3. **Photographs. Two copies** of a recent photograph of the child (within 3 months) must be included with the application. These photographs must be taken front facing without the covering of the head, hairline, or ears. Full face without hat and the photographs must not be mounted. The size of the photographs must be standard passport sized not more than 4.5cm x 3.5cm. The photographs must be printed on normal thin photographic paper and must not be glazed on the reverse side. As with the form, **The recommender is also required to endorse the reverse side of one photograph with the words: "I certify that this is a true**

**likeness of (name of child) " and add his/her signature.** And the date.

All copies of photographs submitted with an application become the property of the Government of Belize.

NOTE---*The mother or any other person claiming during the lifetime of the father, to be the legal guardian must produce the court order committing the child to her or that person's custody.*

## 4. Documents to be produced:

- a) **If the applicant is Belizean by birth - (born in Belize:**
  - i. **Birth certificate from the Registrar's office (or previous passport).**
  - b) **Belizean by descent, (born outside of Belize to Belizean parents):**
    - i. **Applicant's birth certificate from native country.**
    - ii. **His/Her parent's birth certificate, Naturalisation or registration document, or other evidence of Belizean nationality;**
  - c) **Belizean by naturalisation or registration (born outside of Belize but has become a citizen):**
    - i. **Native birth certificate or passport**
    - ii. **Naturalisation or registration document or certificate**
    - iii. **A married woman- marriage certificate**
    - iv. **A divorced woman wishing to revert to her maiden name- divorce certificate.**
  - d) A change of name must be substantiated by the production of evidence showing that a *bona fide* change has been made for all purposes.

## WHAT TO DO WITH THE COMPLETED FORM

The completed form with all necessary documents, photographs and fee must be presented to Belize High Commission Office in London.

Applicants should allow six weeks for processing from the date fully completed forms are received.

**Fees: (a) Ordinary passport (32 pages): £110.00**

**(a) Replacement of a lost, damaged, or stolen passport £110.00**

**(b) For applications sent from abroad the applicants must arrange for courier delivery and collection.**

All fees are payable in cash. Bank Draft, International Postal Order or Money Order made payable to the **Belize High Commission** (a receipt will be issued for all monies received). All fees are non-refundable.