



# Ghana Passport Application

## Requirements

Infant	Exhausted pages, Expiration	Damaged Passport	Lost Passport
<p>1. Original Birth Certificate</p> <p>2. Parental Consent Form (click to download)</p> <p>3. Four (4) recent Passport size photographs (3.5cm x 4.5cm colour photographs with plain white background)</p> <p>3. Copy of any parent's Ghanaian passport or proof of Ghanaian Citizenship</p> <p>4. <b>Duly Completed</b> Passport Application Form</p> <p>5. Stamped form OR Copy of witness' Ghanaian passport</p> <p>6. Receipt of payment of fees</p> <p><b>(Fee = DKK 1,300)</b></p>	<p>1. Original Ghanaian Passport (the exhausted or expired passport)</p> <p>2. <b>Duly Completed</b> Passport Application Form</p> <p>3. Stamped form <b>OR</b> Copy of witness' Ghanaian passport</p> <p>4. Four (4) recent Passport size photographs (3.5cm x 4.5cm colour photographs with plain white background)</p> <p>5. Receipt of payment of fees</p> <p><b>(Fee = DKK 1,300)</b></p>	<p>1. Original Ghanaian Passport</p> <p>2. <b>Duly Completed</b> Passport Application Form</p> <p>3. Stamped form <b>OR</b> Copy of witness' Ghanaian passport</p> <p>4. Four (4) recent Passport size photographs (3.5cm x 4.5cm colour photographs with plain white background)</p> <p>5. Receipt of payment of fees</p> <p><b>(Fee = DKK 2,100)</b></p>	<p>1. Original Birth Certificate or proof of Citizenship</p> <p>2. Police Report</p> <p>3. <b>A Sworn Affidavit</b> from Ghana and certified by the Ministry of Foreign Affairs in Ghana</p> <p>4. <b>Duly Completed Passport Application Form</b></p> <p>6. Duly Completed <b>Lost Declaration Form</b></p> <p>5. Stamped form <b>OR</b> Copy of witness' Ghanaian passport</p> <p>4. Four (4) recent Passport size photographs (3.5cm x 4.5cm colour photographs with plain white background)</p> <p>6. Receipt of payment of fees</p> <p><b>(Fee = DKK 2,100)</b></p>

**Please, do not submit this page to the Embassy.**



## Passport Application Fees and Codes

**E** = Standard Fee (Cash payment & Self or Courier Pick-ups)

**F** = Application Fee + Bank Transfer Charges + Postage for a weight of 1 passport

Service	Reason for Application	Fees (DKK)	Bank Transfer charges (DKK)	Postage Fees (DKK)	Application Fee + Bank Fee + Postage Fee (DKK)
PASSPORT	* New Application	(E1)			(F1)
	(Infant, Exhausted pages, and Expiring)	1,300	50	130	1,480
	* Replacements	(E2)			(F2)
	(Lost or Damaged)	2,100	50	130	2,280

### Processing Time

The processing time for Ghana Passport is one (1) month starting from the date applicant meet all necessary requirements needed for his/her application. This presuppose that applicants whom for some reason submits an **Incomplete** application would have their processing time longer than required.

Please Note that there is **No Express** service for passport application. Applicants are therefore advised to apply ahead of time in order to avoid any unforeseen eventualities.

**Due to the increase in the number of passport applications, the Embassy will NOT be in the position to contact applicants who fails to meet all requirements of the application via telephone. You are therefore advised to provide a valid EMAIL ADDRESS for any further communication regarding your application.**

For more information, please visit the website:

[www.ghanaembassy.dk](http://www.ghanaembassy.dk)

*Please, do not submit this page to the Embassy.*

(\* **Mandatory Fields**)

- 1\* (a) Surname.....  
(b) Other Names.....
- 2 Previous / Maiden Names(s).....
- 3\* Profession.....
- 4\* Place & Date of Birth.....
- 5\* Country of Residence.....
- 6\* (a) Height.....m.....cm (b) Colour of eyes.....  
(c) Colour of hair..... (d) Sex M F
- 7\* Permanent Residential / Postal Address.....  
.....  
.....
- 8\* a) Telephone Number.....  
\*b) E-mail: .....

9\* Last Educational Institution Attended

Name of Institution/School	Place	Year
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10\* EVIDENCE OF CITIZENSHIP:

- (i) Name of Father.....  
Nationality & Address.....  
.....
- (ii) Name of Mother.....  
Nationality & Address.....  
.....
- (iii) *Birth or Baptism Certificate / Citizenship Identity Card /  
Old Passport*  
(a) No..... (b) Date of Issue.....  
(c) Place of Issue.....

11\* Any Two Ghanaians living in your country of residence who will act as guarantors and to be contacted in case of emergency. Read paragraph 5 of the instructions.

- (i)\* Full Name.....  
Address.....  
.....  
Telephone No. ....  
.....  
*Signature* *Date*
- (ii)\* Full Name .....  
Address.....  
.....  
Telephone No. ....  
.....  
*Signature* *Date*

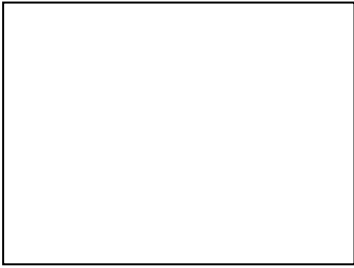
12\* DECLARATION BY APPLICANT: I the undersigned, hereby apply for a Ghana Passport and declare:  
(a) That I have not previously held or applied for a passport of any description.  
(b) That the previous passport No..... granted me is attached / lost.  
.....  
*Signature* *Date*

13 PARENT / LEGAL GUARDIAN CONSENT FOR APPLICANT UNDER 18 YEARS OF AGE  
I hereby give consent for applicant who is my .....to hold a passport  
Full Name.....  
Address .....  
.....  
Telephone No. ....  
.....  
*Signature* *Date*

14 FOR PERSONS COMPLETING THIS FORM ON BEHALF OF APPLICANTS WHO CANNOT READ OR WRITE ENGLISH  
The above declaration has been read and interpreted by me in the .....language to the applicant and he / she approves of it.  
Full Name.....  
Address .....  
.....  
Telephone No. ....  
.....  
*Signature* *Date*

15\* WITNESS:  
\* Full Name.....  
\* Occupation & Position.....  
\* Workplace / School Address .....  
.....  
\* Telephone No. ....  
\* Residential Address.....  
.....  
\* Telephone No. ....  
\* *Signature*...  
\* *Date*.....

16 PHOTOGRAPH



\* RIGHT THUMB PRINT



**APPLICATION FOR A REPUBLIC OF GHANA  
PASSPORT**

\* NAME OF APPLICANT .....

.....

PASSPORT NO. ....

*Please read carefully before completing this form.*

Caution - APPLICANTS, GUARANTORS AND WITNESSES ARE TO NOTE THAT THE MAKING OF A FALSE STATEMENT FOR THE PURPOSE OF PROCURING A PASSPORT IS AN OFFENCE UNDER SECTION 15 OF THE PASSPORT AND TRAVEL CERTIFICATE DECREE (NLCD. 155, 1967)

1. The application should be submitted with four (4) passport size photographs taken full face on a plain background within six months of the date of application without dark glasses or hat. One of the photographs should be certified as a true likeness of the applicant by the witness.

2. The application should also be submitted with evidence of citizenship and identity / name such as School Certificate, Driver's Licence, Employment / Student / Other I.D. Cards

3. *Police Report is to attached for missing passports*

4. This application must be submitted in person by the Applicant to the Regional Immigration Office or any other office authorised to receive such an application and should be witnessed by a person in one of the following categories to whom the applicant is personally known

- (a) A Clergyman
- (b) A commissioned officer of the Armed Forces (*Captain and above*); Prison Service or the Ghana Police Service (*Superintendent or above*)
- (C) A senior Civil or Public Servant (*Principal Executive Officer and above*)
- (d) A Registered Medical Practitioner
- (e) A Solicitor or Barrister
- (f) Head of recognised Educational Institution
- (g) Other recognised professionals registered with their respective regulating bodies

5. GUARANTORS: By their undertaking, the guarantors are deemed to have agreed jointly and severally to pay all expense that may be incurred by the government on the Applicant in the event of the Applicant being repatriated or dying abroad.

**FOR OFFICIAL USE ONLY**

I, the undersigned, give an undertaking that this application has been handed over to me by the Applicant in person and that the picture is a true likeness of the Applicant as indicated by the witness.

1 REGIONAL OFFICE .....

Registration No. ....

Remarks.....

.....

.....

.....

Full Name of Officer.....

Signature.....Date.....

2 FOR PASSPORT HEAD OFFICE, ACCRA

.....

PASSPORT NUMBER.....

DATE OF ISSUE.....

PLACE OF ISSUE.....

ENDORSEMENT MADE.....

SIGNED BY .....

.....20.....

POST OFFICE STAMP



PASSPORT OFFICE STAMP

