



## Guide to completing Passport Application Form PAF16(34)

Please read the information below carefully before completing the form. Information relating to requirements for New Passport Applications, Renewals and Replacements, Processing Fees and methods of payment can be found at our website <http://ghanaembassy.es/passport-application/>.

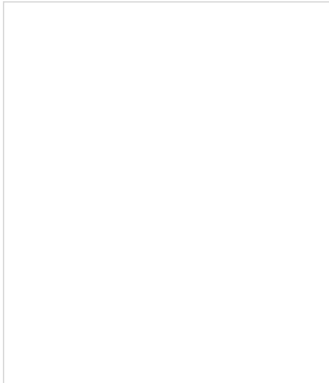
- This form must complete electronically using Acrobat Reader v7.0 & later. Warning: We do not guarantee correct functioning of the form if any other Portable Document Format (pdf) reader or a browser is used to complete and submit this application form.**
- All entries must be typed in **English** and you must use the English alphabet only. This means you must not use letters like à, â, ä, å, æ, ç, é, ê, ë, ì, î, ñ, ø, ö, ô, õ, ù, û, ù, þ, ÿ etc. For example, instead of “española”, type “espanola”. You must also avoid the use of special characters like (, [, #, ~, {, \$, €, £, %}, &, \*, ^, =, <, “, ”, /, ?, |, >, ], ) in any of the information fields. **These characters, if used, will be rejected by the form.**
- Each input field has pre-configured context sensitive help giving a brief description of the type and format of information required. Hover the mouse over each input field to display its context help information.
- You must provide a valid and secure e-mail address in Part 2(r). This e-mail address will be the primary means of communication with the applicant during the processing period. **Note** - that you are, by providing your personal e-mail address, giving the Embassy permission to communicate information (which may include files and some personal information) to you electronically.
- Part 5 (Parent/Guardian Consent) of the application form must be completed by all applicants under 18 years of age. All such applicants are required to present a signed ‘Letter of Consent’ from their parent(s)/guardian. A copy of this letter will be sent to the applicant when the application is submitted.
- All fields marked with an asterisk (\*) must be completed. You must check over your form carefully when complete. Once you have satisfactorily checked through, submit your application to the Embassy using the **[Submit Form Data]** button located at the bottom of the **page 3**. **Please note that the [Submit Form Data] button will only appear when all mandatory (\*) fields have been completed and will disappear once the application data has been submitted to the Embassy.**
- A confirmation page showing your Application Reference Number (ARN) will be displayed when the form data is received by the Embassy. This same Application Reference Number will automatically appear on your Application Form. Warning: The Embassy will refuse all Application Forms that DO NOT have Application Reference Numbers whether delivered in person or by post.**
- You only need to submit your application data once. You must however re-submit the data if you make any change(s) to the data you have already submitted. Your application reference number will change and the [Submit Form Data] button will re-appear. You will receive a new confirmation page and e-mail when you re-submit the changes.**
- You must print and sign a copy of your most recent application form. The signed form must be delivered to the Embassy together four (4) recent passport-sized photographs, all supporting documents, the appropriate passport fee and the signed Letter of Consent (if applicable).
- It is your choice as to which documents you provide to support your application. You must however provide original copies of all documents that you want the Embassy to consider when assessing your application. Note - that your application will be denied or passport cancelled if any documents provided is subsequently found to have been faked, falsified or incorrect.

**NOTE:** Completion of this application form (entering of personal information, submitting of the information, signing of the form and handing the form in at the Embassy) signifies your voluntary consent for processing and storage of your information. This information will be handled safely and securely and will be access solely for the purpose of processing your application, in accordance with the requirements of the Government of Ghana concerning the use of personally identifiable information (PII).

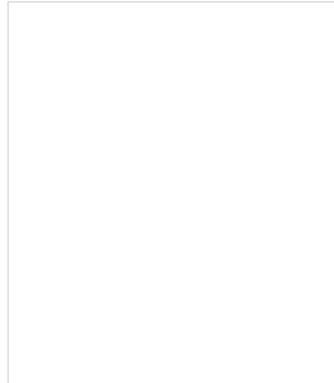


Ghana Embassy  
Madrid

## APPLICATION FOR GHANAIAN PASSPORT



Applicant's Photograph



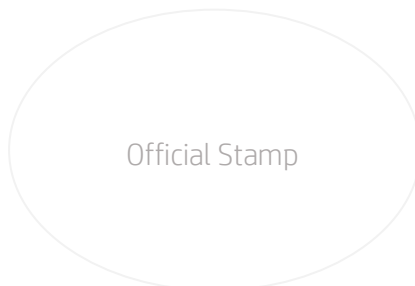
Applicant's Right Thumb Print

### Officer's Remarks

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.

Receiving Officer:

Date Received:



Deciding Officer:

Decision Date:

### New Passport Details

Type Issued:

Passport N°:

Issue Date:

Expiry Date:

Issuing Mission:

Surname:

Firstname(s):

Application Fee:

**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 handed-in with four (4) passport size photographs taken full face on a plain white background, without dark glasses or hat and within six (6) months of the date of application. **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 such as School Certificate, Driver's License, Employment /student /other ID. Cards
3. A Police Report must be attached as evidence for a missing passport.
4. This **application must be delivered in person by the applicant** to the Consular Section, Embassy of Ghana, Madrid and should be witnessed/stamp by a person in one of the following categories to whom the applicants is personally known:
  - (a). A commissioned officer of the Armed Forces (captain & above), Prison Services or Police Service (superintendent & above),
  - (b). A senior Public or Civil Servant (Principal Executive Officer & above), a Registered Medical Practitioner, a Solicitor or Barrister, Head of a recognised Educational Institution, members of the Clergy or
  - (c). Other professionals registered with their respective regulating bodies.
5. Guarantors: By their undertaking, the guarantors are deemed to have agreed jointly and severally to par all expenses that may be incurred by the government on the Applicant in the event of the Applicant being repatriated or dying abroad.
6. Further information on passport applications can be found at <http://ghanaembassy.es/passport-application/>



**PART 1: DECLARATION (To be completed by the applicant).**

(a) Passport Required*	(b) Processing Service*	(c) Collection Service*	(d) Method of Payment*
I, the undersigned, hereby apply for a Ghanaian passport and declare that: <input type="checkbox"/> I have not previously held nor applied for a passport of any description. <input type="checkbox"/> The previous passport no. granted to me is attached. <input type="checkbox"/> The previous passport no. granted to me is			applicant's signature  Declaration Date:

**PART 2: APPLICANT'S INFORMATION**

(a) Firstname(s)*	(b) Surname*	(c) Other Name(s)	(d) Date of Birth*
(e) Town of Birth*	(f) Country of Birth*	(g) Color of Eyes*	(h) Color of Hair* (i) Height* (m) (j) Gender*
(k) Residential Address*		(l) Last School/Educational Institution Attended* Name Place From/To (Yrs)	
(m) Town of Residence*	(n) Country of Residence*	(o) Professional Group*	(p) Occupation*
(q) Contact Telephone*	(r) Contact E-mail Address*	(s) Work Telephone	

**PART 3: EVIDENCE OF CITIZENSHIP**

(a) Document Type*	(b) Document Number*	(c) Place of Issue*	(d) Date of Issue*
(e) Father's Fullname*	(f) Father's Nationality*	(g) Mother's Fullname*	(h) Mother's Nationality*
(i) Father's Address*		(j) Mother's Address*	

**PART 4: GUARANTORS (Two relatives who can be contacted in case of emergency).**

(a) Fullname of contact in Spain*	(b) Relationship*	(c) Fullname of Contact in Ghana	(d) Relationship
(e) Contact Address*	signature	(f) Contact Address	signature
(g) Telephone*	(h) Date*	(i) Telephone	(j) Date

**PART 5: PARENT/GUARDIAN CONSENT (To be completed for all applicants under 18 years of age).**

My parent/guardian has sole parental responsibility (You must complete Form PCF1634(A)).  
 My parents/guardians have joint parental responsibility (You must complete Form PCF1634(B)).

**PART 6: INTERPRETER (For persons completing this form on behalf of applicants who can not read and/or write in English).**

The above declaration has been read & interpreted by me in the \_\_\_\_\_ language to the applicant & he/she approves of it

(a) Interpreter's Fullname	(b) Interpreter's Relationship	(c) Telephone	(d) Date
(e) Interpreter's Residential Address	(f) Interpreter's Business Address	Interpreter's signature	

**PART 7: WITNESS (See notes on the first page).**

(a) Witness' Fullname*	(b) Profession*	(c) Telephone*	(d) Date*
(e) Witness' Residential Address*	(f) Witness' Business Address*	witness' signature	