

Passport Renewal Checklist

- 1.** Expired Passport (or photocopy of bio-data page and file number for lost or stolen passport)
- 2.** Duly completed Application Form G
- 3.** Completed passport interview record form.
- 4.** Photographs: Two copies (2) of recent passport size photographs of the applicant must be included with each application. These photographs must be taken against a white background, must not be mounted, and must appear full face without a hat or veil and with the ears and eyes clearly seen. Please remove spectacles.
- 5.** Applicants must attach the respective copies of documents where necessary for each section (E.g. National ID (NIN), birth certificate, marriage certificate, dual citizenship
- 6.** Naturalization certificate, letter of recommendation from the recommender, copy of recommender's ID, passport size photo, adoption certificate and the consent letter from parents/ guardians.
- 7.** A prepaid, self-addressed USPS Express, UPS, or FEDEX return envelope **MUST** be enclosed with applications sent by mail. Regular envelopes are not accepted.