

INFORMATION FOR APPLICANTS

The Consular Section is open Monday to Friday from 9.30 a.m-1.00 p.m.

Please note that the requirements detailed below are mandatory and the Mission shall need your full cooperation so that once application forms are dully filled in, both Passports and Travel Documents can be processed, issued and returned to the Applicants in the shortest time possible. i.e. 21 days in case of Passports and 3 days in case of Emergency Travel Documents.

A. RENEWAL OR REPLACEMENT OF PASSPORTS

Requirements

1. Completed Form 'A'
2. Completed Form 'B'/89
3. Completed Consular Registration Form
4. Two (2) passport size photographs – must be coloured show all facial features and both ears. The photographs should have a clean white background.
5. The old passport to be renewed/replaced
6. Fee: £41.00 Cash or Postal Money Order (payable to Uganda High Commission)

Please note that passports may be renewed six months before the expiry date.

B. PASSPORT FOR CHILDREN

Requirements

1. Completed Form 'A'
2. Completed Form 'B'/89
3. Completed Consular Registration Form
4. Two (2) recent clear passport photographs
5. Passport in which the applicant is endorsed (as applicable)
6. Original Birth Certificate, if child was born outside Uganda
7. Fee: £41.00 Cash or Postal Money Order (payable to Uganda High Commission)
8. Original Passport for either parent named on the original birth certificate.

C. CHANGE OF HOLDER'S PARTICULARS ON PASSPORT

Requirements

1. Formal (written) request for changes to be made
2. Completed Consular Registration Form

Note: All requests for changes of holder's particulars must be accompanied by original supporting documents. Applicants for

change of name, as a result of marriage will be processed at the Mission on presentation of an original marriage Certificate. Changes of names as a result of circumstances will have to be gazetted. The Deed Poll should be published in at least one of Uganda Newspapers. Original copies of the Deed poll, the Gazette and the newspaper containing the change of name must be submitted to the Mission and will be retained for the record.

D. TRAVEL DOCUMENT

Requirements

1. Completed Form 'A'
2. Completed Consular Registration Form
3. Three (3) clear passport size photographs
4. For a lost passport:
 - i) Police Report
 - ii) Sworn Affidavit/Statutory Declaration pertaining to citizenship and the fact surrounding loss of the passport
 - iii) Lost Passport Questionnaire.
5. Fee: 20.00 Cash or Postal Money Order (Payable to the Uganda High Commission – Non refundable)

Note:

- i) An Emergency Travel Document is a one-way travel document to Uganda and it can only be issued after exhaustive inquiries have been made. Passports reported lost will be declared null and void.
- ii) Application for an Emergency Travel Document for Minors (under 16) must be accompanied by
 - (a) Written consent from parents;
 - (b) Passport of the parents;
 - (c) Original Birth Certificate;
 - (d) One passport photograph of both parents.
- iii) An Emergency Travel Document is valid for seven (7) days from date of issue.

E. REPLACEMENT OF LOST PASSPORTS

Requirements

1. Passport Number of previously held passport and when it was issued
2. Fee: £112.00 Cash or Postal Money Order (payable to the Uganda High Commission)
3. Requirements as in D above

Passports reported lost will be declared null and void and relevant authorities in Uganda and all countries abroad including the United Kingdom will be informed accordingly.

IMPORTANT NOTES

1. Applicants for Passport /Travel Documents must be citizens of Uganda
2. All application forms must be fully completed. Uncompleted application forms will not be processed.

3. Applicants are advised to verify and ensure that all requirements have been fulfilled. This will facilitate the expeditious processing of applications.
4. applications by post must be accompanied by a stamped, self-addressed registered envelope
5. Applicants are requested to send the exact money for all fees paid
6. Applicants may be requested for additional supporting documentation, in addition to the above.
7. Passports are processed on first come first serve basis.

Note: If you withdraw your application for whatever reason, the fee is not refundable.

1st January 2007