

PASSPORT APPLICATION REQUIREMENTS

NOTE: BIRTH CERTIFICATES, AFFIDAVIT AND ALL DOCUMENTS ISSUED IN GHANA MUST BE AUTHENTICATED AT THE MINISTRY OF FOREIGN AFFAIRS, ACCRA.

FIRST TIME APPLICANTS

1. Birth Certificate (Proof of Ghanaian citizenship)
2. Documents to support Identity such as Driver's Licence, National ID card
3. Proof of Profession (An introductory letter from the applicant's employer that is if the applicant is currently employed or a work ID card that bears applicant's name, organisation's name and position. A student ID if the applicant is currently in school. Homemakers/housewives and applicants that are unemployed and those in the non-formal sector of employment like mechanics, hairdressers seamstresses, traders etc. do not need proof. Registered Business Owners and self-employed applicants must produce their business registration certificate as proof)

RENEWAL

1. Old Passport
2. Valid Visa if applicant has any in Old Passport
4. Proof of Profession if changed

MISSING PASSPORT

1. Police Report
2. Affidavit
3. Proof of Identity
4. Birth Certificate

DAMAGED PASSPORT

1. Old damaged passport
2. Affidavit
3. Birth Certificate

CHANGE OF NAME

1. Marriage/Divorce Certificate
2. Affidavit
3. Gazette

APPLICANTS BELOW 18

1. Birth certificate
2. Parents or Guardians Passport and ID

Guidelines for Passport Applicants in Greece

1. Applicants must complete and submit the passport application form online on the Embassy's website (<https://www.ghanaembassyholyseet.it>);
2. Applicants must print the completed form and sign. Witnesses and Guarantors must sign their portion;
3. Applicants must present the application form and all supporting documents, and pay the appropriate passport fee at the Consulate in Athens;
4. Applicants must present the following documents for their biometric data capturing: the duly completed and signed application form, GCR receipt issued by the Consulate, old passport, and other supporting documents;
5. Embassy staff will travel to Athens to capture the biometric data of applicants who have paid the passport fees;
6. Applicants can also book an appointment online and come to the Embassy in Rome for the capturing of their biometric data.
7. Counting on your usual cooperation.