



GUYANA HIGH COMMISSION
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A. REQUIREMENTS WHEN APPLYING FOR A NEW PASSPORT

Eligibility

- 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.
- 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 completed correctly and submitted with all relevant supporting documents (originals and 2 copies of supporting documents).
- Applicants under sixteen (16) years must present a notarised authorisation letter/Affidavit (by a Notary Public) from an parent indicating that they have no objection to the other parent applying for the passport OR documentation attesting to guardianship. The affidavit must indicate that the child is in the custody of either parent making the

representation, to apply for 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.

- Previous passport must be submitted to effect cancellation. When the old passport is cancelled, it will be returned to the applicant.

Processing time - Completed applications are sent to Guyana for processing which can take approximately twelve (12) weeks. Replacing lost and damaged passports can take up to 3 months.

Please read the section(s) which apply to your application.

B. GUIDELINES FOR COMPLETING THE PASSPORT APPLICATION FORM

IMPORTANT INFORMATION

- Ensure that all relevant sections are completed legibly and correctly in **BLOCK CAPITALS**.
- 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 margin on page 1 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.
- Persons in possession of Non-Machine-Readable passport are required to provide additionally proof of identification (copy of another passport in their name, or a statutory declaration from a sibling confirming the applicant's identity along with their identification.)
- All applicants who do not have a Machine Readable Passport 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. The individual does not need to have a professional stamp.

- 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 (MRP)

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

- Completed Application form (Blank forms can be downloaded from online or uplifted from the High Commission), follow the guidelines outlined above) and submit to the High Commission together with:
 - (a) Current Guyana passport and two (2) legible colour photocopy of the bio-data page of your passport.
 - (b) Three (3) 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 must have been taken within the last 3 months.
 - (c) One (1) copy of the completed application form.
 - (d) Payment of £75 for new passport, £100 for lost/stolen passports. Fees can be paid via Bank Transfer or in person. Bank transfers are accepted after the original application is received by the High Commission.
 - (e) Postage paid return self-addressed envelope or payment of £15 for returns within the United Kingdom. Applicants outside of the United Kingdom are required to arrange a courier for the collection of their new passport and other relevant documents.

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 and submit to the High Commission together with:

- The original and **two (2)** legible photocopy 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 in cases where **ONLY** a letter in your name differs.
 - (d) Adoption Certificate.
 - (e) Citizenship Certificate (See Section 4 (B) of Application Form).
 - (f) Payment of £75 in cash/card for new passport, £100 for lost/stolen passports (if being paid at the High Commission), British Postal Order or Bank Transfer made payable to “**Guyana High Commission**” .
 - (g) Any other supporting document/s.
- Applications with a name change will also require: a recommender to complete section 7 of the application form and endorse one photograph.

D. APPLICANTS UNDER THE AGE OF 16 YEARS

Children under 16 years of age must be accompanied by one or both parents, if making application at the High Commission. 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 the representation, to apply and uplift the passport for the child/children, or that the applicant is the guardian of the child.

Children over ten (10) years old must sign on their application form. (Signature Box, Page 2)

Valid supporting documents and identification must be supplied along with the application form together 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.

E. LOST, STOLEN OR DAMAGED PASSPORTS

The following requirements are to be observed:

1. 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 £25.
 - c) Completed application form with all necessary requirements (except the Passport) as outlined at C or D as applicable.
 - d) Lost passport applications will also require: a recommender to complete section 7 of the application form and endorse one photograph.
 - 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 or Commissioner of Oaths/Guyana High Commission outlining the circumstances under which the passport was damaged.
 - g) Fee of £100.
 - h) Copy of Identification document (one of the following - Bio data page of another passport, Drivers Licence or a letter from sibling and a copy of the bio-data page of their passport)

F. 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 contact the Ministry of Citizenship, Department of Citizenship, and Immigration on telephone number +592 227 1193 to ascertain how you may obtain a replacement.

G. 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 above.

H. 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.

I. 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 above.

J. 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 (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' pictures.
- Applicants' shoulders, upper arms and chest must be covered.

K. 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. The return airway bill must be provided.
- **The High Commission strongly recommend the use of Courier services for persons not residing in the United Kingdom.**
- 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 or £15 postage fee.
- (It is the responsibility of applicant to make a note of the 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 with two copies of each supporting document. Persons not in possession of the requisite copies will be required to pay an additional charge 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 (<http://www.guyanahclondon.co.uk/>)

Guyana High Commission, London

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