

# Form L



## Government of Antigua and Barbuda

APPLICATION NUMBER

<b>SECTION 1 – PERSONAL INFORMATION</b>					PHOTO
SURNAME					
GIVEN NAMES					
MARITAL STATUS <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Divorced <input type="checkbox"/> Separated		SEX <input type="checkbox"/> M <input type="checkbox"/> F	HEIGHT (FEET)	HEIGHT (INCHES)	
DATE OF BIRTH Day    Month    Year	NATIONALITY		SIGNATURE DO NOT WRITE OUTSIDE THE BOX		
PLACE OF BIRTH	COUNTRY OF BIRTH				
PERMANENT ADDRESS			COUNTRY OF RESIDENCE		
TELEPHONE NUMBER(S)			DISTINGUISHING MARKS (IF ANY)		
<b>SECTION 2 – TYPE OF APPLICATION</b>			<input type="checkbox"/> Standard <input type="checkbox"/> Emergency		
<b>SECTION 3 – REASON FOR APPLICATION</b>					
REASON FOR PASSPORT APPLICATION					
<input type="checkbox"/> New (first-time) issue <input type="checkbox"/> Full passport <input type="checkbox"/> Expired passport <input type="checkbox"/> Lost passport		<input type="checkbox"/> Stolen passport <input type="checkbox"/> Damaged passport		<input type="checkbox"/> Name change <input type="checkbox"/> Other	
REASON FOR "NAME CHANGE" APPLICATION			"OTHER" REASON FOR APPLICATION		
<input type="checkbox"/> Adoption <input type="checkbox"/> Deed poll <input type="checkbox"/> Marriage <input type="checkbox"/> Divorce					
<b>SECTION 4 – NATIONAL STATUS</b>					
CITIZEN OF ANTIGUA AND BARBUDA BY:			CERTIFICATE NUMBER		DATE OF ISSUE (CERTIFICATE)
<input type="checkbox"/> Birth <input type="checkbox"/> Naturalisation <input type="checkbox"/> Registration (CIP) <input type="checkbox"/> Descent <input type="checkbox"/> Registration <input type="checkbox"/> Marriage (Sec 112e)					Day    Month    Year
PASSPORT NUMBER OF COUNTRY OF BIRTH		PLACE OF ISSUE (PASSPORT OF COUNTRY OF BIRTH)		DATE OF ISSUE (PASSPORT OF COUNTRY OF BIRTH)	
				Day    Month    Year	

**SECTION 5 – WERE YOU BORN OUTSIDE OF ANTIGUA AND BARBUDA?**

WERE YOU BORN OUTSIDE OF ANTIGUA AND BARBUDA?  <input type="checkbox"/> Yes <input type="checkbox"/> No	FATHER'S FULL NAME		FATHER'S PLACE OF BIRTH	
	FATHER'S COUNTRY OF BIRTH		FATHER'S DATE OF BIRTH Day Month Year	
	MOTHER'S FULL NAME		MOTHER'S PLACE OF BIRTH	
	MOTHER'S COUNTRY OF BIRTH		MOTHER'S DATE OF BIRTH Day Month Year	
	GRANDPARENT'S FULL NAME		GRANDPARENT'S PLACE OF BIRTH	
	GRANDPARENT'S COUNTRY OF BIRTH		GRANDPARENT'S DATE OF BIRTH Day Month Year	

IF FATHER, MOTHER OR GRANDPARENT IS A CITIZEN BY NATURALISATION OR REGISTRATION, PLEASE COMPLETE:	DOCUMENT NUMBER	PLACE OF ISSUE	DATE OF ISSUE Day Month Year

IF APPLICANT'S BIRTH WAS REGISTERED AT A CONSULATE OF ANTIGUA AND BARBUDA, PLEASE COMPLETE:	NAME OF CONSULATE	REGISTRATION CERTIFICATE NUMBER	DATE OF ISSUE Day Month Year

**SECTION 6 – SUPPORTING DOCUMENTS**

THE FOLLOWING DOCUMENTS WERE SUBMITTED WITH THE PASSPORT APPLICATION:

<input type="checkbox"/> Birth certificate	<input type="checkbox"/> Adoption certificate	<input type="checkbox"/> Diplomatic/official application
<input type="checkbox"/> Baptismal certificate	<input type="checkbox"/> Proof of legal guardianship	<input type="checkbox"/> Registration certificate
<input type="checkbox"/> Marriage certificate	<input type="checkbox"/> Deed poll	<input type="checkbox"/> Naturalisation certificate
<input type="checkbox"/> Divorce certificate	<input type="checkbox"/> Passport	<input type="checkbox"/> Other _____

**SECTION 7 – PREVIOUS PASSPORT**

IS PREVIOUS PASSPORT ATTACHED?  Yes  No

**SECTION 8 – LOST/STOLEN PASSPORT**

(LOST/STOLEN) PASSPORT NUMBER	PLACE OF ISSUE	DATE OF ISSUE Day Month Year	
YOUR DETAILS AT TIME OF ISSUE: SURNAME		GIVEN NAMES	MARITAL STATUS
CIRCUMSTANCES IN WHICH PASSPORT WAS LOST OR WHY IT IS NOT AVAILABLE:			
PLACE OF LOSS	DATE OF LOSS Day Month Year	HAS LOSS BEEN REPORTED TO THE POLICE?	DATE LOSS REPORTED Day Month Year

<b>SECTION 9 – CERTIFICATION</b>		
FULL NAME (CERTIFIER'S INFORMATION)	OCCUPATION	DATE Day    Month    Year
ADDRESS		CONTACT NUMBER(S)
SIGNATURE		YEARS KNOWN
<b>SECTION 10 – PARENTAL/GUARDIAN CONSENT</b>		
PARENT/GUARDIAN GIVEN NAME	SECOND PARENT GIVEN NAME (IF APPLICABLE)	
PARENT/GUARDIAN SURNAME	SECOND PARENT SURNAME (IF APPLICABLE)	
<input type="checkbox"/> I/WE HEREBY GIVE CONSENT FOR	CHILD'S NAME:  TO HOLD AN ANTIGUA AND BARBUDA PASSPORT	
FATHER'S AND/OR MOTHER'S SIGNATURE OR LEGAL GUARDIAN'S SIGNATURE		
<b>SECTION 11 – SUPPLEMENTARY INFORMATION</b>		
<b>SECTION 12 – DECLARATION</b>		
<p>I, the undersigned, hereby apply for the issue of a passport. I declare that the information provided in this application is correct to the best of my knowledge and belief and that I have not lost or renounced the status of Citizen of Antigua and Barbuda. I further declare that any and all previous passports granted to me have been surrendered, other than the passport or travel document with the number specified in this form, which is now attached, and that no other application for a passport has been made since the attached passport or travel document was issued to me.</p>		
<b>APPLICANT'S SIGNATURE</b>	<b>DATE</b>	
_____	_____	

<b>FOR OFFICIAL USE ONLY</b>	<b>AMOUNT OF FEE PAID</b>
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# Antigua and Barbuda Passport for Applicants 16 Years and Older

## Instructions and Notes Form L

### How to Fill Out the Form

- Read **all** instructions carefully before completing the form.
- Complete the application form in English.
- All first-time applicants who are 18 years and older **must** be interviewed at the passport office or consulate.
- Do NOT use this form if you are under 16 years. Please use Form M.
- All first-time applicants must be seen at the passport office or consulate. Citizens by Investment (CIP) are asked to refer to their agents.
- Complete application form in black or dark blue ink, using block capitals if handwritten.
- If you do not complete all the sections as indicated, your application is likely to be refused.
- If you make an error on the form, place a line through the error, initial and continue. Do NOT use correction fluid or your application will be refused.
- All applicants of lost/stolen passports must be seen at the passport office.
- Write all dates using the format DD/MM/YYYY.
- Please tick the appropriate box(es) when completing the application form.
- All documents in languages other than English must be accompanied by a certified English translation.

### Supporting Documents to Be Produced

Please present both originals and photocopies of all supporting documents. The originals will be returned.

A) If the applicant was born in Antigua and Barbuda:

- Applicant's birth certificate
- Applicant's baptismal certificate (if using father's name and it does not appear on birth certificate)
- Applicant's marriage certificate (if applicable)
- Applicant's divorce certificate (if applicable)
- Applicant's expired passport (if applicable)

B) If the applicant was born outside of the country to parents who are citizens of Antigua and Barbuda by birth:

- Applicant's birth certificate (showing parent's names)
- Birth certificate of parent through whom the applicant is claiming citizenship
- Applicant's baptismal certificate (if using father's name and it does not appear on birth certificate)
- Baptismal certificate of parent/grandparent (if using father's name and it does not appear on birth certificate)
- Marriage certificate of applicant (if applicable)
- Marriage certificate of parents (if applicable)
- Copy of bio-data pages of applicant's passport from country of birth (original passport to be produced for verification)

C) If the applicant was born outside of the country to grandparents who are citizens of Antigua and Barbuda by birth:

- Applicant's birth certificate (showing parent's name)
- Parent's birth certificate (showing his/her parent's name)
- Grandparent's birth certificate
- Baptismal certificate of applicant, parent and grandparent (if applicable)
- Marriage certificate of applicant, parent and grandparent (if applicable)
- Copy of bio-data pages of applicant's passport from country of birth (original passport to be produced for verification)

D) Applicants who are citizens of Antigua and Barbuda by registration/naturalisation:

- Applicant's birth certificate
- Applicant's registration/naturalisation certificate
- Applicant's marriage certificate (if applicable)
- Applicant's divorce certificate (if applicable)
- Copy of bio-data pages of applicant's passport from country of birth (original passport to be produced for verification)

E) Applicants who are citizens of Antigua and Barbuda pursuant to the *Citizenship by Investment Act, 2013*:

- Applicant's birth certificate
- Applicant's citizenship registration certificate
- Applicant's marriage certificate (if applicable)
- Copy of bio-data pages of applicant's passport from country of birth

**Note 1: Photographs (All photographs must be ICAO compliant)**Photograph Specifications

- Two (2) identical photographs taken within the last six (6) months. They must be original photos, not altered in any way and not taken from any existing photos.
- The size must be 45mm x 35mm (1.77 x 1.38 inches).
- Show full frontal view of head and shoulders without head covering (except for religious or medical reasons supported by documentary evidence), no dark spectacles and with a neutral facial expression.
- Taken against a plain white background without shadows. Applicants should avoid wearing white clothing.
- Photos must be in colour. Black and white photos are not acceptable.
- All photographs included with an application become the property of the Government of Antigua and Barbuda when it is lodged.
- The person who certifies the application is also required to endorse the reverse side of one of the photos with the words "I certify that this is a true photograph of \_\_\_\_\_" and his/her signature. The applicant's name in full must be on reverse side of the photograph. The certifier's signature must be the same as that appearing on the application form in Section 9.

**Note 2: Signature****IMPORTANT – DO NOT WRITE OUTSIDE THE BOX**

Failure to comply with this instruction will invalidate the application.

**Note 3: Section 1 – Personal Information (This section is to be completed by all applicants)**Names:

- Please enter the name of the person **applying for** the passport.
- Only legal names will be accepted. Please do **not** include any aliases or "known as" names.

Permanent address:

- Give your full residential address (where you live) including the country.

Telephone number(s):

- Please list all telephone numbers where you may be reached. Failure to include this information may delay your application.

**Note 4: Section 2 – Type of Application (This section is to be completed by all applicants)**Standard or Emergency:

- The standard passport takes three (3) weeks to process.
- An emergency application may be processed within a shorter period of time. A higher fee applies.

**Note 5: Section 3 – Reason for Application**

Please tick the box applicable to your reason for the application. This will assist the office in advising you properly as to your options and the supporting documents required.

**Note 6: Section 4 – National Status (This section is to be completed by all applicants)**

If you are a citizen of Antigua and Barbuda by descent, you are only required to tick the appropriate box.

If you are a citizen of Antigua and Barbuda by birth, you are required to tick the appropriate box and provide your birth certificate number.

If you are a citizen of Antigua and Barbuda by naturalisation, registration or investment, you are required to tick the appropriate box and provide as much detail as possible.

**Note 7: Section 5 – Were You Born Outside of Antigua and Barbuda?**

This section must be completed in detail by all applicants who were born outside of Antigua and Barbuda.

**Note 8: Section 6 – Supporting Documents**

Please tick all the supporting documents that have been attached to the application. Both original and photocopies must be produced.

**Note 9: Section 7 – Previous Passport**

When applying for a new passport, any previous Antigua and Barbuda passport held must be surrendered for cancellation. The old passport will be returned to the applicant at the end of the issuance process.

**Note 10: Section 8 – Lost/Stolen Passport**

A lost/stolen passport must be immediately reported to the local police, or the nearest Antigua and Barbuda Consulate or Mission.

Applicants of lost or stolen documents are required to produce the original and two (2) photocopies of each supporting document.

There is a maximum waiting period of three (3) months before a replacement passport is issued. A higher fee applies.

**Note 11: Section 9 – Certification**

The application must be certified in Section 9 by any of the following persons, who may be currently employed or retired:

- Member of Parliament, Magistrate, Notary Public, Minister of Religion qualified under the law to perform marriages, Professional Engineer, Professional Accountant, Police Officer (Gazetted Rank), Army Officer (Gazetted Rank), Bank Manager or Department Manager, Registered Medical Practitioner, Dentist, Permanent Secretary, Principal Assistant Secretary, Head of a Government Department, Barrister-at-Law, Solicitor or Attorney, Principal (Primary, Secondary School or Tertiary Education Institution)

The certifier must be personally known/acquainted with the applicant for at least two (2) years and must have seen the applicant at the time of certifying the application.

In respect of applications submitted to overseas missions or pursuant to Citizenship by Investment Unit, the certification must be signed in the country where documents originated by persons of similar standing to those listed above. CIP applicants are asked to refer to their agents.

For security reasons, the certifier should not be closely related to the applicant, e.g. siblings, parents or children.

Forms are valid only for **six (6) months** after the date of certification.

**Note 12: Section 10 – Parental/Guardian Consent**

- A parent or a legal guardian must complete and sign Section 10, if the applicant is under 18 years of age unless married, in which case a marriage certificate should be produced.
- If the parents are divorced, the parent to whom custody of the child/children has been awarded must produce evidence of the Court Order.
- If the father's name is not on the birth certificate, only the mother is required to sign.
- If either or both parents are dead, a death certificate must be produced and the surviving parent or legal guardian is required to sign.
- The name(s) of the parent(s) must be printed clearly in Section 10. The parent(s) photo identification must be included along with a photocopy of the same.
- In the absence of the parents or legal guardian, proof of guardianship must be demonstrated to the satisfaction of the Minister with responsibility for Passport.
- A valid government-issued photo ID of parent(s) or legal guardian is required.

**Note 13: Section 11 – Supplementary Information**

Please complete this section if there is any additional information that you need to give to the Passport Office.

**Note 14: Section 12 – Declaration (This section is to be completed by all applicants)**

The Antigua and Barbuda Passport Application is a legal document. Applicants are asked to ensure that the information given on the application form is correct to the best of the applicant's knowledge.

**Note 15: Apostille or Certification under Seal**

Where a document originates from a country outside Antigua and Barbuda, an apostille or certification under seal by the registrar or a senior official in the department from which the document was issued must be inscribed on the document. The official telephone number and the official address, including the official e-mail address where the document originates, must be provided.

**Note 16: Additional Documents**

Additional documents or information may be requested in support of this application.

**Note 17: Passport Delivery**

A person who is collecting a passport on behalf of an applicant must submit an Order from applicant authorizing that person to collect the passport on their behalf. The authorized person must have a government-issued ID. The Order must be notarized if the applicant is overseas. Orders may be submitted via fax or email directly to the Passport Office.



## HIGH COMMISSION FOR ANTIGUA AND BARBUDA

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Tel: 020 7258 0070 Fax: 020 7258 7486

E-mail: [Consular@antigua-barbuda.com](mailto:Consular@antigua-barbuda.com)

Website: [www.antigua-barbuda.com](http://www.antigua-barbuda.com)

### **PASSPORT ISSUING PROCEDURES ADDITIONAL NOTES**

Applications submitted through the High Commission in London are expected to take 4-6 weeks for a standard application and emergency applications will take 2-3 weeks once received in Antigua providing **all documents are in order.**

Standard applications are sent to the Passport Office in Antigua every fortnight (second and fourth weeks of the month, these may change depending on national holidays).

**Please put your email address in section 11 of the application form in the event that the High Commission needs to communicate with you.**

### **FIRST TIME APPLICANTS**

All first-time applicants for Antigua and Barbuda passports must be interviewed in person at the High Commission or online using Go2 Meeting, (Applicants may be asked to present themselves at the High Commission) and the following documents (in addition to standard documents) must be produced:

1. Applications must be submitted for early processing prior to the interview.
2. Applicants must produce a valid passport as proof of identification.
3. The parents of applicants under age 16 must be interviewed and a copy of their photograph identification (e.g. passport) be produced for our records.
4. Applicants over age 16, if claiming citizenship by descent, will need to provide a copy of the parent's photo identification (e.g. passport) through whom entitlement to citizenship is obtained.
5. All applicants must provide the name, address and contact number of **two** referees in Antigua and Barbuda known by the applicant or his/her parent.

**If you are in doubt about your application, feel free to contact the office using the details above. All applications should be sent to the Passport Department at the Antigua and Barbuda High Commission.**

## PHOTO GUIDANCE

- Two identical photos must be submitted.
- Photos must **not** be clipped together by staples or paperclips.

### Photo quality must:

- Be clear and in sharp focus
- Be printed to a high quality, such as photos printed by a studio
- Be taken within the last **six (6) months**
- Be in colour on plain white photographic paper.
- Be taken against a **plain white background**
- **Not** be torn creased or marked
- **Not** have any writing on the front or back, except the certification of one photo.
- Be printed with a white background

## AFFIDAVIT

In some cases, an affidavit will be needed in the following if your:

1. Passport is lost, stolen or misplaced
2. Passport is damaged
3. Names are spelt incorrectly on your supporting documents.

Draft copies and examples can be obtained from the High Commission website [www.antigua-barbuda.com](http://www.antigua-barbuda.com)

## APOSTILLE (Legalisation) of British Documents

The High Commission can obtain Apostilles on Original British documents for £50 per document. Send the document in question with your passport application with a letter indicating which document you require the apostille on. Please ensure you make payment using the details on page 3 of the Additional notes.

## NEW ANTIGUA AND BARBUDA CERTIFICATES

New Birth, Adoption and Marriage Certificates can be ordered via the High Commission. Application forms can be obtained from our website.

## CONSULAR FEES

	Service	Fee
	<b>UK Apostille</b>	£50
	<b>Antigua and Barbuda Birth &amp; Adoption Certificates</b>	£30
	<b>Antigua and Barbuda Marriage Certificates</b>	£50
	<b>Letters</b> (e.g. Confirmation of Application)	£10
	<b>Search Fee</b> (e.g. Search of records for passport details)	£10
	<b>Admin Fee</b> (e.g. Only payable if application is withdrawn)	£25



## PASSPORT FEES

	Standard Service	Emergency Service
<b>Adult 1<sup>st</sup> Passport</b>	£50	NOT AVAILABLE
<b>Child 1<sup>st</sup> Passport</b>	£25	NOT AVAILABLE
<b>Adult Renewal</b>	£50	£100
<b>Child Renewal</b>	£25	£50
<b>Adult Replacement</b>	£100	£200 (not available for lost passports)
<b>Child Replacement</b>	£50	£100 (not available for lost passports)

*Replacement service is for lost, stolen or damaged passports*

### All applicants must pay one of the following Courier Fees

Families (limited to 4 applications) submitting together may pay one courier fee.

Courier service to Antigua only	£65
Courier service to Antigua and return to UK	£100
Emergency Application Courier service to Antigua and return to UK	£120

All fees are payable in cash (if in person). Postal orders and bankers drafts should be made payable to **Antigua and Barbuda High Commission**. Payment by BACS is accepted using the following details below.

Payments by bank transfer should be made using the details below. The Passport account should be used for payment of your passport application and courier fees. Please use the consular account for all other services. Failure to use the correct account could result in your application being delayed.

## BANK DETAILS

	<i>Passport Account</i>	<b>Consular Account</b>
<i>Account Name:</i>	High Commission for Antigua and Barbuda Passport Account	High Commission for Antigua and Barbuda Consular Account
<i>Account Number:</i>	60390852	10416401
<i>Sort Code:</i>	20 03 79	20 03 79
<i>Swift Code:</i>	BARCGB22 (for sterling transactions)	BARCGB22 (for sterling transactions)
<i>IBAN:</i>	GB91 BARC 2003 7960 3908 52	GB91 BARC 2003 7910 4164 01
<i>Reference:</i>	<b>PPT – Applicant’s Surname</b>	<b>Applicant’s Surname</b>

Please provide a copy of your payment receipt with the application to avoid any delays in the processing of your application.