



GUYANA HIGH COMMISSION
3 PALACE COURT
BAYSWATER ROAD
LONDON
W2 4LP

Telephone No. 0207 229 7684
Email: guyanahc1@btconnect.com

A. REQUIREMENTS FOR APPLYING FOR A MACHINE READABLE PASSPORT

Who gets the new Machine Readable Passport?

- Persons of Guyanese citizenship (whether by birth, descent, registration or naturalization) are eligible for a Guyana passport.
- Persons who are in possession of expired passports or whose passports have less than six (6) months validity for international travel are required to apply for a new passport.
- Persons whose passports are lost, stolen or damaged.

General Information

- Passports are valid for five (5) years and are **NOT RENEWABLE**.
- Application forms (Form A) can be downloaded from the High Commission's website or uplifted from the Receptionist or Consular Section at the High Commission.
- Applicants (UK, Europe, Asia or Africa) may submit their applications by post, courier or in person.
- Applicants are required to ensure that the application form is filled out correctly and submitted with all relevant supporting documents (originals and 2 copies).
- Applicants under sixteen (16) years must be accompanied by at least one parent or guardian who shall present a notarized affidavit from the absent parent or documentation attesting to guardianship. The affidavit

must indicate that the child is in the custody of either parent making the representation, to apply and uplift the passport for the child or that the applicant is the guardian of the child. Other guardians are required to present their legal guardianship.

- 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.
- Kindly download Application forms

Processing time - Completed applications are sent to Georgetown for further processing which takes approximately six (6) to eight (8) weeks. Replacing lost and damaged passports can take up to 3 months. On completion by the Central Passport and Immigration Office, the passports are forwarded to the High Commission for delivery to applicants.

B. GUIDELINES FOR COMPLETING THE PASSPORT APPLICATION FORM

- Ensure that all relevant sections are completed legibly and correctly in **BLACK INK** and **BLOCK CAPITALS** with particular attention being paid to instructions on the form.
- Ensure that the name that the applicant wishes to be recorded in the passport corresponds with that on the application form and any supporting documents.
- Ensure that the signature in the designated box on **page 2** does not touch its borders. Applicants can also sign along the border on the front page of the application form. Please also ensure that the declaration is signed, all signatures must correspond.
- Submit all supporting documents and copies along with the application.
- All applications would need a suitable reference to fill Section 7 of the form on their behalf. **Recommenders/Reference 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, guarantor must affix his/her official stamp on all new passport application forms.

- Applications will be subject to delays if these guidelines are not observed.

C. WHAT DOCUMENTS DO I NEED TO APPLY FOR A NEW MACHINE READABLE PASSPORT (MRP)

Applicants already in possession of the New Machine Readable Passport

If the information is the same as that on your current MRP (Blue Passport)

- Obtain a passport application form Online or in person from the High Commission.
- Complete the application form in black ink (following the guidelines outlined above) and submit to the High Commission together with:
 - (a) Current Guyana passport and two (2) legible coloured photocopies of the bio-data page of your passport.
 - (b) Four (4) identical coloured photographs (not larger than 45×35 mm/1.77×1.38 inches or smaller than 32×26 mm/1.26×1.01 in) and they must have been taken within the last 3 months. One photograph to be endorsed by the recommender.
 - (c) Original and two copies of Guyana Birth Certificate.
 - (d) One (1) copy of the completed application form.
 - (e) Payment of \$62 in cash for new passport, £82. for lost/stolen passports (if being paid at the High Commission), British Postal Order or International Bank Draft made payable to “**Guyana High Commission**” if submitting by post/courier.

If the information is different from that on your current MRP (Blue Passport) for example changed by marriage or deed poll.

- Complete the application form in black ink and submit to the High Commission together with:
- The original and **two (2)** legible photocopies of the document which supports the change in information. These may include:
 - (a) Registered Deed Poll/Legal Name Change document. 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.
 - (b) Marriage Certificate and/or Divorce Decree, Birth Certificate of spouse (for married women including widows and women whose marriages have been terminated).
 - (c) Affidavit of name change.
 - (d) Adoption Certificate.
 - (e) Citizenship Certificate (See Section 4 (B) of Application Form).
 - (f) Payment of \$62 in cash for new passport, £82 for lost/stolen passports (if being paid at the High Commission), British Postal Order or International Bank Draft made payable to “**Guyana High Commission**” if submitting by post/courier.
 - (g) Any other supporting document/s.

D. APPLICANTS IN POSSESSION OF OLD GREEN PASSPORTS

If the information is the same as that on your current Passport (Old Green)

- Obtain a passport application form from the High Commission or Online.
- Complete the application form in black ink and submit to the High Commission together with:
 - (a) Current Guyana passport and two (2) legible coloured photocopies of the bio-data pages of your passport (pages 1-5).
 - (b) Original Birth Certificate and two (2) legible copies.
 - (c) One (1) copy of the completed application form.
 - (d) Four (4) coloured photographs (not larger than 45×35 mm/1.77×1.38 inches or smaller than 32×26 mm/1.26×1.01 in).
 - (e) Payment of \$62 in cash for new passport, £82 for lost/stolen passports (if being paid at the High Commission), British Postal Order or International Bank Draft made payable to **“Guyana High Commission”**, if submitting by post/courier.

If the information is different from that on your current Passport (Old Green)

- Obtain a passport application form from the High Commission or Online.
- Complete the application form in black ink and submit to the High Commission together with:
 - (a) Current Guyana passport and two (2) legible coloured photocopies of the bio-data pages of your passport (pages 1-5).
 - (b) Original Birth Certificate and two (2) legible copies.
 - (c) Four (4) coloured photographs (not larger than 45×35 mm/1.77×1.38 in nor smaller than 32×26 mm/1.26×1.01 in).
 - (d) Payment of \$62 in cash for new passport, £82. for lost/stolen passports (if being paid in person), British Postal Order or International Bank Draft, made payable to **“Guyana High Commission”** if submitting by post/courier.

- (e) The original and two (2) legible coloured photocopies of the document which supports the change in information. These may include:
- Registered Deed Poll/Legal Name Change document. 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 or residence. For example, persons residing in England and Wales should enrol their Deed Poll with the Royal Courts of Justice.
 - Marriage Certificate and/or Divorce Decree (For married women including widows and women whose marriages have been terminated)
 - Affidavit in support of name change
 - Adoption Certificate
 - Citizenship Certificate (See Section 4 (B) of Application Form)
 - Any other supporting document/s.

E. APPLICANTS UNDER THE AGE OF 16 YEARS

Children under 16 years of age must be accompanied by one or both parents. In cases where either parent is unavailable, an Affidavit from a Notary Public is required. The Affidavit must indicate that the child/children is/are in the custody of either parent making representation to apply and uplift the passport for the child/children, or that the applicant is the guardian of the child.

Valid supporting documents and identification must be supplied along with the application form along with the documents outlined at C or D above, whichever is applicable.

If the child's name has been changed by Deed Poll, the original of this document must be presented along with two (2) copies.

F. APPLICANTS WHOSE PASSPORTS MAY HAVE BEEN LOST, STOLEN OR DAMAGED

The following requirements are to be observed:

1. Report the loss to the nearest police precinct as soon as possible and obtain a copy of the report.
2. Submit:
 - a) Original Certificate of Birth, Registration or Naturalization Certificate as applicable.
 - b) Original notarized affidavit stating the circumstances under which the passport was lost. This can be done at the High Commission for a fee of £10.
 - c) Completed application form with all necessary requirements (except the Passport) as outlined at C or D as applicable.
 - d) A report from the Fire Department in cases where the passport may have been destroyed by fire.
 - e) A copy of the completed application form.
 - f) The damaged passport along with a sworn affidavit done before a Justice of the Peace, Notary Public, Commissioner of Oaths outlining the circumstances under which the passport was damaged.
 - g) Fee of £82.

G. NATURALISED CITIZENS OF GUYANA

An applicant who is Guyanese by Naturalisation must produce the Original Certificate of Naturalisation along with two (2) copies as well as the documents outlined at C or D above, whichever may be applicable.

Naturalised citizens of Guyana who may have lost their Naturalisation certificate are asked to make contact with the Ministry of Citizenship, Department of Citizenship and Immigration on telephone number +592 227 1193, to ascertain how you may obtain a replacement.

H. REGISTERED CITIZENS OF GUYANA

An applicant who is Guyanese by Registration must produce the Original Certificate of Registration along with two (2) copies as well as the documents outlined at C or D above, whichever may be applicable.

I. OVERSEAS BORN CITIZENS OF GUYANA

An applicant who is Guyanese by Descent, children born overseas to Guyanese parent (s), must first be registered before they can obtain a New Guyana Passport.

Although the applicant may be in possession or previously issued a Guyana Passport, if he/she is not in possession of a Registration Certificate or was never registered, they would not be able to obtain a new passport unless the Registration is completed.

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 at the Consular Services page.

J. ADOPTED GUYANESE

An applicant who is an adopted child must produce the Certificate of Adoption and documents indicating any name change with copies, along with the documents required at C or D above.

K. GUIDELINES FOR PASSPORT PHOTOGRAPHS

Photographs must satisfy the following criteria:

- Dimensions of the finished photo are correct (minimum 32x26mm, maximum 45x35mm).
- Clarity and contrast are correct, proper exposure (no washout).
- No shadows or glare from improper lighting, glasses or jewellery.
- Background must be plain white and lightly coloured (no shadows).
- Neutral expression (No smile, open mouth or frown).
- No head piece or hair covering (with the exception of those worn for religious purposes and only if the full facial features are clearly visible).
- No sunglasses.
- Eyes, Ears, full facial features are clearly visible.
- Studs/Earring/s not accepted on male applicants in picture.
- Applicants' shoulders, upper arms and chest must be covered.

L. GUIDELINES FOR SUBMITTING APPLICATIONS BY POST

Applications and supporting documents can be submitted by post or courier to the **Guyana High Commission, 3 Palace Court, Bayswater Road, London, W2 4LP.**

- Pre-paid arrangements must be made by the applicant if passport is to be returned by courier service.
- Overseas applicants who decide to submit their application by post instead of courier are required to include an additional £10 to cover international registered postage for the return of their documents. It is important that the address is clearly written or include an envelope with name and address.

- Applicants in the UK submitting applications by post are required to submit with their application a registered self-addressed envelope (RSAE) for the return of their documents.
- (It is the responsibility of applicant to make a note of tracking number of self-addressed return envelopes).

REMINDERS

- **To avoid unnecessary delays, applicants are strongly encouraged to read the guidelines outlined for completing and submitting applications.**
- **Particular attention should be paid to the photograph requirements, supporting documents to accompany application, names on Birth/Marriage/Adoption certificates.**
- **All applications should be submitted in duplicate along two copies of each supporting document. Persons not in possession of the requisite copies will be charged a fee of 50p for each page to be copied.**
- **The Guyana High Commission will not be responsible for applicants who fail to read the guidelines for completing their application and the failure to submit the required supporting documents.**
- **Application forms can be downloaded from the Guyana High Commission website.**

Guyana High Commission, London
September, 2017