

GUIDELINES: ACQUISITION OF GHANA PASSPORT

Applicants are required to complete a **PASSPORT APPLICATION FORM** obtainable from the Ghana High Commission in Ottawa or the Consulate General in Toronto at fees stipulated below.

INSTRUCTIONS: FOR COMPLETING & SUBMITTING APPLICATION

- (i) The Form should be completed in **CAPITAL LETTERS**.
- (ii) Four (4) recent and identical colour passport sized photographs (size: 35 x 45 mm) full face; with white background; without dark glasses or hat; taken within six months of date of application
- (iii) **Copy of Permanent Resident Card/Work Permit/Study Permit or proof of Residence**
- (iv) **RENEWAL** : Attach expired passport to completed Passport Application Form
- (v) **REPLACEMENT OF PASSPORT**: Complete the Statutory Declaration and Lost Ghana Passport form or Sworn Affidavit of Ghanaian citizenship authenticated by Ministry of Foreign Affairs in Ghana, together with a Police Report
- (vi) **FIRST TIME APPLICANTS** need to provide evidence of Ghanaian citizenship: Birth Certificate and proof of Ghanaian parentage. An interview by the Consular Officer may be necessary
- (vii) Full names, physical addresses (**not postal addresses**) and telephone numbers of persons stated on the form should be provided
- (viii) The completed form must be witnessed and stamped by an upstanding **Ghanaian national** in the category of persons listed on the passport form
- (ix) Applications submitted by post should include self-addressed return or registered envelope with tracking number to enable us mail back processed documents.
- (x) Applicants will also be obliged to complete a Ghanaian Citizen's Registration Form
- (xi) **Attach Copy of Receipt**

PLEASE NOTE:

CASH is not accepted under any circumstance. All Consular fees are to be paid in **MONEY ORDER** or **BANKER'S DRAFT ONLY**, made payable to "Ghana High Commission".
CONSULAR FEES ARE NOT REFUNDABLE

PASSPORT FORM ONLY	PASSPORT RENEWAL FEES	PASSPORT REPLACEMENT FEES (Missing or Damaged Passport)
CAD 30.00	CAD 250.00 (including application form)	CAD 430.00 (including application form)
PLEASE NOTE	PASSPORT PROCESSING TAKES A MINIMUM PERIOD OF EIGHT (8) WEEKS EXPRESS SERVICE CURRENTLY NOT AVAILABLE	

The Passport Application Form is obtainable from the Ghana High Commission in Ottawa or the Ghana Consulate in Toronto. Prospective applicants who live outside the locations indicated above and wish to purchase the form can send money order of \$250 per form to the **GHANA HIGH COMMISSION IN OTTAWA** or **THE CONSULATE IN TORONTO** with a note requesting for the Passport Application Form. Include a self-address and traceable return envelope.

GHANA HIGH COMMISSION

1 CLEMOW AVENUE, OTTAWA - ON, K1S 2A9

Tel: 613 - 236 - 0871, FAX: 613 - 236 - 0874

Email: ghanacom@ghc-ca.com, WEBSITE: www.ghc-ca.com

CONSULATE GENERAL OF GHANA - TORONTO

4665 YONGE STREET - SUITE 205, NORTH YORK - ON, M2N 0B4

Tel: 416 - 848 - 1014-6 Fax : 416 - 848 - 1017

Email : ghanaconsulate@rogers.com www.ghc-ca.com