

GUYANA HIGH COMMISSION

Consular Section | 3 Palace Court | Bayswater Road | London | W2 4LP

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guyanahc1@btconnect.com | Website: www.guyanahclondon.co.uk

VISITING HOURS: 10.00AM - 2.30PM, ANY WEEKDAY (WITH THE EXCEPTION OF BANK HOLIDAYS AND OTHER IDENTIFIED GUYANA PUBLIC HOLIDAYS)

REPUBLIC OF GUYANA PASSPORTS – MACHINE READABLE

FEES

Fees are paid by cash, British Postal Order or International Bank Draft made payable to the "Guyana High Commission". *Personal cheques, wire transfers, debit or credit card payments and money transfers are not accepted.*

<i>New passport (Machine Readable)</i>	£62.00
<i>Replacement of a Lost/Damaged/Destroyed passport</i>	£82.00
<i>Emergency Certificate - for emergency travel to Guyana only. Citizens requiring this type of document are urged to make contact with the Consular Section.</i>	£35.00

ADVISORY TO APPLICANTS FOR MACHINE READABLE GUYANA PASSPORTS

WHO GETS THE NEW MACHINE READABLE PASSPORT?

- All Guyanese citizens who are eligible and who are entitled to a passport.
- All Guyanese children and adults who are applying for a passport for the first time.
- Guyanese children who are named in their parent's current passport.
- Citizens whose current passports need renewing. These include passports that might have long expired or those whose validity are less than six (6) months.
- Citizens whose passports are lost, stolen or damaged.

WHAT IS THE PROCESS FOR APPLYING FOR THE MACHINE READABLE PASSPORT?

STEP 1: Applicants can download the application form (Passport Application Form for Guyana) for a new Machine Readable Passport on any of the following Websites:

<http://www.guyanahclondon.co.uk>; <http://www.guyanapoliceforce.org>;
<http://www.minfor.gov.gy>; or <http://www.moha.gov.gy>.

STEP 2: Applicants in the UK can either present themselves physically at the Guyana High Commission, 3 Palace Court, Bayswater Road, London W2 4LP during the hours of 10.00 am to 2.30 pm any weekday or submit their applications via the post.

Applicants outside the UK residing in Europe, Africa and the Pacific may submit their applications by post or courier.

Citizens may also present themselves at the nearest Guyana Consular Office (addresses are available on the Ministry of Foreign Affairs' website listed above) with the completed passport application form as well as the required documents.

STEP 3: Applications will be sent to the Central Immigration and Passport Office in Guyana via courier.

STEP 4: The application will then be processed and the passport personalised and issued to the originating Consular Office (via courier) where the applicant can uplift the MRP in person or make arrangements for it be returned via post or courier.

PLEASE NOTE:

- An Applicant for a new passport will need suitable recommender/s (or referee/s) to fill out Section 7 of the form on their behalf. While page 1 of the Passport Application Form states that the recommender should be Guyanese, this requirement is not necessary for those Guyanese who are resident overseas and applying at this Consular Office. A professional of any nationality in the country of residence can recommend the application.
- **Applications can be submitted by post. Applicants in the UK should forward a return special delivery envelope with their applications. Applicants residing outside of the UK are required to include an additional fee of £10 to cover international return postage.**
- Once the new passport is available, the old passport must be submitted to effect cancellation. When the old passport is cancelled, it will be returned to the applicant with the new passport.
- The form must be completely and accurately filled. Applications will be subject to delays if this requirement is not met.
- Machine readable passports are valid for a five (5) year period and **not** renewable. Once expired or close to expiry, it will be necessary for passport holders to apply for a new passport.

HOW LONG DOES IT TAKE TO RECEIVE THE NEW PASSPORT?

- It takes approximately six (6) – eight (8) weeks to process your application for a new Machine Readable Passport.
- Replacing lost passports takes three (3) months.
- Replacing damaged passports takes two (2) months.

Please note that the periods mentioned above are applicable only to and relevant from the time the applications arrive in Georgetown. Applications from this High Commission are dispatched via courier in batches once every month.

WHAT DOCUMENTS DO I NEED TO APPLY FOR THE NEW MACHINE READABLE PASSPORT?

THE ORIGINAL AND 2 COPIES OF ALL DOCUMENTS MUST BE SUBMITTED WITH THE APPLICATION WITH THE EXCEPTION OF THE PASSPORT APPLICATION FORM WHICH MUST BE SUBMITTED IN DUPLICATE (ORIGINAL + ONE COPY).

DOCUMENTS REQUIRED FOR THE MACHINE READABLE PASSPORT:

A)

1. **The application form along with a copy accurately completed.**
2. **A Guyana Birth Certificate – the original and 2 copies. Please note that all applicants born in Guyana have to fulfil this requirement, including first-time applicants and passport holders (valid or expired).**
3. **Original passport along with 2 copies of the relevant pages (1-3, bio-data page and any other observation page (in the case of handwritten passports) or the bio-data page (page 2) of machine readable passports) – if re-applying and the passport is available.**
4. **Four identical passport-size colour photographs which must not be larger than 45 x 35 mm (1.77 x 1.38 in.) or smaller than 32 x 26 mm (1.26 x 1.02 in.) and must**

have been taken within the last 3 months. **Only 1 photograph is to be endorsed by the recommender.** Please note that:

- the eyes, ears and full features of applicant **must** be clearly visible,
- headbands should **not** be worn, and unless for religious, cultural or medical reasons, the head should be uncovered,
- male applicants must ensure that they are **not** wearing stud/s or earring/s in their photographs,
- the applicant's shoulders, upper arms and chest **must** be covered, and
- the background of the photographs **must** be plain and light coloured.

B)

Men and Unmarried Women

5. Documents as stated above at A along with the passport fee.

In addition to A (1-4) and the appropriate passport fee:

Applicants who have changed Their Names by Deed Poll

6. Applicants who have changed their names must also present the original and 2 copies of the Guyana-registered Deed Poll along with the original and 2 copies of the birth certificate; or where applicable, the original and 2 copies of the Registration/Naturalisation Certificate.

OR

7. If the applicant does not have a Guyana-registered Deed Poll, it is acceptable to submit a Deed Poll that has been enrolled or registered with the competent state authority in the country of residence. For example, persons residing in England and Wales should enrol their Deed Poll with The Royal Courts of Justice.

Please note that the High Commission will be unable to accept change of name documents other than those which have been enrolled or registered with the competent state authority.

Married or Divorced Women

8. Married women who require passports in their married name or in a double-barrelled name (maiden and married name) must present also the marriage certificate and the husband's birth certificate along with two copies each. (An affidavit is also required if an Applicant has been known by/has been using names other than those on her official documents).
9. Women who have been divorced and revert to the use of their former/maiden name must present the Decree Absolute Certificate, with two copies, in addition to their birth certificate, if they need said name to be reflected on the passport as their surname.

Children under the age of 16

10. Children under sixteen (16) years must be accompanied by their parents. In the absence of either parent, written consent (notarised by a Justice of the Peace, Notary Public or Commissioner of Oaths and Affidavits) in the form of an affidavit must be given by the absent parent and submitted with a certified copy of valid photo identification such as passport, national identification card or driver's licence. If both parents are absent, written consent (notarised by a Justice of the Peace, Notary Public or Commissioner of Oaths and Affidavits) from both parents must be presented/forwarded with the application along with certified copies of valid identification as mentioned above. Other guardians are required to present proof of their legal guardianship and valid identification.
11. If the child's name has been changed by Deed Poll, this original of this document must be presented along with two copies and the documents stated in A.

Replacement of Lost, Damaged or Destroyed Passports

12. If the current passport is lost or has been stolen, the Applicant must submit a sworn affidavit to that effect, signed before a Justice of Peace, Notary Public or Commissioner of Oaths and

Affidavits, a Police Report (and the receipt for this report) along with the documents required in A and the fee of £82.00.

13. In cases where the passport has been lost, damaged or destroyed by way of fire, a fire report must be submitted with the application along with an affidavit duly sworn before a Justice of the Peace, Notary Public or Commissioner of Oaths and Affidavits, the documents stated in A and fee of £82.00.
14. If the current passport is damaged the Applicant needs to submit the damaged passport and a sworn affidavit done before a Justice of the Peace, Notary Public or Commissioner of Oaths and Affidavits to that effect along with the documents required in A and fee of £82.00.

Naturalised Citizens of Guyana

15. An Applicant who is Guyanese by naturalisation must produce the Certificate of Naturalisation with 2 copies and the applicable documents stated in A.

Registered Citizens of Guyana

16. An Applicant who is Guyanese by Registration must produce the Certificate of Registration along with 2 copies and the applicable documents stated in A.

Adopted Guyanese

17. An Applicant who is an adopted child must produce the Certificate of Adoption and documents indicating any name change with 2 copies along with the documents required in A.

Overseas Born Citizens of Guyana

18. An Applicant who is Guyanese by Descent must produce the Certificate of Registration of Overseas Birth with 2 copies along with the applicable documents required in A.

Persons whose overseas births were never registered with Guyana can do so at the High Commission. Details on the Registration of Overseas Births can be found on the High Commission's website (www.guyanaclondon.co.uk) at the Consular Services page or requested from the High Commission.

For further information on the application process, please telephone or email the High Commission using the contact details below:

+ 44 (0) 207 229 7684
guyanahc1@btconnect.com

Or call telephone numbers:
+592 226 3011, +592 225 1744, +592 226 4700
- OR -

Visit the Guyana Police Force Website at
<http://www.guyanapoliceforce.org/>
- OR -

Visit the Ministry of Home Affairs Website at
<http://www.moha.gov.gy/>
- OR -

Visit the Ministry of Foreign Affairs Website at
<http://www.minfor.gov.gy/>

RECOMMENDERS

Recommenders/guarantors need not be Guyanese but must be of a professional status e.g. a Justice of Peace, Member of Parliament, Minister of Religion, Doctor, Lawyer, Teacher, Bank Officer or Police Officer etc. **Also, the recommender must affix his/her official stamp if they have one on all new passport application forms.**

It is advised that recommenders/guarantors use a ball point pen to endorse or certify the reverse side of one of the applicant's photograph with the words "I certify this is a true likeness of [insert applicant's title and name]" and affix their signature. If the recommender/guarantor has an office stamp, it is not necessary for the stamp to be affixed on the certified photograph.

SIGNATURE OF APPLICANTS

Signatures must be placed in the appropriate box at the top of page two and at Section 6 of the application form in cursive writing (joined-up writing). They must also be uniform.