

Passport Application Requirements

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).

Special Notice

Kindly note that applicants **WITHOUT APPOINTMENTS** will not be allowed entry/access to the missions services. Applicants **WITH APPOINTMENTS PAST THE DUE DATE**, will have to contact the mission to reschedule. **ALL PAYMENTS** should be done in the **NAME OF THE APPLICANT**, regardless of whether it is paid for on behalf of the applicant or by the applicant him/herself. Failure to comply will cause delays in the issuance of your passport application. Applicants **WITHOUT APPOINTMENTS**

Thank you.

The application should be submitted with i) Evidence of citizenship and ii) Evidence of identity that meet the requirements under the following categories :

Baby or New applicant from Ghana

- Birth Certificate
- Affidavit from Ghana stating that he/she has never applied for a Ghanaian passport before
- Copy of Ghana Card/Ghana passport of either parent(mother/father)
- ID Card of applicant (Any valid ID Card of Applicant)
- Printed copy of application form completed online
- Attestation from the Ministry of Foreign Affairs (Ghana)
- Payment

Baby or New applicant from Germany

- Birth Certificate
- Copy of Mother/Father's Ghana Card/Ghana Passport
- Printed copy of application form completed online
- Payment

Change of Name, Date of Birth, Place of Birth in Ghana of Biometric Passport

- Copy of passport (Mandatory)
- Affidavit from Ghana for change of name, date of birth and/or place of birth
- Gazette from Ghana for change of name, date of birth and/or place of birth from Ghana
- Printed copy of application form completed online
- Attestation from the Ministry of Foreign Affairs (Ghana)
- Payment
- A police clearance certificate for the complete change of name.

Change of Name, Date of Birth, Place of Birth in Ghana of Black passport/old type of passport

- Copy of passport (mandatory, if not available, applicant is considered as new applicant)
- Affidavit from Ghana for change of name, date of birth and/or place of birth
- Gazette from Ghana for change of name, date of birth and/or place of birth from Ghana
- Printed copy of application form completed online
- Attestation from the Ministry of Foreign Affairs (Ghana)
- Payment
- A police clearance certificate for the complete change of name.

Baby or New applicant from Germany with name on birth certificate different from German passport

- Birth Certificate
- Germany passport – NB:Change in current German passport supersedes birth certificate
- Copy of Mother/Father's Ghana Card/Ghana Passport
- Printed copy of application form completed online
- Payment

Change of Name in Germany if Married

- Copy of passport
- Marriage certificate
- Nues Name Anderung
- Printed copy of application form completed online

- Payment

Change of Name in Germany

- Copy of Ghana passport
- Nues Name Anderung
- Printed copy of application form completed online
- Payment

Passport missing in Ghana (Biometric passport)

- Copy of bio data page of passport (Not mandatory)
- Affidavit from Ghana for missing passport
- Police Report from Ghana
- Printed copy of application form completed online
- Attestation from the Ministry of Foreign Affairs (Ghana)
- Payment

Missing in Ghana (Black/ Old type of passport)

- Copy of bio data and profession(not mandatory) pages of passport (Mandatory, else applicant is considered as new applicant)
- Affidavit from Ghana for missing passport
- Police Report from Ghana
- Printed copy of application form completed online
- Attestation from the Ministry of Foreign Affairs (Ghana)
- Payment

Missing in Germany(Biometric passport)

- Copy of bio data page of passport (Not mandatory)
- Police Report from Germany
- Printed copy of application form completed online
- Payment

Damaged biometric passport

- Copy of bio data page of passport (Mandatory)
- Printed copy of application form completed online
- Payment

Damaged black passport/old type of passport

- Copy of bio data page of passport (Mandatory and bio data page should be visible and readable. Else applicant is considered as new applicant)
- Printed copy of application form completed online
- Payment

Renewal (Expired passport)

- Expired passport (Passport)
- Printed copy of application form completed online
- Payment

Reinstated applicant

- Reinstatement Certificate
- Printed copy of application form completed online
- Payment

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

This application form must be submitted in person by the Applicant to any 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 Senior Clergyman/Woman
 - A Commissioned Officer of the Armed Forces (Captain and above) or persons of equivalent rank in the security services.
 - A Senior Civil or Public Servant (Principal Executive Officer and above)
 - Registered Medical Practitioner
 - A Solicitor or Barrister
 - Head of a recognised Educational Institution
 - Other recognised professionals registered with their respective regulating bodies.
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- **Please note: All document(s) that are in other language(s) including German/Deutsche should be accompanied with a certified translated copy in English.**