



BELIZE

Application for Passport

INSTRUCTIONS ON HOW TO COMPLETE APPLICATION

DO NOT SUBMIT INSTRUCTIONS WITH YOUR APPLICATION!

Read instructions carefully before completing the form.

Note: Amendments cannot be made to issued Passports.

IMPORTANT: It is a prosecutable offence [pursuant to Sections 3 (e) and (h) of the Passport Act, Chapter 164, Laws of Belize] to make any false representation with respect to information requested by this application form.

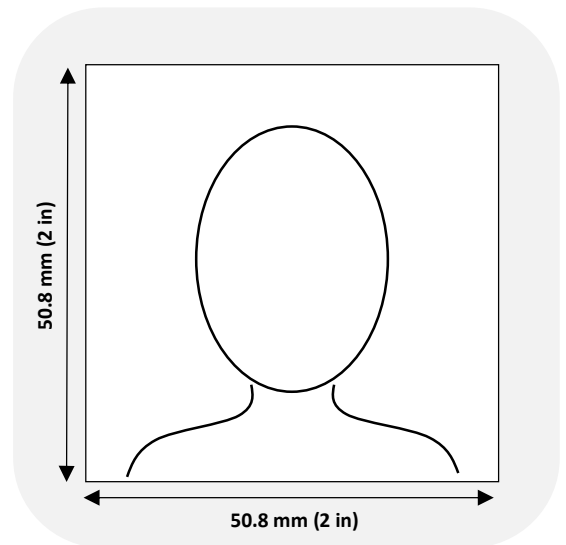
A) GENERAL INFORMATION

All Applicants

All applicants must present themselves to the Passport Office, or the nearest Belize High Commission/Consulate. Children under 16 years of age must be accompanied by their parent/legal guardian (who must provide identification and guardianship consent).

Photographs

- **One (1) facial photo** shall be provided. The photo shall not be more than six months old and 2 inches x 2 inches in height and width.
- The photo shall show a close-up of the applicant's head and top of the shoulders.
- The **face** shall look directly at the camera with both ears showing and shall take up 70-80 percent of the photo size in length.
- Facial expression must be neutral, with mouth closed and eyes open, with no hair obscuring the eyes.
- Photos should be printed on high quality paper with high resolution.
- The lighting shall be uniform with no shadows or reflections on the face or in the background.
- The background must be a white background
- There must be **contrast** between image and background (e.g. No white shirt on a white background, etc.).
- **No** sleeveless shirts or tank tops. Chest area must be covered.
- **Minimal facial jewelry** so it does not reflect light in the photo or prove a distraction except for religious, cultural, or medical justification
- **No** camouflage tops, military or government uniforms.
- **No** glasses, tinted shades or sunglasses.
- **No** head coverings except for religious, cultural, or medical justification.





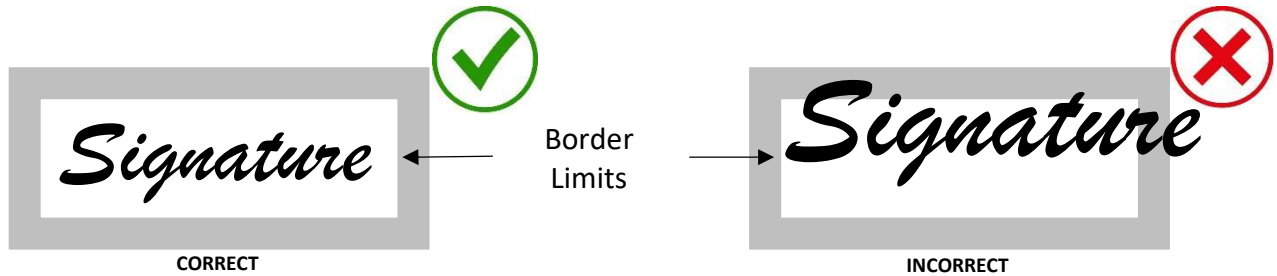
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Signature Box

The applicant must sign the Signature Box **within the white space only**. (See “Declarations” section for signature details)



Processing Times

Belmopan

- **Standard:** 3 weeks
- **24 hours**
- **Urgent** – medical explanation

Passport Type	Base Fee (New or Renewal)		Renewal or Replacement Reason	Priority Level (BELMOPAN only)	Urgent Medical (BELMOPAN only)	
	Adult	Child	Lost or Stolen	Expedited 24 hours	Adult	Child
Regular	\$200	\$150	\$300	\$200	\$100	\$100
Temporary	\$100	\$100	-	-	-	-

Fees

Passport fees in Belize dollars (BZD). 2 BZD = 1 USD

Fees are posted and paid at the Passport Office.

Passport fees are cumulative.

**For lost or stolen regular passport, a replacement fee of according to the table above is applied in addition to the application fee.*

Note: Fees are subject to change.

Issuing of Passport

Proxies picking up passports **must present government-issued ID (photo ID)**.

A Proxy (18 years of age and above) must provide a written authorization from the applicant and the proxy authorizing them to collect the passport on the applicant's behalf.

Please note, the written authorization must be notarized if the applicant is overseas.



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Acceptable forms of Identification (from both the applicant and the proxy):

- Passport
- Driver's License (Consulates abroad)
- Or any other government authorized identification (either Social Security card or Voter's registration card)

B) SUPPORTING DOCUMENTS

All documents must be produced as the **Original**. It is suggested that a photocopy be retained by the Applicant for reference.

Documents in **Foreign languages** must be accompanied by an **English translation**.

Receipts for paid fees must be provided as the **Originals** with the application form.

*Please note the below list of supporting documents is not exhaustive.

Applicant/Application Type	Supporting Document(s)
	*All applicants must provide a copy of the Recommender's valid passport
New (first-time)	-Birth Certificate -Nationality Certificate
Child	-Parent/Legal Guardian's passport or government issued photo identification either Social Security card or Voter's registration card. (In addition to the above).
Renewal	-Existing Passport -Birth Certificate and Parent/Legal Guardian's government issued photo identification (for children under the age of 16)
Replacement (lost, stolen)	-Birth Certificate -Government issued photo identification either Social Security card or Voter's registration card) -Police Report
Citizens who have changed their name	-Deed Poll -Government issued photo identification
Married/Divorced Citizens (only if required for change of surname)	-Marriage Certificate -Decree Absolute or Certificate of Annulment -Birth Certificate
Citizens by Birth	-Birth Certificate -Previous Passport (if applicable)
Citizens by Decent	-Affirmation Certificate
Citizens by Registration	-Nationality Certificate -Government Issued Identity Document either Social Security card or Voter's Registration card or Foreign Passport
Citizens by Adoption	-Adoption Certificate (showing particulars of the Adoption Order)



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Submitter	Supporting Document(s)
Parents/Legal Guardians	<p>-Where an Order or direction has been made by the High Court or in Chambers or by a Magistrate regarding the custody of a child, such Order must be produced or the nature of the direction stated.</p> <p>-If pending divorce proceedings, any judicial Order or direction made regarding the custody of the child for whom the passport is to be made, state the nature of the order or direction, and provide as a supporting document.</p> <p>-A notarized letter of authorization of the custodial parent, adoptive parent, or legal guardian must be provided with applications on behalf of a child.</p>
Proxies	<p>-A Proxy must provide a written authorization from the applicant, authorizing them to collect the passport on the applicant's behalf. The written authorization must be notarized if the applicant is overseas.</p>

C) APPLICATION SECTIONS

CONTACT INFORMATION

- *Permanent Address:* The address where the applicant permanent lives, while they may be temporarily living elsewhere.
- *Current Address:* The address where the applicant is currently living, while they may have a permanent address elsewhere.

CITIZENSHIP

- *Birth:* Applicant was born in Belize.

The following citizenship types are for applicants born outside of Belize:

- *Descent*
- *Adoption*
- *Registration*

SPOUSE DETAILS

- Please indicate only **current** spouse.

Marital statuses:

- *Single:* Applicant is not married.
- *Married:* Applicant is presently married.
- *Divorced:* Applicant was married, and the marriage has been dissolved.
- *Widow(er):* Applicant was married, and their spouse has died.

LOST, STOLEN PASSPORT

- **Lost, Stolen Passports** must be reported immediately to the nearest Police Station or Belize High Commission/Consulate/Immigration Office.
- Please see Section B) Supporting Documents.
- Please see Section A) General Information > Fees.



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DECLARATION

- The **Applicant (and Parent/Legal Guardian when applicable) must sign Section 6.**
- The **Applicant must sign the Signature Box on page 1 of the form (if capable).**
 - Children under 16 years of age must sign the Signature Box (if capable).
 - If the minor applicant is unable to sign the Signature Box, it should remain unsigned.

RECOMMENDER

- The Recommender:
 - Must be a Belizean Citizen (by birth or descent) or Consular Officer
 - Must be 18 years of age or older
 - Must know the applicant/parent legal guardian of the child for at least one year
 - Must be in possession of a valid machine readable Belizean passport and provide a copy of the passport.
 - Must endorse the reverse side of the photograph with the words:
"I certify that this is a true [image/picture/likeness] of [Name of Applicant or Child]"
 - Must provide their signature below the aforementioned endorsement.

*I certify that this is a true
[image/picture/likeness] of*

[Name of Applicant or Child]

(Signature of Recommender)