

PASSPORT APPLICATION

REQUIREMENTS

A personal appearance at the Embassy is required for fingerprinting and authentication of documents.

Passport Office hours: Monday – Thursday, 9am – 3pm (closed on Fridays, and US and Zimbabwe holidays). No appointment necessary.

These original documents, plus clear photocopies, must be produced when applying for a passport:

1. Long Birth Certificate (or Adoption Order, if applicable) – if you have a short birth certificate, you may obtain a long one by authorizing your relative in writing to obtain one for you through the Registrar of Births in Harare
2. National Identity Card (or green paper NID with attached photo and printed NID number) – order of names should be as they appear on the NID and Birth Certificate, and spellings have to be consistent throughout - note: NID is required for all applicants 16 yrs and older
3. Two (2) passport colour photos (size 3,5 x 4,5 cm) – photo requirements: white background, appearance – black/dark grey/navy blue shirt/top/dress (no spaghetti straps), only prescription sunglasses are allowed, no jewelry, natural hair tied back, face front with both ears visible
4. Marriage Certificate/National Identity Card in married name/Divorce Order/Spouse's Death Certificate, if applicable
5. Old passport or Emergency Travel Document, if any:
 - a. Old-type passport (big) – copies of pages 1-5 (renewable any time)
 - b. New-type passport (small) copy of inside back cover (renewable up to 6 months before expiry)
6. Citizenship Certificate dated August 2001 or later – applicants who were born outside Zimbabwe or whose one or both parent(s) was/were born outside Zimbabwe must renounce the other citizenship by having that country's Embassy issue a Renunciation Certificate, which should be taken to the Citizenship Office in Harare in person (Citizenship Certificates are only issued in Zimbabwe)
7. Police report (for lost passport)
8. FEES:
 - a. US\$45 for form and authentication – to be paid at the Embassy in money order, bank cheque, or cashier's cheque (no cash or personal cheque)

Plus passport processing fees – to be paid in Zimbabwe in cash:

- b. Ordinary - US\$50
 - c. 3 business days - US\$253
 - d. 24 business hours - US\$318
9. If a child under 18 yrs is applying for a passport, Section 5 of the form must be completed by the parent – a legal guardian can also sign Section 5 if he/she can produce documentary proof of guardianship - a clear copy of the National ID or valid passport of the parent/legal guardian is required
 10. Any documents (such as marriage certificates, divorce orders, guardianship/custody court orders, etc.) which were obtained outside Zimbabwe for the purpose of changing personal identities must be authenticated by the courts or countries of origin and sealed at the Home Offices of the respective countries

INSTRUCTIONS

These forms must be completed prior to arrival at the Embassy:

1. **P.34 Form** - See this form below. Print blank form, then complete by hand.
 - Answer ALL questions as best as you can
 - #14 (next of kin) – Write the person whom you authorize to submit your application on your behalf (must be a relative living in Zimbabwe, preferably bearing your last name)
2. **P.1 Form** - See this form at <http://www.rg.gov.zw>. Complete online, then print in color.
 - Complete in block letters in black ink
 - If an item does not apply to you, leave the box blank
 - Must be signed in front of the Passport Officer
 - Specific guidelines:

SECTION 1

- ID Number – located on your NID, birth certificate, or passport
- Birth Entry Number – located on your birth certificate in the lower-left corner
- Surname – last name
- Other Names – first/second/third name
- Maiden Name – for married women only
- Has name been changed? – Tick “yes” if your old passport bears your maiden name and you want to apply for a new passport in your married name, otherwise tick “no.”
- Place of Birth – as it appears on your birth certificate (#3) or old passport
- Height – conversion: 1 inch = 2.54 centimeters
- Residential Address – physical address in the USA
- Country of Permanent Residence – write “USA” if you have a US Permanent Resident Card, otherwise write “Zimbabwe”

SECTION 2

- To be completed only by married woman, divorced or widowed
- Marriage Order Number – located on your marriage certificate issued in Zimbabwe in the upper-right corner
- State if married more than once – if “yes” is ticked, #7 on page 2 must be completed

SECTION 3

- Next of Kin – must be the same person listed on #14 of your P.34 form

SECTION 4

- Tick the appropriate box
- Were you ever issued with a passport? – if “lost” is ticked, #6 must be completed
- Sign and date in front of the Passport Officer

SECTION 5

- To be completed only for a child under 18 years
- Must be completed by the parent whose NID or valid passport is being provided

SECTION 6

- To be completed only for a lost or stolen passport

SECTION 7

- To be completed only for a woman who has been married more than once

ON PAGE 3

- Sign both signature boxes in front of the Passport Officer. Do not touch the red lines or go outside the provided space.



P34

EMBASSY OF THE REPUBLIC OF ZIMBABWE
1608 NEW HAMPSHIRE AVENUE, N.W.
WASHINGTON, D. C. 20009

OUR REF.:

TO BE COMPLETED IN INK BY THE APPLICANT

SURNAME: _____

CHRISTIAN NAMES: _____

N.B.: ALL QUESTIONS MUST BE ANSWERED

1. WHEN DID YOU LEAVE ZIMBABWE? _____

2. REASONS FOR DEPARTURE _____

3. DISREGARDING PERIODS OF HOLIDAYS, HOW LONG HAVE YOU CONTINUOUSLY LIVED IN THE COUNTRY WHERE YOU RESIDE NOW? _____

4. NAME AND ADDRESS OF PRESENT EMPLOYER AND TYPE OF WORK _____

5. WHERE ELSE HAVE YOU RESIDED AND FOR HOW LONG? _____

6. OF WHICH COUNTRY DO YOU QUALIFY TO HAVE CITIZENSHIP STATUS? _____

7. IF YOU QUALIFY TO BECOME A CITIZEN OF THAT COUNTRY, WHY HAVE YOU NOT TAKEN CITIZENSHIP OF THAT COUNTRY? _____

8. ARE YOU A CITIZEN OF ZIMBABWE? _____

9. IF YES STATE PASSPORT NUMBER _____

10. ARE YOU ALSO A CITIZEN OF ANOTHER COUNTRY? _____
11. IF YES STATE COUNTRY AND PASSPORT NUMBER _____

12. HAVE YOU APPLIED FOR A ZIMBABWEAN PASSPORT WHICH YOU HAVE NOT YET COLLECTED FROM ANOTHER COUNTRY OR PROVINCE? _____
13. WHAT PROPERTY OR OTHER INTEREST, FINANCIAL OR OTHERWISE, DO YOU HAVE IN ZIMBABWE? _____

14. DO YOU HAVE A FAMILY OR NEXT OF KIN IN ZIMBABWE? _____
NAME: _____
ADDRESS: _____
TELEPHONE NUMBER: _____
15. WHEN DO YOU INTEND TO RETURN TO ZIMBABWE? _____
16. HAVE YOU SECURED A GUARANTEED JOB OR POST IN ZIMBABWE? _____
17. IF YES, GIVE NAME AND ADDRESS OR EMPLOYER IN ZIMBABWE _____

18. **IMPORTANT:** PERSONS SUBSCRIBING TO DECLARATIONS ON THIS FORM ARE WARNED THAT SHOULD ANY STATEMENT CONTAINED IN A DECLARATION PROVE TO BE UNTRUE, THE CONSEQUENCES TO THEM MAY BE SERIOUS.

I DECLARE THAT THE INFORMATION PROVIDED BY ME IS TRUE AND CORRECT.

SIGNED: _____

THUMB PRINT: _____

ADDITIONAL INFORMATION

A personal appearance at the Embassy is **REQUIRED** for fingerprinting and authentication of documents; it cannot be done at a police station or by a Notary Public. The application forms cannot be mailed to you; they must be completed as per instructions above prior to your arrival at the Embassy. The application process goes on smoothly if you have all your documents in order, photocopies included. Please double-check the requirements list above before you come.

When making arrangements to come, please be advised that the average time it takes to process the documents is 30 minutes per person. It may take longer if there is a queue or if you do not have the proper documents.

Once your forms have been processed and documents authenticated at the Embassy, everything will be returned to you. You must send your forms to the next of kin listed on your application, together with your current/expired passport (original), authorization letter (for your listed next of kin to do it on your behalf), and top-up fee (refer to requirements #8 above). Your old passport will be cancelled and returned to your next of kin with your new passport.

We recommend DHL or Federal Express for shipping your old and new passports from Zimbabwe to the USA. Customs requires that all passports be mailed to the Embassy only. Your next of kin may send them to:

Embassy of Zimbabwe
Attn: Mr. R. Matsika
1608 New Hampshire Ave., NW
Washington, DC 20009
USA
(202) 332-7100

Your next of kin should be able to provide you with a tracking number given by DHL or Federal Express. Around the same time you expect your shipment to arrive at the Embassy, send us a self-addressed, stamped return USPS Express Mail envelope, together with a cover note indicating that it is for your passport/s from Zimbabwe. We DO NOT accept air bills for DHL, Federal Express or UPS for returns. Once we receive your passport/s and envelope, we will send your mail within 1-2 days.

Passport application forms expire 6 months from the date of completion. Ensure that your complete application package is received by the Passport Office in Harare before the forms expire.

If you have additional questions not covered by this supplement, send us an [e-mail](#) or call us at (202) 332-7100 ext. 3038.
