

# Palau Passport Office

Ministry of State

P.O. Box 100 The National Capitol, Republic of Palau 96939

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## PASSPORT APPLICATION

### **HOW TO APPLY FOR A PASSPORT OF THE REPUBLIC OF PALAU**

*Passports of the Republic of Palau are issued only to citizens of the Republic of Palau. Each person must obtain his or her own passport.*

*IF YOU ARE A FIRST TIME APPLICANT, please complete and submit this application personally with: (1) PROOF OF PALAU CITIZENSHIP; (2) PROOF OF IDENTITY; (3) ONE COLOR PHOTOGRAPH; (4) FEE Check visa requirements with consular offices to be visited.*

#### **1. PROOF OF CITIZENSHIP**

##### **a) APPLICANTS BORN IN PALAU**

*Submit previous Palau passport or original/certified birth certificate. A birth certificate must include your given name and surname, date and place of birth, name of parent(s), date the birth record was filed, and seal or other certification of the official custodian of such record.*

*IF NO BIRTH RECORD EXISTS, submit baptismal certificate, or early census record along with notarized affidavits or persons having knowledge of your birth. Evidence should include your given name and surname, date, and place of birth, and seal or other certification of office and signature of issuing official.*

##### **b) APPLICANTS BORN OUTSIDE OF THE REPUBLIC OF PALAU**

*In addition to the documents required in (a) above, submit, if any, Certification of Naturalization; Certificate of Citizenship, or evidence described below:*

*IF YOU CLAIM CITIZENSHIP THROUGH BIRTH ABROAD TO ONE OR MORE PARENTS OF RECOGNIZED PALAUAN ANCESTRY, submit proof of parent(s) citizenship or parent(s) birth certificates, and affidavit of Palauan parent(s) showing all periods and places of residence/physical presence in the Republic of Palau and abroad.*

*If your name is not the same as on your birth certificate, provide certified documents showing the reason. (e. g. Marriage Certificates, Court Decrees, etc.)*

#### **2. PROOF OF IDENTITY**

*If you are not personally known by the staff of the Passport Office, you must establish your identity to their satisfaction. You may submit such as the following containing your signature physical description or photograph which is a good likeness of you (e. g. Previous passports; Identification card, Drivers License or Certificate of Naturalization). Altered documents are not acceptable.*

*IF YOU CANNOT PROVE YOUR IDENTITY as stated above, you must appear with an IDENTIFYING WITNESS, a Palauan citizen who has known you for at least two (2) years. Your witness must prove his or her identity and complete and sign an "Affidavit of Identifying Witness" before the Clerk of Court.*

#### **3. ONE PHOTOGRAPH**

*Submit one photograph of you, sufficiently recent (taken within the last six (6) months) to be a good likeness of you. It must bear a size of 2" x 2". Photographs must be a clear, front view, full face, taken in normal street attire without a hat or dark glasses, and printed on thin photo paper with a plain light (white) background. Photograph must be in color. Photographs retouched so that your appearance is changed are unacceptable.*

#### **4. FEES**

*BY REGULATION, THE PASSPORT FEES ARE NON-REFUNDABLE.*

*Passport Fee is \$50.00*

*Replacement due to loss, theft, mutilation, or destruction is \$75.00*

*Official and Diplomatic passports, no fee*

*Pay the passport fee at the National Treasury, Republic of Palau or in one of the following methods:*

*Bank Draft, cashier's check; Money Order (United States Postal, International Currency Exchange) or United States currency. Make fees payable to the National Treasury, Republic of Palau.*

*If you are 16 years of age or older*

*Your passport will be valid for 10 years from the date of issuance except where limited to a shorter period.*

*If you are 15 years of age or younger*

*Your Passport will be valid for 5 years from the date of issuance except where limited to a shorter period.*

#### **IMPORTANT NOTICE TO APPLICANTS WHO HAVE HAD A PREVIOUS PASSPORT**

A Palauan citizen may not normally bear more than one valid or potentially valid passport at a time. If therefore is necessary to submit an affidavit with an application for a new passport when a previous passport cannot be presented or is damaged. Your affidavit must indicate in detail, why the previous passport cannot be presented or why it has been mutilated.

Should you locate the passport reported lost or stolen at a later time, report it as found and submit it for cancellation. It has been invalidated. You may not use that passport for travel.

*Failure to provide the information requested on this form may result in the denial of a Palau passport, related document, or service.*

**PALAU PASSPORT OFFICE**  
Ministry of State, Republic of Palau

See Reverse for Instructions – EXECUTE IN ORIGINAL ONLY  
Type or Print in Ink – APPLICATION MUST BE NOTARIZED

Type of Passport Requested    Regular    Official    Diplomatic

FULL NAME:

LAST																				
FIRST																				
MIDDLE																				

<b>FOR OFFICIAL OR DIPLOMATIC APPLICANTS ONLY</b>	
<i>Official Title</i>	
<i>Duty Station</i>	
<i>Office Address</i>	

Mailing Address: Post Office Box Number, Street, City, State, Zip Code    Home Telephone Number    Work Telephone Number

**IDENTIFYING INFORMATION**    Email Address: \_\_\_\_\_

Social Security No.    Sex    Height \_\_\_\_\_ feet \_\_\_\_\_ inches    Color of Hair    Color of Eyes

Distinguishing Marks or Features    Place of Birth    Date of Birth

Father's Name    Place of Birth    Date of Birth     Yes     No  
Palauan Citizen

Mother's Name    Place of Birth    Date of Birth     Yes     No  
Palauan Citizen

**MARRIAGE INFORMATION**

Have you ever been married?     Yes     No    DIVORCED/ WIDOWED?     Yes     No  
If yes, give date of most recent marriage \_\_\_\_\_ If yes, give date of most recent divorce/death \_\_\_\_\_

Spouse's Full Birth Name    Former Spouse's Full Birth Name

**IN CASE OF EMERGENCY, NOTIFY (Person indicated will never travel with you)**

Full Name    Relationship    Telephone Number (\_\_\_\_\_) \_\_\_\_\_

**Permanent and Mailing Address**

**PREVIOUS PASSPORT INFORMATION**

Have you ever been issued or included in a Republic of Palau Passport?     Yes     No    Disposition: Submitted    Lost    Mutilated    Stolen/Burned  
Note: If passport is lost, mutilated, stolen or burned submit with affidavit, also for stolen or burned passports, police report required.

Name in which issued    Passport Number    Issuance Date

**DO NOT SIGN APPLICATION UNTIL REQUESTED TO DO SO BY AN AUTHORIZED OATH-ADMINISTERING OFFICIAL**

**OATH AND SIGNATURE:** I have not, since acquiring Palau citizenship, been naturalized as a citizen of a foreign state other than the United States; taken oath, or made affirmation or other formal declaration of allegiance to a foreign state (other than the United States); accepted or performed the duties of any office, post, or employment under the Government of a foreign state or political subdivision thereof (other than the United States); made a formal renunciation of nationality. I disclaim nationality in any state or country other than the Republic of Palau and the United States, that may have accrued to me through the nationality of my parents or for any reason whatsoever and I hereby renounce absolutely and entirely all allegiance and fidelity to any foreign province, state or sovereignty other than the United States. I do not hold any passport or other form of travel document issued to me any foreign state or sovereign, except for the United States.

**DECLARATION:** I declare that the statements made in this application are true and complete to the best of my knowledge and belief, that the attached photographs are a true likeness of me.

**Signature of Applicant SIGN INSIDE THIS BOX**

2" x 2" PHOTO

GLUE HERE

\_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_  
Month    Day    Year

Date: \_\_\_\_\_ AUTHORIZED OATH – ADMINISTERING OFFICIAL

- Clerk of Court
  - Passport Agent
  - Notary Public
  - Palau Consular Serv.; Location/Title
- SEAL

**DO NOT WRITE BELOW THIS SPACE    FOR PASSPORT SERVICES USE ONLY    DO NOT WRITE BELOW THIS**

Birth Certificate     Marriage Certificate     Previous Passport     Court Decree     Naturalization     Adoption  
 Affidavit     Lost Passport     Mutilated     Stolen/Burned    Others: \_\_\_\_\_  
 Passport Cancelled & Returned    OTH: \_\_\_\_\_  
 Attached:    BC    MC    CD    OTH: \_\_\_\_\_

APPLICATION APPROVAL

REGULAR     OFFICIAL     DIPLOMATIC     RENEWAL  
**PASSPORT NUMBER:** \_\_\_\_\_ **ISSUANCE DATE:** \_\_\_\_\_ **EXPIRATION DATE:** \_\_\_\_\_  
**Receipt No.** \_\_\_\_\_ **Date paid:** \_\_\_\_\_ **Issued by:** \_\_\_\_\_ / \_\_\_\_\_ **Entered:** \_\_\_\_\_