

## PASSPORT APPLICATION CHECKLIST

- Passport Fees in (2) Separate Money Orders made payable to:  
**GOVERNMENT OF ANTIGUA AND BARBUDA**
  - Applicant under 16 (New or Renewal) \$ 40 + \$30 Shipping/Handling
  - Applicant over 16 (New or Renewal) \$ 90 + \$30 Shipping/Handling
  - Replacement of lost/stolen passport \$180 + \$30 Shipping/Handling
  - Emergency Processing (Minor) \$ 80 + \$65 Shipping/Handling
  - Emergency Processing (Adult) \$180 + \$65 Shipping/Handling
  
- Submit **last issued** passport with application form for cancellation.
  
- **NOTARY PUBLIC** must place **NOTARY** data in Section 9 of Passport Form. Notary's signature, stamp and seal **ARE REQUIRED** in Section 9 of Passport Form. **INFORMATION PERTAINING TO THE APPLICANT IS NOT PLACED IN THIS SECTION.** ***IF THE NOTARY PUBLIC DOES NOT KNOW THE APPLICANT FOR TWO YEARS OR MORE THE APPLICANT SHOULD BE VERIFIED BY VALID STATE IDENTIFICATION. A COPY OF THE IDENTIFICATION CARD PRESENTED MUST BE ATTACHED TO THE APPLICATION FORM.***
  
- Passport Photo Requirements:
  - 2 x 2 inches in size
  - Three (3) **IDENTICAL COLOR** pictures taken within the past six months showing current appearance in normal attire with sleeves
  - Frame subject with full face front view with eyes open
  - Photograph must be taken against a plain white background
  - Position body and lighting so that there are no distracting shadows on the face or background
  - Subject should be square to the camera, natural expression with the mouth closed
  - Between 1 inch and 1 3/8 inches from the bottom of the chin to the top of the head
  - Hat or head covering that obscures the hair or hairline should not be worn
  - Eyeglasses should be worn if normally used by the subject (Glare on eyeglasses can be avoided with a slight upward or downward tilt of the head)
  - Ears must be clearly visible when photographed
  
- One (1) passport photo must be certified (stamp and signature) by the **SAME NOTARY** as Section 9 of Passport Form. ***Embossment seal should NOT be used on photograph.*** Applicant must print or sign his/her name on photo below notary's stamp. If notary's stamp cannot fit on photo use following certification as alternate format: *I certify that this is a true photo of (insert applicant's name). Notary should place his/her signature beneath certification.*
  
- If applicant is 18 years or younger, Section 10 must be completed and signed by parent or guardian.
  
- In case of lost passport, original birth certificate must be presented. Baptismal certificate is required if surname does not appear on birth certificate. Contact the Consulate General/Embassy for further details.
  
- Notify the Consulate General/Embassy if passport is lost or stolen. An official police report should accompany all applications for replacement of a lost/stolen passport. In absence of official police report, sworn affidavit must be submitted with a police incident slip indicating Lost Antigua and Barbuda Passport. ***Complete Section 8 in full with as much details as can be recalled about the last issued passport.***

- If passport has been damaged or altered, notarized letter must be submitted with application detailing extent of damage. Additional fees may apply.
- Applicants who were issued British Territorial Passports, and are citizens of Antigua and Barbuda who are now for the first time renewing their passport MUST submit the original copy of their birth certificate or naturalization certificate.
- Applicants are no longer allowed to use the Also Known As (A.K.A) on the new application and passport. The new passport will be issued using the name that appears on his/her birth certificate. If an applicant's name has legally changed then supporting documentation in its original official form must be presented.
- If applicant was *married/divorced* since last passport was issued, original marriage certificate and or divorce decree must be presented. If marriage/divorce took place outside of Antigua and Barbuda, document(s) must be accompanied by apostille. Contact the Consulate General/Embassy for further details.
- **APPLICANTS BY DESCENT**
  - Applicants must submit one (1) original birth certificate (with apostille where applicable). Copy of bio-data page(s) of any valid passport that the applicant holds must be presented for verification.
  - Applicants must present a copy of valid photo identification as well as original birth certificate for his/her parent or grandparent to prove descent
  - For applicants 16 and under: Parents must be interviewed and a copy of their photo identification taken and placed with the application
  - For applicants over the age of 16: A copy of photo identification of the parent must be presented.
- *Naturalized citizens of Antigua & Barbuda* applying for or renewing their passport must present copies of their birth certificate and citizenship certificate. Baptismal certificate may also be required. Copy of bio-data page(s) of any valid passport that the applicant holds must be presented for verification. Contact the Consulate General/Embassy for further details.
- Place signature and date where indicated in Section 11 of the Passport Form. ***Keep signature in the center of the designated area.*** Whiteout (Correction Fluid) should NOT be used on application form.
- When applying by mail enclose a prepaid air bill, courier account number or self addressed stamped envelope (with sufficient postage to cover certified mail confirmation) for return of passport.
- **ALL NEW APPLICANTS**
  - Applicants must produce a **reference letter** from a national of Antigua and Barbuda (preferably not an immediate relative) who personally knows either the applicant or their parent. Letters should be addressed to: Permanent Secretary, Ministry of National Security, Passport Division, Queen Elizabeth Highway, St. John's, Antigua. The reference letter should be notarized along with a notarized copy of a valid Antigua and Barbuda passport or other photo identification.
  - **Passport interviews** are part of the application process to protect an individual's identity. They are required by all persons who are applying for a passport for the ***FIRST TIME***. The interview confirms that the passport application checked belongs to the individual and that he/she is the rightful owner of that identity. Contact the Consulate General/Embassy for further details.