

**REPUBLIC OF LIBERIA
MINISTRY OF FOREIGN AFFAIRS
CAPITOL HILL
MONROVIA, LIBERIA**



**REVISED REGULATIONS TO GOVERN THE
ADMINISTRATION AND ISSUANCE OF
LIBERIAN PASSPORTS**

MARCH, 2016

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INTRODUCTION

Chapter 20.3(f) of the Executive Law authorizes the Minister of Foreign Affairs to issue or grant passports and visas as part of his/her statutory duties and functions and to facilitate the fundamental rights of freedom of movement for all citizens of Liberia. These functions are in harmony with chapter III (3) article 13(a & b) of the Constitution of the Republic of Liberia. Therefore, it becomes imperative to formulate a mechanism that will enhance the passport issuance responsibility of the Minister of Foreign Affairs. Accordingly, these Regulations are hereby promulgated to ensure simplicity in procedure, fairness in administration and the elimination of unjustifiable expense and delay in the issuance of Liberian passports and other travel documents. These Regulations also specify the categories of passport and to whom they are issued.

ARTICLE I
DEFINITION OF A LIBERIAN PASSPORT

A Liberian passport is an official document issued by the Government of Liberia by which the bearer is recognized in foreign countries either as a Liberian citizen, an honorary consul, a diplomatic agent or emissary designated by the President of the Republic of Liberia or the Ministry of Foreign Affairs. Non-citizens **may be** granted a Liberian passport by the Minister of Foreign Affairs acting under the authority of the President or by the determination of the President. The passport requests foreign countries to permit the bearer to pass freely through or enter into their sovereign territories without hindrance or molestation. These passports are classified in the following categories to include: Diplomatic, Official, Service and Ordinary.

ARTICLE II
GENERAL REQUIREMENTS FOR THE APPLICATION OF
LIBERIAN PASSPORTS

In order to legally obtain or be granted a Liberian passport, the individual applicant requesting to be granted a Liberian passport must fulfill one of the following requirements:

All persons applying for Liberian passports or travel documents must possess and present proof of being a natural born or naturalized Liberian citizen or must have taken the oath of allegiance of Liberian citizenship.

- (i) The evidence shall be either a certified Liberian birth certificate; or
- (ii) If the applicant is not a natural born citizen, he/she must present a certified certificate of citizenship/naturalization issued by a Liberian Court of competent jurisdiction, which must be verified and confirmed by the Bureau of Immigration and Naturalization (BIN).
- (iii) In the event that an applicant has one parent who is a Liberian and the other a non Liberian, he/she upon attaining majority (18 years) and before he/she reaches the age of 23 years, must show proof (certificate) of the oath of allegiance

to become a citizen of Liberia duly issued by a Liberian court of competent jurisdiction or as the case may be, goes before a Liberian Consul and takes the oath of allegiance to the Republic of Liberia required of a petitioner for naturalization.

(iv) That these general application requirements shall be scrutinized and read alongside volume II, title 4, chapter 22 of the Alien and Nationality Law of Liberia (loss of citizenship) of the Liberian Codes Revised.

(v) Applicants for Liberian passports must fill an application form and submit it with one (1) passport size photo (recent color photo of the applicant's facial view). Further photograph may be taken in the case of biometric passports.

ARTICLE III
SPECIFIC REQUIREMENTS FOR THE APPLICATION AND
USE OF CERTAIN CATEGORIES OF
LIBERIAN PASSPORTS/TRAVEL DOCUMENTS

The following classifications or categories of applicants for certain types of Liberian passports or travel documents are required to present the below listed documentary evidence to support their applications as follows:

1. Applicants for **Diplomatic Passports** must give written proof or evidence that they are employees of the Government of Liberia with a rank or status as contained in these Regulations or individuals who are or may be required or assigned to serve the Republic of Liberia as diplomatic emissaries to foreign nations or Governments; or show proof that a specific waiver of these requirements have been approved by the Minister of Foreign Affairs or a dispensation given by the President of the Republic of Liberia.
2. Ministries, agencies of Government, organizations and individuals applying for **Official or Service passport** on behalf of an official or employee must show written proof that the applicant is employed with the entity. Further, the applicant or requesting agency must show that the purpose or the request is to facilitate an official travel or travel that is related to the functions of the Government of Liberia. The entity/institution will also be expected to take custody of the passports immediately upon the return of the Passport holder from an official visit or upon the end of service with the entity.

Holders of Diplomatic, Official, and Service Passports shall be expected to refrain from using the passports in ways that injure the image of the country and undermine the dignity of such passports.

3. An application for **Ordinary Liberian Passport** or travel documents for minor children of a married couple must be signed and submitted by either parent. However, in the case of unmarried parents, the mother is required to give her consent, except where there is legal evidence that the child has been legitimized by the father and the

child is placed in the custody of the father or legal guardian by a court of competent jurisdiction.

4. In the case of a child one of whose parents is a Liberian and the other a foreigner, the child shall be granted a Liberian passport until he/she reaches majority (18 years) and thereafter, has to decide which nationality to adopt. If the child decides to continue being a Liberian, he/she must pledge allegiance to the Republic of Liberia before the expiry of his/her 23rd birthday.
5. In all other cases for the application of an Ordinary Liberian Passport, the applicant must fulfill one of the requirements provided in article II of these Regulations.
6. Ordinary passports shall be issued for five years, while Diplomatic, Official and Service Passports shall be issued for two years.
7. The Ministry of Foreign Affairs, Liberia's Embassies and Consulates shall, on a case by case basis also issue **Laissez Passer** for emergency travels to Liberian citizens and foreigners who were born in Liberia and desire to travel to their countries of nationality for the purpose of obtaining proper travel documents. Laissez Passer shall have duration as indicated in the instrument. However, no Laissez Passer shall have validity beyond ninety (90) days as of the date of issuance.
8. Consistent with this Regulation, the Bureau of Immigration and Naturalization (BIN) shall also have the authority to issue Border Crossing Passes on a need basis which validity shall not exceed seven (7) days as of the date of issuance. The BIN may develop regulations for the issuance of such Border Crossing Passes.
9. Note that each application for a Liberian passport in any of the categories shall be reviewed and scrutinized on case by case bases.

ARTICLE IV
PERSONS ENTITLED TO RECEIVE OR BE GRANTED CERTAIN
CATEGORIES OF PASSPORTS/TRAVEL DOCUMENTS

The Constitution of Liberia provides for the free movement of every Liberian citizen, which entitles every Liberian to a Liberian travel document (passport). All Liberians are entitled to an Ordinary **Liberian Passport** without discrimination. **Diplomatic, Official** and **Service Passports** are special privileged passports and those to benefit from them are as follows:

DIPLOMATIC PASSPORT

Diplomatic Passport is a class of passport which may be issued or be granted only to persons or individuals who are or may be required or assigned to represent the Republic of Liberia as a Diplomatic agent in foreign nations or to the below listed categories of officials of Government and others.

1. President and Vice President or Head of State and Vice Head of State
 - (i) The spouses of the President and Vice President or Head of State and Vice Head of State.
 - (ii) The children of the President and Vice President or Head of State and Vice Head of State.

2. The Speaker of the House of Representatives, Chief Justice and the President Pro-Tempore of the Senate
 - (i) The spouse(s) of Speaker of the House of Representatives, the Chief Justice and the President Pro-Tempore of the Senate.
 - (ii) The children under 18 years of the Speaker of the House of Representatives, the Chief Justice and the President Pro-Tempore of the Senate, if accompanying them.

3. The members of the House of Representatives and the House of Senate
 - (i) The spouse(s) of the members of the House of Representatives and the Senate, if accompanying them.

- (ii) The children under 18 years of the members of the House of Representatives and the Senate, if accompanying them.
- 4. The Chief Clerk of the House of Representative and the Secretary of the Senate
 - (i) The spouse(s) of the Chief Clerk of the House of Representative and the Secretary of the Senate, if accompanying them.
 - (ii) The children under 18 years of the Chief of the House of Representatives and the Secretary to the Senate, if accompanying them.
- 5. The Associate Justices of the Supreme Court of Liberia.
 - (i) The spouses of Associate Justices of the Supreme Court of Liberia, if accompanying them.
 - (ii) The children under 18 years of Associate Justices of the Supreme Court of Liberia, if accompanying them.
- 6. The Court Administrator of the Supreme Court of Liberia
- 7. The spouse(s) Court Administrator of the Supreme Court of Liberia, if accompanying him/her.
 - (i) The children under 18 years of the Court Administrator of the Supreme Court of Liberia, if accompanying them.
- 8. Cabinet Ministers, Ambassadors Extraordinary & Plenipotentiary, and Ambassadors-at-Large
 - (i) The spouses of the Cabinet Ministers, Ambassadors Extraordinary & Plenipotentiary, and Ambassadors-At-Large
 - (ii) The children under 18 years of Cabinet Ministers, Ambassadors Extraordinary & Plenipotentiary, and Ambassadors-At-Large, if accompanying them.
- 9. Consular and other Foreign Service Officers
 - (i) The spouses of Consular and other Foreign Service Officers living or traveling with said officers on post.

- (ii) The children under 18 years of Consular and other Foreign Service Officers living or traveling with their parents on post.
- 10. Deputy and Assistant Ministers of Foreign Affairs, Inspector General of the Foreign Service, Chief of Protocol of the Republic of Liberia, Chief of Protocol at the Executive Mansion, Heads of autonomous agencies, public corporation and commissions.
- 11. The various Heads of the military and paramilitary forces including the Chief of Staff, Deputy Chief of Staff and Commanding General of the Armed Forces of Liberia.
- 12. Advisors to the President of the Republic of Liberia
- 13. Widows and widowers of former Presidents and Vice Presidents.

In addition to the above category of officials and individuals, the below listed individuals on the basis of their ranks or positions in Government may be granted or issued Diplomatic Passports as a matter of privilege **when assigned by an appropriate Governmental institution to represent the Government or render service for the Government of Liberia in foreign countries:**

- a. Natural-born Liberian heads of recognized religious institutions not lower than the rank of Bishop or Chief Imam. This privilege shall be extended to Heads belonging to religious institutions that have existed for over twenty(20) years and are physically present in at least ten(10) of the counties in Liberia.
- b. All natural-born Liberian heads (Presidents) of accredited universities in Liberia.

OFFICIAL PASSPORT

An Official Passport is a class of passport whose issuance is dictated by the nature of the work of the applicant and may be issued or granted only to officials of Government who may be subject to confirmation by the Senate where applicable, and hold the following positions or ranks:

1. Deputy Ministers, Assistant Ministers, Assistant Ministers equivalent, Deputy Managing Directors, Directors of Government Ministries and Commissioners of autonomous/specialized agencies.
2. Judges of Courts of Record, Magistrates, Justices of the Peace, County Attorneys and Defense Counsels/Public Defenders.
3. The Chief Clerk of the Supreme Court, Marshals, Deputy Marshals and Sheriffs.
4. Superintendents of Counties, Assistant Superintendents, Paramount Chiefs, City Mayors and Council Members.
5. Members of the military and paramilitary from the rank of lieutenant or its equivalent and above.
6. Other officials (Chiefs of office staff, Administrative Assistants, Special Assistants to officials with a Cabinet rank or above) and distinguished citizens of the Republic of Liberia, at the determination of the Minister of Foreign Affairs and for good and sufficient reason, those designated to go on special mission for Government, even though they are non Government Officials.
7. Attendants of Diplomatic Passport holders, if accompanying their principals.
8. All appointed board members of public corporations.

SERVICE PASSPORT

Service Passport is a class of passport whose issuance is based only on the nature of work and activity of the grantee. Service Passports shall be granted to Civil Servants and lower ranking officials below the rank of Assistant Minister and Director. The grantee must be non-commissioned Presidential, judicial, legislative or ministerial appointees who are serving in such capacities as follows:

1. Research Personnel
2. Secretaries/Clerks
3. Civil Servants of Autonomous Agencies
4. Military and Para-Military Personnel below the rank of lieutenant
5. Athletes
6. Employees of Diplomats (drivers/wards, etc)

Diplomatic, Official and Service Passports must be issued by and at the Ministry of Foreign Affairs. Therefore, no Foreign Service officer or Mission of the Republic of Liberia shall issue Diplomatic, Official and Service Liberian Passports except when specifically authorized by written instructions from the Minister of Foreign Affairs or the President or Head of State of the Republic of Liberia.

All requests for Diplomatic, Official and Service Passports should be written by the head of the requesting institution to the Minister of Foreign Affairs. Payments for Diplomatic, Official and Service Passports shall be made by the Government entity/institution requesting for such passports on behalf of an official or employee of Government. The Ministry of Foreign Affairs will not accept payment for Diplomatic, Official or Service passports from officials or employees of Government directly. Applicants for Diplomatic or other categories of passports not in the employ of Government must bear the cost of issuance of such passports. Requests from the National Legislature should be written by the Chief Clerk for the House of Representatives and the Secretary of the Senate for the Senate; and for the Judiciary, the Court Administrator.

F. LAISSEZ PASSER/BORDER CROSSING PASSES

All Laissez Passer and Border Crossing Passes shall be issued pursuant to provisions of Article III above.

G. FORMER OFFICIALS OF GOVERNMENT

1. Former Presidents and Vice Presidents, Chief Justice, Speaker, President Pro-Tempore and their spouses shall be issued Diplomatic Passports.
2. Former heads of Transitional/Interim Governments and their spouses shall be issued Diplomatic passports.
3. Former Ministers of Foreign Affairs shall be issued Diplomatic Passports; and
4. All former officials (Cabinet Ministers, members of the Legislative Body, Justices of the Supreme Court, Ambassadors) shall be issued Official passports.

The Official or Diplomatic passport for a former official shall indicate the former title. Example: former member of the Senate, House, Cabinet, Diplomat, etc.

All Officials of Government who shall be dismissed for acts **incompatible with their status** shall not be permitted to benefit from the issuance of such privileged passports.

ARTICLE V
PASSPORT FEES

The designated passport fees in Liberia will apply to Liberians in Country. Those Liberians residing outside of Liberia who apply for passport at the Ministry of Foreign Affairs will pay the applicable passport fees for applicants abroad. This provision however, does not apply to Liberia Foreign Service officers who request for the re-call and issuance of their passport at the Ministry of Foreign Affairs.

As provided for in the Restated Biometric Passport Contract of 2011 as amended, Passport fees will be **US\$50.00** for all categories of ECOWAS Biometric Passports for applicants obtaining their passports at the Ministry of Foreign Affairs. **US\$200** will be charged for an **ECOWAS** passport issued to Liberian citizens outside Liberia through Liberia's Missions or authorized stations. These fees may be reviewed from time to time as circumstances demand.

NOTE: The fee for Laissez Passer shall be **US\$10.00** and the fee for Border Crossing Passes shall be determined by the BIN but not to exceed **US\$5.00**.

ARTICLE VI
OTHERS

1. Foreign Service Officers who have been recalled but not dismissed or re-assigned should remain in possession of their passports until it expires and must not be re-issued new ones until they are re-assigned/appointed. If they are not re-assigned/re-appointed, then they must not be re-issued new ones.
2. There shall be no renewal of any passport; at the expiry of the designated time, a new Passport shall be applied for.
3. These Regulations are subject to change if and when necessary. However, they shall govern the issuance of passports until otherwise changed.

ARTICLE VII
MISSING LIBERIAN ECOWAS BIOMETRIC PASSPORTS

Section 1. PASSPORTS REPORTED AS LOST/STOLEN WITHIN THE REPUBLIC OF LIBERIA

An individual no longer in possession of a lawfully issued passport may apply for a replacement passport only after observing the requirements listed herein.

1. Report to the Liberia National Police and the Bureau of Immigration and Naturalization

- a. The passport holder shall, as soon as the passport holder becomes aware, report the lost or stolen passport to the Liberian National Police (INTERPOL SECTION) and to the Bureau of Immigration and Naturalization. The passport holder shall complete the required forms, stating with specificity the passport details and the circumstance surrounding the loss. The report must be signed and dated by the passport holder.
- b. The passport holder shall obtain receipts from both the LNP and BIN indicating that the required reports were made. The receipt shall include the date and time the report was made and the personal details for the individual making the report. The receipts must be signed by the LNP and the BIN.
- c. The LNP and BIN shall each complete its investigation within five(5) business days of the report and either issue a clearance in the approved form or issue a notice of rejection stating the reasons why a clearance cannot be issued. The clearance or notice of rejection shall be submitted directly to the passport Division by the LNP and BIN. Any clearance or notice of rejection not submitted in accordance with this regulation shall be considered invalid.

2. Affidavit of Lost Passport

- a. The passport holder shall obtain an affidavit of Lost Passport that includes a detailed explanation of the facts and circumstances of the lost/stolen passport.
- b. The affidavit shall be submitted to the Passport Division as part of the application for a replacement passport.

3. Public Service Announcement

The passport holder shall put out a public service announcement in a daily newspaper alerting the public to the lost or stolen passport for at least three consecutive weeks. The public service announcement shall request that anyone who comes across said lost or stolen passport should kindly return same to the Ministry of Foreign Affairs. If the Ministry of Foreign Affairs receives a lost or stolen passport, it shall record the passport details promptly and contact the passport holder if contact details are available. The passport shall be given to the passport

holder, provided the passport holder completes the appropriate form. If contact details for the passport holder are not available, the Ministry of Foreign Affairs shall retain the passport until such time that the passport holder reports to the Ministry of Foreign Affairs and completes the appropriate form.

4. Application for replacement Passport

- a. The passport holder shall report to the Bureau of Passports and visas of the Republic of Liberia to commence the process of obtaining a replacement passport only after having completed all of the above listed requirements. Failure to observe all requirements shall result in a denial of the application for a replacement passport.
- b. The passport holder shall complete an application for a replacement passport, pay the regular passport fee of US\$ 50 and pay an additional nonrefundable fee of USD150 as service charge. The total fee to be paid shall be USDD200.00. This fee is subject to change.
- c. The passport holder shall submit the application form along with all required supporting documentation to the Director of the Passport Division and retain a receipt for the submission. The required supporting documentations are:
 - i. Receipt from LNP indicating a report was made;
 - ii. Receipt from Bin indicating a report was made;
 - iii. Affidavit of Lost passport;
 - iv. Proof of public service announcement (for a required three weeks)
 - v. Receipt of payment for the required fees
- d. The Director of the Passport Division shall certify receipt of an application for replacement passport only if the application and all required supporting documentations are presented. Failure to present any required document shall result in a rejection of the application and a denial of the request for a replacement passport.
- e. Once the Director of the Passport Division has certified receipt of the application for replacement passport, such request shall be processed within fifteen (15) days.

5. Subsequent Report of loss or stolen passport

If a passport holder reports a lost passport within two (2) years of receiving a replacement passport, the passport holder shall be required to complete all requirements listed above and additionally must:

- a. Be reported to the National Security Agency (NSA) for investigation. NSA must issue a clearance of the passport holder directly to the Passport Division. No replacement passport shall be issued in the case of a subsequent report of lost or stolen replacement passport unless a clearance is given by the NSA.

- b. The passport holder shall be required to pay the passport fee of USD50 and a service charge of USD 350. The total fee to be paid shall be USD\$400.00. This fee is subject to change.

Section 2. PASSPORTS REPORTED AS LOST OUTSIDE OF THE REPUBLIC OF LIBERIA

1. Police Report

The passport holder shall make a police report to the nearest Police station and obtain a copy of such police report.

2. Notarized Statement

The passport holder shall notarize a statement describing with specificity the circumstances of the lost or stolen passport.

3. Application for Replacement passport

- a. The passport holder shall report to the Embassy or Consular officer to commence the process of obtaining a replacement passport only after having completed all of the above listed requirements. Failure to observe all requirements shall result in a denial of the application for a replacement passport.
- b. The passport holder shall complete an application for a replacement passport, pay the regular passport fee of US\$ 200 and pay an additional nonrefundable fee of US\$150 as service charge. The total fee to be paid shall be USD\$ 350.00. This fee is subject to change.
- c. The passport holder shall submit the application form along with all required supporting documentation to the Embassy or consular Officer and retain a receipt for the submission. The required supporting documentation are:
 - i. Police Report;
 - ii. Notarized letter;
 - c. Receipt of payment for the required fees;
 - d. Postage paid return envelop
- d. The Embassy or Consular Officer shall certify receipt of an application for replacement passport only if the application and all required supporting documentations are presented. Failure to present any required document shall result in a rejection of the application and a denial of the request for a replacement passport.
- e. Once the Embassy or Consular Officer has certified receipt of the application for replacement passport, the Passport Division shall process such request within fifteen (15) days.

4. Subsequent report of loss or stolen passport

If a passport holder reports a lost passport within two (2) years of receiving a replacement passport, the passport holder shall be required to complete all requirements listed above and additionally must:

- a. Be reported to the National Security Agency (NSA) for investigation. NSA must issue a clearance of the passport holder directly to the Passport Division. No replacement passport shall be issued in the case of a subsequent report of lost or stolen replacement passport unless a clearance is given by the NSA.
- b. The passport holder shall be required to pay the passport fee of USD\$ 200 and a service charge of US\$ 350. The total to be paid shall be USD\$ 550.00. This fee is subject to change.

SECTION 3- EMERGENCY

If a passport is lost or stolen and the passport holder must travel within five (5) days, the Passport Holder must observe the following steps:

- a. Report the lost or stolen passport to the LNP and BIN and complete the required forms, stating with specificity the passport details and the circumstances surrounding the loss. The report must be signed and dated by the passport holder and each of the LNP and BIN.
- b. The passport holder shall obtain receipts from both the LNP and BIN indicating that the required reports were made. The receipt shall include the date and time the report was made and the personal details for the individual making the report. The receipts must be signed by the LNP and BIN.
- c. The passport holder shall obtain an affidavit of lost passport that includes a detailed explanation of the facts and circumstances of the lost/stolen passport.
- d. The passport holder shall complete an application for a replacement passport, pay the regular passport fee of US\$50 and pay an additional nonrefundable fee of US\$250 as service charge. The total fee to be paid shall be USD\$ 300.00. This fee is subject to change.
- e. The passport holder shall submit the application form along with all required supporting documentation to the Director of the Passport Division and retain a receipt for the submission. The required supporting documentation are:
 1. Receipt from LNP indicating a report was made;
 2. Receipt from BIN indicating a report was made
 3. Affidavit of lost passport;
 4. Proof of paid travel ticket showing travel within five (5) days; and
 5. Receipt of payment for the required fees

- f. The Director of the Passport Division shall certify receipt of an Application for replacement passport only if the application and all required supporting documentations are presented. Failure to present any required document shall result in a rejection of the application and a denial of the request for a replacement passport.
- g. Once the Director of the Passport Division has certified receipt of the application for replacement passport, such request shall be processed within two (2) business days.

1. Outside of the Republic of Liberia

- a. Report the lost or stolen passport to the nearest police station, stating with specificity the passport details and the circumstances surrounding the loss. Obtain a copy of the police report or if unavailable, a receipt indicating the police report was made.
- b. The passport holder shall submit a notarized letter stating that a detailed explanation of the facts and circumstances of the lost/stolen passport.
- c. The passport holder shall complete an application for a replacement passport, pay the regular passport fee of USD200 and pay additional nonrefundable fee of USD350 as service charge. The total fee to be paid shall be USD550.00. This fee is subject to change.
- d. The passport holder shall submit the application form along with all required supporting documentations to the Embassy or Consular Officer and retain a receipt for the submission. The required supporting documentation are:
 - i. Copy of Police Report;
 - ii. Notarized statement indicating with specificity the circumstances of the lost or stolen passport;
 - iii. Proof of paid travel ticket showing travel within five (5) days; and
 - iv. Receipt of payment for the required fees
- e. The Embassy or Consular Section shall certify receipt of an application for replacement passport only if the application and all required supporting documentations are presented. Failure to present any required document shall result in a rejection of the application and a denial of the request for a replacement passport.
- f. Once the Embassy or Consular Section has certified receipt of the application for replacement passport, the passport Division shall process such request within one (1) business day.

SECTION 4- EFFECTIVE DATE

This regulation shall become effective upon publication in the National Gazette.

Signed by:

Honorable Marjon V. Kamara
Minister of Foreign Affairs

REGULATION ON MISSING LIBERIAN ECOWAS BIOMETRIC PASSPORTS

WHEREAS, the Executive Law of Liberia mandates that it shall be the duty of the Minister of Foreign Affairs, under the direction of the President of the Republic of Liberia, to among other functions, issue passports and visas;

WHEREAS, said authority of the Minister of Foreign Affairs is delegated to the Bureau of passports & visas and Liberian Diplomatic Representatives consistent with the Foreign Relations Law, which stipulates, inter alia, that passports may be issued in Liberia only by the Director of the Bureau of passports and visas, and in foreign countries, by a Diplomatic Representative or a consular officer, except that in those countries in which an Embassy or Legation of the Republic has been established, only the Diplomatic representative shall be permitted to grant a passport except the absence there from of such Representative;

WHEREAS, the Government of Liberia (GOL) has over time instituted measures to improve the quality of the **Liberian Passport** to prevent fraud and abuse consistent with the international Civil Aviation Organization (ICAO) regulations;

WHEREAS, the production, issuance and use of a passport has security implication which also border on the integrity of the Country;

WHEREAS, it has come to the attention of the Ministry of Foreign Affairs that there are attempts to falsify the Liberian ECOWAS Biometric passport primarily through the illegal alteration of passports reported lost or stolen;

WHEREAS, the Republic of Liberia must take action to curtail and or prevent the abuse of the Liberian ECOWAS Biometric passports;

WHEREAS, in order to preserve the integrity of the Liberian passport and avert its abuse, the Government of the Republic of Liberia through the Ministry of Foreign Affairs deems it expedient to adopt the following regulation as initial measures.

Now Therefore:

As of the date of the promulgation of these regulations, anyone reporting a lost or stolen passport shall be subject to the following:

Section 1. PASSPORTS REPORTED AS LOST/STOLEN WITHIN THE REPUBLIC OF LIBERIA

An individual no longer in possession of a lawfully issued passport may apply for a replacement passport only after observing the requirements listed herein.

6. Report to the Liberia National Police and the Bureau of Immigration and Naturalization

- f. The passport holder shall, as soon as the passport holder becomes aware, report the lost or stolen passport to the Liberian National Police (INTERPOL SECTION) and to the Bureau of Immigration and Naturalization. The passport holder shall complete the required forms, stating with specificity the passport details and the circumstance surrounding the loss. The report must be signed and dated by the passport holder.
- g. The passport holder shall obtain receipts from both the LNP and BIN indicating that the required reports were made. The receipt shall include the date and time the report was made and the personal details for the individual making the report. The receipts must be signed by the LNP and the BIN.
- h. The LNP and BIN shall each complete its investigation within five(5) business days of the report and either issue a clearance in the approved form or issue a notice of rejection stating the reasons why a clearance cannot be issued. The clearance or notice of rejection shall be submitted directly to the passport Division by the LNP and BIN. Any clearance or notice of rejection not submitted in accordance with this regulation shall be considered invalid.

7. Affidavit of Lost Passport

- c. The passport holder shall obtain an affidavit of Lost Passport that includes a detailed explanation of the facts and circumstances of the lost/stolen passport.
- d. The affidavit shall be submitted to the Passport Division as part of the application for a replacement passport.

8. Public Service Announcement

The passport holder shall put out a public service announcement in a daily newspaper alerting the public to the lost or stolen passport for at least three

consecutive weeks. The public service announcement shall request that anyone who comes across said lost or stolen passport should kindly return same to the Ministry of Foreign Affairs. If the Ministry of Foreign Affairs receives a lost or stolen passport, it shall record the passport details promptly and contact the passport holder if contact details are available. The passport shall be given to the passport holder, provided the passport holder completes the appropriate form. If contact details for the passport holder are not available, the Ministry of Foreign Affairs shall retain the passport until such time that the passport holder reports to the Ministry of Foreign Affairs and completes the appropriate form.

9. Application for replacement Passport

- f. The passport holder shall report to the Bureau of Passports and visas of the Republic of Liberia to commence the process of obtaining a replacement passport only after having completed all of the above listed requirements. Failure to observe all requirements shall result in a denial of the application for a replacement passport.
- g. The passport holder shall complete an application for a replacement passport, pay the regular passport fee of US\$ 50 and pay an additional nonrefundable fee of USD150 as service charge. The total fee to be paid shall be USDD200.00. This fee is subject to change.
- h. The passport holder shall submit the application form along with all required supporting documentation to the Director of the Passport Division and retain a receipt for the submission. The required supporting documentations are:
 - vi. Receipt from LNP indicating a report was made;
 - vii. Receipt from Bin indicating a report was made;
 - viii. Affidavit of Lost passport;
 - ix. Proof of public service announcement (for a required three weeks)
 - x. Receipt of payment for the required fees
- i. The Director of the Passport Division shall certify receipt of an application for replacement passport only if the application and all required supporting documentations are presented. Failure to present any required document shall result in a rejection of the application and a denial of the request for a replacement passport.
- j. Once the Director of the Passport Division has certified receipt of the application for replacement passport, such request shall be processed within fifteen (15) days.

10. Subsequent Report of loss or stolen passport

If a passport holder reports a lost passport within two (2) years of receiving a replacement passport, the passport holder shall be required to complete all requirements listed above and additionally must:

- e. Be reported to the National Security Agency (NSA) for investigation. NSA must issue a clearance of the passport holder directly to the Passport Division. No replacement passport shall be issued in the case of a subsequent report of lost or stolen replacement passport unless a clearance is given by the NSA.
- f. The passport holder shall be required to pay the passport fee of USD50 and a service charge of USD 350. The total fee to be paid shall be USD\$400.00. This fee is subject to change.

Section 2. PASSPORTS REPORTED AS LOST OUTSIDE OF THE REPUBLIC OF LIBERIA

5. Police Report

The passport holder shall make a police report to the nearest Police station and obtain a copy of such police report.

6. Notarized Statement

The passport holder shall notarize a statement describing with specificity the circumstances of the lost or stolen passport.

7. Application for Replacement passport

- d. The passport holder shall report to the Embassy or Consular officer to commence the process of obtaining a replacement passport only after having completed all of the above listed requirements. Failure to observe all requirements shall result in a denial of the application for a replacement passport.
- e. The passport holder shall complete an application for a replacement passport, pay the regular passport fee of US\$ 200 and pay an additional nonrefundable fee of US\$150 as service charge. The total fee to be paid shall be USD\$ 350.00. This fee is subject to change.
- f. The passport holder shall submit the application form along with all required supporting documentation to the Embassy or consular Officer and retain a receipt for the submission. The required supporting documentation are:
 - i. Police Report;
 - ii. Notarized letter;
 - g. Receipt of payment for the required fees;
 - h. Postage paid return envelop
- i. The Embassy or Consular Officer shall certify receipt of an application for replacement passport only if the application and all required supporting

documentations are presented. Failure to present any required document shall result in a rejection of the application and a denial of the request for a replacement passport.

- j. Once the Embassy or Consular Officer has certified receipt of the application for replacement passport, the Passport Division shall process such request within fifteen (15) days.

8. Subsequent report of loss or stolen passport

If a passport holder reports a lost passport within two (2) years of receiving a replacement passport, the passport holder shall be required to complete all requirements listed above and additionally must:

- c. Be reported to the National Security Agency (NSA) for investigation. NSA must issue a clearance of the passport holder directly to the Passport Division. No replacement passport shall be issued in the case of a subsequent report of lost or stolen replacement passport unless a clearance is given by the NSA.
- d. The passport holder shall be required to pay the passport fee of USD\$ 200 and a service charge of US\$ 350. The total to be paid shall be USD\$ 550.00. This fee is subject to change.

SECTION 3- EMERGENCY

If a passport is lost or stolen and the passport holder must travel within five (5) days, the Passport Holder must observe the following steps:

- h. Report the lost or stolen passport to the LNP and BIN and complete the required forms, stating with specificity the passport details and the circumstances surrounding the loss. The report must be signed and dated by the passport holder and each of the LNP and BIN.
- i. The passport holder shall obtain receipts from both the LNP and BIN indicating that the required reports were made. The receipt shall include the date and time the report was made and the personal details for the individual making the report. The receipts must be signed by the LNP and BIN.
- j. The passport holder shall obtain an affidavit of lost passport that includes a detailed explanation of the facts and circumstances of the lost/stolen passport.
- k. The passport holder shall complete an application for a replacement passport, pay the regular passport fee of US\$50 and pay an additional nonrefundable fee of US\$250 as service charge. The total fee to be paid shall be USD\$ 300.00. This fee is subject to change.

- l. The passport holder shall submit the application form along with all required supporting documentation to the Director of the Passport Division and retain a receipt for the submission. The required supporting documentation are:
 6. Receipt from LNP indicating a report was made;
 7. Receipt from BIN indicating a report was made
 8. Affidavit of lost passport;
 9. Proof of paid travel ticket showing travel within five (5) days; and
 10. Receipt of payment for the required fees
- m. The Director of the Passport Division shall certify receipt of an Application for replacement passport only if the application and all required supporting documentations are presented. Failure to present any required document shall result in a rejection of the application and a denial of the request for a replacement passport.
- n. Once the Director of the Passport Division has certified receipt of the application for replacement passport, such request shall be processed within two (2) business days.

2. Outside of the Republic of Liberia

- g. Report the lost or stolen passport to the nearest police station, stating with specificity the passport details and the circumstances surrounding the loss. Obtain a copy of the police report or if unavailable, a receipt indicating the police report was made.
- h. The passport holder shall submit a notarized letter stating that a detailed explanation of the facts and circumstances of the lost/stolen passport.
- i. The passport holder shall complete an application for a replacement passport, pay the regular passport fee of USD200 and pay additional nonrefundable fee of USD350 as service charge. The total fee to be paid shall be USD550.00. This fee is subject to change.
- j. The passport holder shall submit the application form along with all required supporting documentations to the Embassy or Consular Officer and retain a receipt for the submission. The required supporting documentation are:
 - v. Copy of Police Report;
 - vi. Notarized statement indicating with specificity the circumstances of the lost or stolen passport;
 - vii. Proof of paid travel ticket showing travel within five (5) days; and
 - viii. Receipt of payment for the required fees
- k. The Embassy or Consular Section shall certify receipt of an application for replacement passport only if the application and all required

supporting documentations are presented. Failure to present any required document shall result in a rejection of the application and a denial of the request for a replacement passport.

- I. Once the Embassy or Consular Section has certified receipt of the application for replacement passport, the passport Division shall process such request within one (1) business day.

SECTION 4- EFFECTIVE DATE

This regulation shall become effective upon publication in the National Gazette.

Signed by:

Honorable Marjon V. Kamara
Minister of Foreign Affairs