

Application for Antigua and Barbuda Passport for applicants under 16

Notes for FORM M

Note 1 – Section 2 – Type of Application

The standard passport takes three (3) weeks to process and the cost is EC \$xxx. An emergency application can be processed within 24 hours and the cost is EC \$xxx.

Note 2 – Section 2 – Number of pages required

The standard passport of 32 pages is adequate for most travellers and is valid for 10 years.

However, a passport of 64 pages is available for adults who travel frequently and quickly fill the visa pages of a standard passport. This passport is also valid for a maximum of 10 years. If you require this, please tick box under 'Type of application' on Section 2 of the form. A higher fee applies.

Note 3 – Section 10 – Declaration of Parent or Guardian

One of your parents or guardian should complete and sign Section 10, unless you are married, (in which case you should produce your marriage certificate). If your parent/guardian is not available to sign the form, he/she must write a letter of consent. Please send the letter with the application, together with evidence of your parent's/guardian's identity and relationship to you, for example, their passport and birth certificate. If parents are unmarried, the consent should be given by your mother.

Note 4 – Documents to be produced

(for persons under 16 years of age)

- a) If the applicant was born in Antigua and Barbuda -
 - i) Applicant's birth certificate;
 - ii) Applicant's baptismal certificate (if using father's name and it does not appear on birth certificate);
 - iii) Applicant's marriage certificate (if applicable);
 - iv) Applicant's expired passport (if applicable).

- b) If applicant was born abroad of Antigua and Barbuda parents -
 - i) Applicant's birth certificate (showing parents' name);
 - ii) Birth certificate of parent of which applicant is claiming citizenship;
 - iii) Baptismal certificate of parents/grand parents (if surname does not appear on birth certificate);
 - iv) Marriage certificate of parents (if applicable);
 - v) Marriage certificate of applicant (if applicable)
 - vi) Copy of bio-data pages of applicant's passport (original passport to be produced for verification);
 - vii) An apostille must be inscribed on documents not originating in Antigua and Barbuda.**

- c) If applicant was born abroad of Antigua and Barbuda grand parents
 - i) Applicant's Birth certificate (showing parent's name);
 - ii) Parent's birth certificate showing his/her parent's name;
 - iii) Grand parent's birth certificate;
 - iv) Baptismal certificate of applicant, parent and grand parent (if applicable);
 - v) Marriage certificate of applicant, parent and grand parent (if applicable);
 - vi) Copy of bio-data pages of applicant's passport (original passport to be produced for verification);
 - vii) An apostille must be inscribed on documents not originating in Antigua and Barbuda.**

- d) Applicant who are citizens of Antigua and Barbuda by registration/ naturalisation -
 - i) Applicant's birth certificate;
 - ii) Applicant's registration or naturalization certificate;
 - iii) Marriage certificate of applicant (if applicable);

- iv) Copy of bio-data pages of applicant's passport (original passport to be produced for verification);
- v) **An apostille must be inscribed on documents not originating in Antigua and Barbuda.**

Note 5 – Section 7 – Previous passport

When you apply for a new passport you must surrender any previous Antigua and Barbuda passport for cancellation.

Note 6 – Section 8 – Lost or Stolen Passports

A report must be made immediately to police and immigration department whenever a passport is lost or stolen. A new passport can only be issued after exhaustive enquires. A higher fee applies.

Note 7 – Section 9 – Certification of Applicant

The application must be certified in Section 9 by any of the following persons, whether currently employed or retired: a Magistrate, Notary Public, Minister of Religion qualified under the law to perform marriages, Professional Engineer, Professional Accountant, Police Officer (Gazetted Rank), Bank Manager, Registered Medical Practitioner, Dentist, Permanent Secretary, Principal Assistant Secretary, Principal of a Primary or Secondary School, Head of Government Department, Barrister-at-Law, Solicitor or Attorney who has been personally acquainted with the applicant for no less than two (2) years and resident in Antigua and Barbuda. In respect of applications submitted to overseas missions certification must be provided by persons of similar standing to those enumerated above who are personally acquainted with the applicant for no less than two (2) years and resident in the country where the overseas mission is located.

Note 8 – Photographs

PHOTOGRAPH SPECIFICATIONS:

- Two (2) copies of a photograph taken within the last six (6) months. Must be original photos, not taken from any existing photo.
- The size must be 45 mm X 35 mm (1.77 X 1.38 inches).
- Show a full front view of head and shoulders without head covering (hat, etc.) and without dark spectacles.
- Taken against a plain white background without shadows.
- Colour photos.
- 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 copy with the words "I certify that this is a true photograph of" and add his signature.