

PASSPORTS REGULATIONS, 2013

ARRANGEMENT OF REGULATIONS

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BELIZE:

STATUTORY INSTRUMENT

NO. OF 2013

REGULATIONS made by the Minister responsible for Passports, in exercise of the powers conferred upon him by section 2 of the Passports Act, Chapter 164 of the Substantive Laws of Belize, Revised Edition 2000 – 2003, and all other powers thereunto him enabling.

(Gazetted, 2013).

Citation.

1. These Regulations may be cited as the

PASSPORTS REGULATIONS, 2013.

Interpretation.

2. In these Regulations–

“applicant” means a person who is sixteen years of age or older and applies for a Belize passport;

“Belize passport” means an official and valid document issued by the Government of Belize which shows the identity and nationality of a citizen of Belize for the purpose of facilitating travel by that person outside of Belize;

“child” means a person under sixteen years of age;

“Class A recommender” means a Justice of the Peace, Minister of Religion, Medical Practitioner, Notary Public or Attorney at Law;

“Class B recommender” means a Member of the House of Representatives, a Chief Executive Officer of a Ministry or department of government, a Head of Department of any department of government or a licensed teacher;

“Passport Office” means a section or unit of the Department of Immigration and Nationality or a unit or section operating under the direction of the Director of Immigration and Nationality Services appointed in accordance with the Immigration Act;

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Form of application for Belize passport. Schedule 1. Form 1. Form 2.

3. (1) An applicant shall submit his application for a passport to be issued –

- (a) in his own name, in the form set out as Form 1 in Schedule 1; or
- (b) in respect of a child, in the form set out as Form 2 in Schedule 1,

together with the particulars required under regulations 6 and 7 and upon payment of the relevant fee prescribed in regulation 8.

(2) An applicant may only apply for a passport in respect of a child if the applicant is –

- (a) a parent of that child; or
- (b) a relative or guardian of that child.

(3) An application made by a relative or guardian of a child pursuant to subregulation (2)(b), shall be supported in writing by an affidavit signed and duly witnessed stating that the applicant has sole custody of that child and the period of time that the applicant has had custody of that child.

Application for Belize passport by a person resident in Belize.

4. An applicant who is resident in Belize shall submit his application for a Belize passport to the Passport Office in –

- (a) Belize City;
- (b) the City of Belmopan;
- (c) Corozal Town;
- (d) Orange Walk Town;
- (e) San Pedro Town;
- (f) Dangriga Town; or
- (g) Punta Gorda Town.

Application for Belize passport by a person resident outside Belize.

5. (1) An applicant who is resident outside of Belize shall submit his application for a Belize passport to the Belize Foreign Mission which is nearest to the place or country in which the applicant resides and which is approved in subregulation (2) for this purpose.

(2) For the purpose of receiving and transmitting a Belize passport application to the Passport Office in Belmopan and for collecting and distributing of a issued Belize passport, the approved Belize Foreign Missions are the Belize Foreign Mission situated in –

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- (a) Los Angeles, Chicago, New York and Washington D.C. in the United States of America;
- (b) London in the United Kingdom; and
- (c) Taipei in Taiwan.

Particulars to be furnished.

6. (1) An applicant shall furnish with his application all the relevant particulars to demonstrate his identity, citizenship and eligibility to apply for a Belize passport, including the following –

- (a) certificate of birth;
- (b) certificate of naturalization or certificate of registration, where applicable;
- (c) marriage certificate, where the applicant is a married woman and desires her married name to appear on her Belize passport;
- (d) a divorce certificate, where a woman who was previously issued a Belize passport in her married name, has been divorced and applies for a Belize passport in her maiden name;
- (e) one form of Belize photo identification, namely a social security card or voter's registration card;
- (f) two identical photographs, of the applicant or the child in respect of whom the application for a Belize passport is being made, which–
 - (i) meet the specifications prescribed in subregulation (3); and
 - (ii) have been endorsed in accordance with regulation 7(5); and
- (g) any other information requested by the Director of Immigration and Nationality Services or an immigration officer authorized to make such a request for the purpose of determining the identity, citizenship or eligibility of the applicant to apply for a Belize passport.

(2) An application for a Belize passport shall be signed by –

- (a) the applicant; and

Passports

- (b) the child, where the application is in respect of a child who is ten years or older.

(3) The photograph of the applicant or the child in respect of whom an application for a Belize passport is being made shall be two inches wide by two inches long and taken –

- (a) within the last six months;
- (b) in full view of the applicant's or child's face, with a neutral facial expression and eyes open;
- (c) without any hat, head-dress or other article that covers the hair or hairline, unless same is being worn for religious reasons;
- (d) without any religious head-dress or hair covering that cast a shadow on the person's face or obscures the person's eyes, nose or mouth; and
- (e) without any dark, tinted or non-prescription glasses or other eyewear.

(4) The Director of Immigration and Nationality Services or an immigration officer authorized for this purpose shall take –

- (a) the photograph of an applicant or the photograph of the child, when the application is in respect of a child; and
- (b) the digital record of the applicant's finger print,

for the purpose of identification.

Recommendations
and declaration.
Schedule 1.
Form 3A
Form 3B.
Form 4A
Form 4B.
Form 5
Form 6

7. (1) Every application for a Belize passport shall include a recommendation by a Class A recommender and a Class B recommender, who has known the applicant for the prescribed period, in the form set out as Form 3A and Form 3B in Schedule 1.

(2) Every application for a Belize passport in respect of a child shall include a recommendation by a Class A recommender and a Class B recommender, who has known the applicant for the prescribed period, in the form set out as Form 4A and Form 4B in Schedule 1.

(3) An applicant who submits an application to a Belize Foreign Mission shall submit a sworn declaration, notarized by a notary public, in the form set out as Form 5 in Schedule 1.

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(4) An applicant who has been previously issued a Belize passport and that passport has been lost, stolen or mutilated shall submit a sworn declaration in the form set out as Form 6 in Schedule 1.

(5) The Class A recommender and the Class B recommender shall each endorse, sign and stamp, using the official stamp of his office, one photograph of the applicant or the child in respect of whom the application for a Belize passport is being made, as follows –

“I certify that this is the true likeness of [insert name of applicant or child].

[Signature]

[Official Stamp]”.

Fees.
Schedule 2.

8. (1) The fees listed in Column 2 of Schedule 2 are payable by an applicant for a Belize Passport for the corresponding services listed in Column 1 of that Schedule.

(2) The Belize Foreign Missions referred to in regulation 6(2) may require an applicant to pay the cost of processing, transmitting and receiving a Belize passport application and Belize passport, in addition to the fees prescribed in subregulation (1).

Duration of and
application for a
new Belize
passport.

9. (1) A Belize passport shall be valid for a period of –

(a) ten years from the date of issue if it is issued to a person who is at least sixteen years of age; or

(b) five years from the date of issue if it is issued to a child,

and upon expiration an application for a new Belize passport in accordance with these Regulations may be submitted.

(2) Notwithstanding subregulation (1), a person who intends to travel within the six months prior to the date on which his Belize passport expires may submit his passport for cancellation and apply for a new passport within that period.

(3) A person who makes an application to be issued with a Belize passport where the previously issued passport had been lost, stolen or mutilated, shall not be issued with a new Belize passport until six weeks has elapsed from the date of the application for the new passport or the date on which such loss, theft or mutilation was reported to the Police Department, whichever is later.

Recall and
cancellation of
passport.

10. A Belize passport issued under these Regulations or any preceding legislation may be recalled by the Director of Immigration and Nationality Services and cancelled at any time.

Passports

- Commencement. 11. These Regulations shall come into force on the 1st day of March, 2013.
- Repeal.
S.I 36 of 2009. 12. The Passport Regulations, 2009 shall, upon the commencement of these Regulations, stand repealed
- Savings and transitional. 13. (1) A Belize passport issued prior to the commencement of these Regulations shall continue to be valid until the date on which that passport would otherwise expire or until that passport is recalled or cancelled.
- (2) An application for a Belize passport which was submitted prior to the commencement of these Regulations and which has not been dealt with prior to the commencement of these Regulations shall be dealt with as if these Regulations have not come into force.

SCHEDULE 1



Form 1

Regulation 3(1)(a)

**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"/> Divorce <input type="checkbox"/> Widowed		Maiden name (Of married women) <input type="checkbox"/>
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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Passports

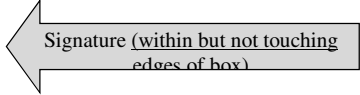
Section 4. Declaration (Please tick all those that apply)

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.

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

Authentication of Application

The application form must be authenticated and sponsored in Section 5 by two recommenders; the recommenders should fill in the forms **FORM 3A** and **FORM 3B**.

FORM 3A must be filled by (**GROUP A**) a Justice of the Peace, Minister of Religion, Medical Practitioner, Notary Public, or Attorney at Law.

FORM 3B must be filled by (**GROUP B**) a Member of the House of Representatives, Chief Executive Officer in any Ministry of the Government of Belize, Head of Department of any Department of the Government of Belize, or a Licensed Teacher.

Recommender must be acquainted with the applicant for

- A. Born Belizean _____ years
- B. By Registration _____ years
- C. By Marriage _____ years
- D. By Descent _____ years

WARNING To the applicant and the recommender:

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

Passports

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 3A** by **(GROUP A)** a Justice of the Peace, Minister of Religion, Medical Practitioner, Notary Public, or Attorney at Law.

The application form must be authenticated and sponsored in **FORM 3B** by **(GROUP B)** a Member of the House of Representatives, Chief Executive Officer in any Ministry of the Government of Belize, Head of Department of any Department of the Government of Belize, or a Licensed Teacher.

Documents to be Produced

If the applicant is:

- A. a Belizean by birth (born in Belize) - birth certificate from the Registrar General's office (for those applying for the first time **and** those replacing lost, destroyed, or stolen passports); previous passport (for those replacing/renewing available passports.)
- B. a Belizean by descent [born outside Belize to Belizean parent(s) but naturalized - (i) birth certificate from native country and (ii) his/her naturalization by descent document or other evidence of Belizean nationality.
- C. a Belizean by registration (born outside Belize but has become a citizen through naturalization) - (i) native birth certificate or passport and (ii) his/her Belize nationality certificate.
- D. a married woman – all of the above that apply plus a marriage certificate (issued by vital statistics or registrar's office.)
- E. a divorced woman wishing to revert to her maiden name – all of the above that apply plus the divorce certificate.

Passports

- F. **Photo identification is required from all.** This may be in the form of social security card and voter registration cards. Driver's licenses are not acceptable.
- G. Two recent photographs - each Recommender is to certify a photograph [(with the following quote "**I certify that this is a true likeness of [insert:] Name of Applicant**")], signed and stamped.
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 destroyed, lost, or stolen), a statutory declaration attesting to its particulars and the reasons for its unavailability along with a report from the Police indicating that the incident leading to the unavailability has been recorded are to be submitted. The statutory declaration, only, is also a requirement for those whose passport is available for presentation but has become damaged.

A change of name other than by marriage must be substantiated by the production of evidence showing that 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

i.) Registered Medical Practitioner, ii.) Registered Legal Practitioner or iii.) Registered Minister of Religion and must be accompanied by a sworn and notarized affidavit signed by the same person certifying the photographs as per G above.

Fees.

The charge:

- 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, damaged, or stolen 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 issued in the event of a medical emergency only (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;
- 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

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

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

All fees are payable in cash.

What to do with the completed form.

The completed form with all necessary documents and fee must be presented personally at the Immigration and Nationality 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 Los Angeles, Chicago, New York, Washington D.C., U.S.A., London, U.K., and Taipei, Taiwan. Application forms may be obtained from any of these offices.



BELIZE PASSPORT APPLICATION
FOR PERSONS BELOW THE AGE OF 16 YEARS

Please read the instructions overleaf before completing form.

Section 1. Child 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"/>	Has name been changed (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. Applicant's (Parent) Information

Parent: Father: <input type="checkbox"/> Mother: <input type="checkbox"/> Legal Guardian: <input type="checkbox"/>	Full Names of Child's Parent Mother: _____ Father: _____ Legal Guardian: _____	Dates of Birth (day/month/year) ____/____/____ ____/____/____ ____/____/____
Applicant's Place of Birth	Applicant's Nationality	Marital Status of Parents: Single: <input type="checkbox"/> Married <input type="checkbox"/> Divorce <input type="checkbox"/> Widowed <input type="checkbox"/>

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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Passports

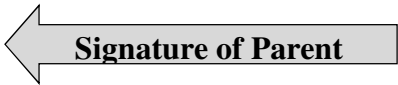
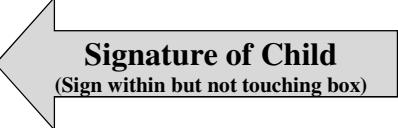
Section 4. Declaration (Please tick all those that apply)

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.

		Date ____/____/____ <small>day / month / year</small>
	 <small>(Sign within but not touching box)</small>	Date ____/____/____ <small>day / month / year</small>

Section 5. Authentication of Application

Authentication of Application

The application form must be authenticated and sponsored in Section 5 by two recommenders; the recommenders should fill in the forms **FORM 4A** and **FORM 4B**.

FORM 4 – A must be filled by (**GROUP A**) a Justice of the Peace, Minister of Religion, Medical Practitioner, Notary Public, or Attorney at Law.

FORM 4 – B must be filled by (**GROUP B**) a Member of the House of Representatives, Chief Executive Officer in any Ministry of the Government of Belize, Head of Department of any Department of the Government of Belize, or a Licensed Teacher.

Recommender must be acquainted with the applicant for

- A. Born Belizean _____ years
- B. By Registration _____ years
- C. By Marriage _____ years
- D. By Descent _____ years

WARNING To the applicant and the recommender:

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

Passports

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, 2 AND 4 OF THIS FORM MUST BE COMPLETED BY ALL APPLICANTS.**
3. **SECTION 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.**

The application for a Belize passport shall be signed by –

- (a) the applicant; and
- (b) the child, where the application is in respect of a child who is ten years or older.

Authentication of Application

The application form must be authenticated and sponsored in **FORM 4A** by (**GROUP A**) a Justice of the Peace, Minister of Religion, Medical Practitioner, Notary Public, or Attorney at Law.

The application form must be authenticated and sponsored in **FORM 4B** by (**GROUP B**) a Member of the House of Representatives, Chief Executive Officer in any Ministry of the Government of Belize, Head of Department of any Department of the Government of Belize, or a Licensed Teacher.

Documents to be Produced

If the applicant is:

- (a) a Belizean by birth (born in Belize) - birth certificate from the Registrar General's office (for those applying for the first time **and** those replacing lost, destroyed, or stolen passports); previous passport (for those replacing/renewing available passports.)
- (b) a Belizean by descent [born outside Belize to Belizean parent(s) but naturalized - (i) birth certificate from native country and (ii) his/her naturalization by descent document or other evidence of Belizean nationality.

Passports

- (c) a Belizean by registration (born outside Belize but has become a citizen through naturalization) - (i) native birth certificate or passport and (ii) his/her Belize nationality certificate.
- (d) a married woman – all of the above that apply plus a marriage certificate (issued by vital statistics or registrar's office.)
- (e) a divorced woman wishing to revert to her maiden name – all of the above that apply plus the divorce certificate.
- (f) **Photo identification is required from all.** This may be in the form of social security and voter registration cards. Driver's licenses are not acceptable.
- (g) Two recent photographs - each Recommender is to certify a photograph [*with the following quote "I certify that this is a true likeness of [insert:] Name of Applicant"*)], signed and stamped.
Photo Specifications: Taken within 6 months from application, white background and must be of 2 inches by 2 inches in size
- (h) A Photo identification of Parent (social security card, voter's ID or passport)

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 destroyed, lost, or stolen), a statutory declaration attesting to its particulars and the reasons for its unavailability along with a report from the Police indicating that the incident leading to the unavailability has been recorded are to be submitted. The statutory declaration, only, is also a requirement for those whose passport is available for presentation but has become damaged.

A change of name other than by marriage must be substantiated by the production of evidence showing that 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

i.) Registered Medical Practitioner, ii.) Registered Legal Practitioner or iii.) Registered Minister of Religion and must be accompanied by a sworn and notarized affidavit signed by the same person certifying the photographs as per G above.

Fees.

The charge:

- 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, damaged, or stolen 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 issued in the event of a medical emergency only (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;
- D. Expedited Passports (In addition to fees applied in A or B).
 - iv. 24 Hours Service - \$200.00
 - v. 48 Hours Service - \$100.00
 - vi. 3 -5 Days Service - \$50.00

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

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

All fees are payable in cash.

What to do with the completed form.

The completed form with all necessary documents and fee must be presented personally at the Immigration and Nationality 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 Los Angeles, Chicago, New York, Washington D.C., U.S.A., London, U.K., and Taipei, Taiwan. Application forms may be obtained from any of these offices.

Form 3A

Regulation 7(1)

**DECLARATION OF RECOMMENDER
FOR BELIZE PASSPORT APPLICATION
FOR PERSONS 16 YEARS AND OVER**

I, (Mr., Mrs., Miss) _____ of
[print full name of Recommender]

[insert full address]

_____ and currently employed as

_____ hereby declare/certify that I have been acquainted with the
[profession]

applicant (Mr., Mrs., Miss) _____

[print full name of Applicant]

for the past _____ years through (Specify relationship)
[number of years]

[Group A – Justice of the Peace, Minister of Religion, Medical Practitioner, Notary Public, or Attorney-at-Law.]

and that the information provided in his/her Belize passport application is true and correct to the best of my knowledge, information and belief.

Signature of Recommender: _____ Official Stamp/Seal:

Date: _____
[day / month / year]

Tel: Office/Work: _____

Mobile: _____

Email: _____

Form 3B

Regulation 7(1)

**DECLARATION OF RECOMMENDER
FOR BELIZE PASSPORT APPLICATION
FOR PERSONS 16 YEARS AND OVER**

I, (Mr., Mrs., Miss) _____ of
[print full name of Recommender]

[insert full address]
_____ and currently employed as

_____ hereby declare/certify that I have been acquainted with the
[profession]

applicant (Mr., Mrs., Miss) _____
[print full name of Applicant]

for the past _____ years through (Specify relationship)
[number of years]

[Group B – Member of the House of Representatives, Chief Executive Officer in any Ministry of the Government of Belize, Head of Department of any Department of the Government of Belize, or a Licensed Teacher.]

and that the information provided in his/her Belize passport application is true and correct to the best of my knowledge, information and belief.

Signature of Recommender: _____ Official Stamp/Seal:

Date: _____
[day / month / year]

Tel: Office/Work: _____

Mobile: _____

Email: _____

Form 4A

Regulation 7(2)

**DECLARATION OF RECOMMENDER
FOR BELIZE PASSPORT APPLICATION
FOR CHILD/MINOR (PERSONS UNDER 16 YEARS)**

I, (Mr., Mrs., Miss) _____ of
[print full name of Recommender]

[insert full address]

and currently employed as _____ hereby
[profession]

declare/certify that I have been acquainted with the child (Mr., Miss)

[print full name of Child]

for the past _____ years through (Specify relationship)
[number of years]

[Group A – Justice of the Peace, Minister of Religion, Medical Practitioner, Notary Public, or Attorney-at-Law.]

and that the said (Mr., Mrs., Miss) _____ is the
parent of the child (Mr., Miss) _____; and that the
information provided in his/her Belize passport application is true and correct to the best
of my knowledge, information and belief.

Signature of Recommender: _____ Official Stamp/Seal:

Date: _____
[day / month / year]

Tel: Office/Work: _____

Mobile: _____

Email: _____

Form 4B

Regulation 7(2)

**DECLARATION OF RECOMMENDER
FOR BELIZE PASSPORT APPLICATION
FOR PARENTS APPLYING FOR PERSONS UNDER 16 YEARS**

I, (Mr., Mrs., Miss) _____ of
[print full name of Recommender]

[insert full address]
_____ and currently employed as

_____ hereby declare/certify that I have been acquainted with the
[profession]
applicant (Mr., Mrs., Miss) _____
[print full name of Applicant]

for the past _____ years through (Specify relationship)
[number of years]

_____,
[Group B – Member of the House of Representatives, Chief Executive Officer in any Ministry of the Government of Belize, Head of Department of any Department of the Government of Belize, or a Licensed Teacher.]

and that the information provided in his/her Belize passport application is true and correct
to the best of my knowledge, information and belief.

Signature of Recommender: _____ Official Stamp/Seal:

Date: _____
[day / month / year]

Tel: Office/Work: _____

Mobile: _____

Email: _____

Form 5

Regulation 7(3)

DECLARATION OF APPLICANT

FOR PERSONS SUBMITTING APPLICATIONS TO BELIZE FOREIGN MISSION

I, _____ of _____
[insert full name] [insert full address]

hereby declare that:

- (a) the information provided in my application for a Belize passport for [myself/ the child _____] dated _____ is true
[insert child's name, if applicable] [insert date of application]
- (b) and correct to the best of my knowledge, information and belief;
- (c) I am a citizen of Belize and have not renounced or lost my status as a citizen of Belize;
- (d) that I have/ the above-named child has – [indicate and complete the applicable option below]

not previously held or applied for a Belize passport.

previously held passport number _____ issued at _____ on the _____.
[day/month/year]

I have enclosed the said passport with the above mentioned application; I have not made another application for a Belize passport since the said Belize passport was issued and all previous passports to the said Belize passport have been surrendered.

previously held passport number _____ issued at _____ on the _____.
[day/month/year]

I have attached a Declaration of Lost, Stolen or Mutilated Belize Passport in respect of the said Belize Passport to my application.

Signature of Declarant _____ Date _____

Certification by Notary Public

Made and subscribed this _____ day of _____ in the year _____

Before me.

Name: _____

Signature _____

Official Title: _____

Official Stamp and Seal

Form 6

Regulation 7(4)

DECLARATION OF LOST, STOLEN OR MUTILATED BELIZE PASSPORT

WARNING TO ALL APPLICANTS

Any such person who makes a written or oral statement knowingly to be false
Or misleading is guilty of an offence and is liable to fine and Imprisonment

**PLEASE PRINT INFORMATION IN BLOCK LETTERS
USING DARK BLUE OR BLACK INK PEN**

FOR OFFICIAL USE ONLY
PASSPORT CONTROL OFFICER

THIS FORM IS TO BE FILLED OUT BY THE APPLICANT & SHOULD BE SIGNED IN THE
PRESENCE OF THE COMMISSION OF AFFIDAVITS, JUSTICE OF THE PEACE OR NOTARY PUBLIC

This is to report the loss, theft or mutilation of a Belize passport **IMPORTANT: Completing this form will not provide you with a replacement passport. To replace your lost, stolen or mutilated passport, you will need to submit this form, one passport sized photograph, a passport application form, supporting documents and fee**

1. DETAILS OF THE LOST/STOLEN OR MUTILATED PASSPORT

NAMES IN WHICH THE PASSPORT WAS ISSUED

SURNAME

FIRST NAME

MIDDLE NAME(S) /

DATE OF BIRTH

____/____/____
Date Month Year

TOWN/ CITY OF

BIRTH/ _____

COUNTRY OF BIRTH / _____

PASSPORT NO. _____

DATE OF ISSUE

____/____/____
Date Month Year

ISSUE OFFICE

STATUS OF PASSPORT

LOST STOLEN MUTILATED

2. CURRENT DETAILS (TO BE FILLED ONLY IF DIFFERENT FROM SECTION 1)

CURRENT

SURNAME/ _____

CURRENT FIRST

NAME/ _____

CURRENT MIDDLE NAMES(S)

3. CURRENT HOME ADDRESS

_____ HOME TEL. NO. _____

E-MAIL ADDRESS _____ MOBILE NO. / _____

Passports

4. POLICE REPORT

HAS THE LOST/ THEFT OF THE PASSPORT BEEN REPORTED TO THE POLICE? YES [] NO []

DATE REPORTED TO POLICE / / / / / /
Day Month Year

POLICE STATION/ _____

AND ADDRESS _____

5. DETAIL HOW, WHEN OR WHERE THE LOSS, THEFT OR MULTILATION OF THE PASSPORT OCCURRED.

6. HAVE YOU HAD ANY OTHER BELIZE PASSPORT LOST, STOLEN OR MUTILATED? (Yes () NO())

7. STATE THE COUNTRIES FOR WHICH YOU HAD VISAS ENDORSED IN THE PASSPORT

8. STATE THE COUNTRIES FOR WHICH YOU HAD VISAS ENDORSED IN THE PASSPORT

9. STATE THE COUNTRIES FOR WHICH YOU HAD VISAS ENDORSED IN THE PASSPORT

I the undersigned certify that the information provided herein is correct and that I have not sold, pledge or otherwise given my passport to another person or disposed of it in an unauthorized manner. I understand that upon submission of this form, the related passport would be invalidated and can no longer be used. If the passport is subsequently found or recovered. I will immediately return same to the nearest Passport Office or Belize Foreign Mission

Dated / / / / / /
Day Month Year Signature of Applicant

CERTIFICATION BY THE COMMISSIONER OF AFFIDAVITS, JUSTICE OF THE PEACE OR NOTARY PUBLIC

Made and subscribed this _____ day of _____ in the year _____
before me

.....
Name in Block Letters
Signature
.....
Official Title

SCHEDULE 2

Regulation 8

FEES FOR PASSPORT SERVICES

Column 1	Column 2
Passport Services	Fees
	BZ\$
1. Application for an Ordinary Passport (48 pages) –	
to a person 16 years of age or older	50.00
to a person below 16 years of age	30.00
2. Application for a Passport (where previous passport, lost, damaged or stolen) –	
to a person 16 years of age or older	85.00
to a person below 16 years of age	55.00
3. Application for a Passport in cases of Medical Emergency (to be issued within 5 working days)	
to a person 16 years of age or older	100.00
to a person below 16 years of age	60.00
4. Expedited Passport Service (in addition to the fee applicable for the service listed as items 1 and 2 above)	
For expedition of passport within 24 hours	200.00
For expedition of passport within 48 hours	100.00
For expedition of passport within 3 to 5 working days	50.00

Passports

MADE by the Minister responsible for Passports this day of, 2013.

GODWIN HULSE
Minister responsible for Passports