



## CHECK LIST - **Passport Applications**

### 1. **Additional Documents for duly completed Renewal passport form:**

- Current passport
- 2 passport photos
- Original Registered Marriage Certificate (if necessary)
- In case of name change, submit legal documents and new birth certificate to reflect the change.

### 2. **Additional Documents for duly completed Lost/Stolen passport form:**

- Original Birth Certificate
- Original Registered Marriage Certificate (if necessary)
- Original Police Report
- Statutory Declaration (brief on how the passport was lost and signed by JP or Solicitor)
- Certified copy of Photo ID
- 2 passport photos
- In case of name change, submit legal documents and new birth certificate to reflect the change.

### 3. **Additional Documents for duly completed renewal of mutilated passport form:**

- Current passport
- 2 passport photos
- Original Marriage Certificate (if necessary)
- Statutory Declaration (brief on how the passport was mutilated and signed by JP or Solicitor)

### 4. **Photo requirements**

No hair band, no sleeveless blouses / tops, no smiling, no shadows at the background, facial features to be clear – hair to be tied back so that the forehead is clear and ears are visible, no big earrings, no nose rings, direct pose to the camera. Neck and bit of shoulders visible, without Glasses, without hat or cap, Head covering worn for shadows covered religious purpose only. Ears and forehead must be visible. Light and plain background with photo centralized.