



THE REPUBLIC OF UGANDA

CONSULAR SECTION

REQUIREMENTS FOR PASSPORT RENEWAL

1. Complete Registration as a Ugandan in the Diaspora: <https://form.jotformeu.com/70811844974363>
2. **Application letter**, addressed to the Consular Officer, for Passport Renewal.
3. **Form "A"** (THE UGANDA CITIZENSHIP AND IMMIGRATION CONTROL ACT 3 1999 APPLICATION FOR A UGANDA TRAVEL DOCUMENT)*.
4. **Form "B"** (CITIZENSHIP VERIFICATION)*.
5. **Two (2) Recent Passport sized photographs** (WITH A WHITE BACKGROUND AND SHOWING BOTH EARS).
6. Original of Current Passport to be renewed/ replaced.
7. Copy of Swiss Resident Card.
8. **Fees:**
 - a) Swiss Francs One Hundred Twenty (CHF120). The money should be paid into the following account:

Account Name:	Perm Mission of Uganda
Bank:	UBS SA
Bank Address:	Place du Petit-Saconnex 11 1211 Geneva 2
Account No:	240-786783.01B
Clearing No:	240
IBAN:	CH90 0024 0240 7867 8301 B
BIC/SWIFT:	UBSWCHZH80A
Post Account Number:	80-2-2
 - Please note that an additional **CHF2.35** is required for **cash payments at the post office for an applicant.***
 - b) Swiss Francs Ten (CHF10) for postage of one Passport and documents from Switzerland to the UK - **CASH**.
 - c) British Pounds Ten (£10) postage of New Passport from the UK to Switzerland - **CASH**.
 - d) Self-addressed envelope with a stamp worth Six Francs Thirty centimes (CHF6.30) for postage of Old and New Passports to applicant, by registered mail.
9. Fees for **Lost Passports** is Swiss Francs Two Hundred Thirty (CHF230).
10. **Passport for Children/minors:** original Birth Certificate, if child was born outside Uganda, original passport for either parent named on the original birth certificate and duly filled Consent Form.
11. **Change of Holder's Particulars on Passport:**
 - a) Formal (written) request for changes to be made
 - b) 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 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.

**Applicants should get in touch with the Mission Chancery for Forms A and B.*

Once all the requirements have been fulfilled, the applicant must make an appointment with the Consular officer and appear in person.

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

Please take note that it takes **21 working days** (excludes weekends and Uganda/UK Public Holidays) for a passport application to be processed **from the date the High Commission receives the application.**

The Permanent Mission of the Republic of Uganda