

INSTRUCTIONS FOR PASSPORT APPLICATION(S)

Renewal of Passport Requirements

1.
 - (a) All applications to be **submitted and collected in person**
 - (b) P2 and P34 Forms
 - (c) Current passport
 - (d) Emergency Travel document , where applicable.
2.
 - (a) Original documents, plus two photocopies of the last page and visa page of the new Machine readable passports; and first five pages plus visa page of the old Zimbabwean passport.
 - (b) E.T.D. photocopy, where applicable.
3.
 - (a) Original (long birth certificate) to be produced by all applicants, save those on Adoption Order.
 - (b) Zimbabwe National Identify Card (metal or green paper card). ID without a picture not acceptable, and where details are faint, the Mission will ascertain.
 - (c) The order of names should be as they appear on the Identity Card, Birth Certificate And/or marriage certificate. Spellings have to be consistent throughout.

N.B. If the names are not in the order as they appear on the Birth Certificate, Identity Card, the applicant has to regularise by either changing the order of names on the Birth Certificate or Identity Card.
Identity Cards are only issued in Zimbabwe.

 - (d) Two identical colour photographs (size 3.5 x 4.5 cm) background to be white. No instant photos or with shadows.
 - (e) No artificial hair, braids and hair additions.
 - (f) Citizenship Certificate (for citizens by registration).
4. **Married/Divorced/Widowed Women:**
 - (a) Marriage Certificate
 - (b) National ID in married name/divorce order
5. **Children under 18 years of age:**
 - (a) Section 5 of passport form (P1) must be signed by the father or other legal guardian.
Legal guardian's "Documentary Proof" should be in a form of court order from The High Court or Community Court in the case of divorced parents.
 - (b) Mother can complete Section 5 of P1 form if father of child is late.
Death Certificate plus two photocopies to be produced.
Where mother has custody of a child, an affidavit has to accompany legal guardianship form.
 - (c) Father's original identity card has to be produced and he needs to sign in the presence of a Mission official.
6. Section 3 of the P1 must bear details of a next of kin who resides in Zimbabwe.
7. Applicant's signature on page 2 and 3 must be in **BOLD BLACK INK** by **Cruiser Pen**

(Only available at the Mission).

8. Fingerprints are taken by Mission Staff and the prints should not touch any lines on spaces provided (fingerprint boxes P1, page 4)
9. **Collection of New Passport:**
All new passport should be collected in person and the Mission will only release the new Passport upon production of original receipt, old passport/ETD.
10. **REGISTRAR GENERAL'S SCHEDULE OF FEES (PAYABLE IN CANADIAN DOLLARS)**

New passport - ordinary	\$100.00
Replacement of lost Passport	\$400.00
Failure to declare lost Passport	\$300.00 USD
Endorsement of old Passport	\$ 75.00
Extension of validity of old Passport	\$75.00
Child Addition and Cancellation	\$85.00
Emergency Travel Document ETD	\$150.00
Authentication of Documents/Declaration	\$320.00
Birth and Death Certificate	\$75.00
Birth Certificate and Search fees	This is done at the RGS Office
Change of name on a Birth Certificate	\$85.00
Certificate of non-marriage	\$120.00
Marriage Certificate	\$75.00

- N. B.** (a) The fees are from time to time subject to review by the Registrar General's Office and any such changes shall be posted on the Mission's website.
- (b) All Zimbabwean passport holders should report to the local police any loss of passports and obtain a police report, which should be communicated to the Mission. Upon application for replacement of a lost passport, the original police report should be produced, together with the other relevant documents. Failure to declare a lost passport at the time of the loss will result in penalty fee of \$320.00 which will be payable in addition to the application fee of \$320.00

11. For issues that fall beyond the Mission's mandate on passports, citizenship (restoration, Renunciation, reinstatement) all concerned persons should enquire with the Registrar General's Office on 011 263 4 702295 attention Mrs Chigumba (passports) Mrs Nyamunda (citizenship restoration, renunciation, reinstatement)