

NOTES ON COMPLETING THE APPLICATION FORM
Please read these notes carefully before completing the Application Form

1. This Application Form is to be used when a person is applying for a first Passport only. Replacements Or Renewals are applied for on Form PP2
2. Passport Photographs.
 - a) All applicants are required to submit with their applications, two photographs certified by Commissioner of Oaths who administered oath at page 5 (Declaration by the Applicant).
 - b) The photographs should be taken full face – head and shoulders without a hat/doek. The size should not be more than 63mm by 50mm (2 ½ inches by 2 inches) or less than 52mm by 37mm (2 inches by 1 ½ inches). They should be printed on normal thin photographic paper and unmounted.

Applicant must submit the application together with two identical photographs of him/herself, the photographs must be sufficiently recent, not more than six months old, to be a good likeness of and satisfactorily identify the applicant.

- c) The person who countersigns as Commissioner of Oaths should also at the back of one of the Photographs write the words "I certify that this is a true likeness of" (applicant's name) add signature and date.
- d) The photographs should be securely stapled to the application form, using four staples, one staple at each corner of the photograph. Staples must not obscure the applicant's face. This prevents photographs from being separated from the application form during transit to Head Office.
- e) The photographs should portray a good likeness and satisfactorily identify the applicant. They must be clear, front view, full face with light plain background.
 - a) The applicant should be dressed in normal attire without hat, a doek or braids.
 - b) Special exception may be allowed for headgear only if it is part of regional attire worn daily. Only applicant's who serve in uniform government departments, such as the Armed Forces, Police, Immigration etc., applying for diplomatic or official passports may submit photographs in which they wear a uniform of the Botswana Government, uniforms and or head covering which obscure the applicants features, i.e. hair or hairline may not be worn in a passport photograph.
 - c) Passport photographs are acceptable either in colour or black and white. They may be with or without margins. Photographs which have been retouched i.e. eliminating lines, wrinkles etc., are not acceptable. Automatic and (self developing instant) prints are acceptable only if they meet the specifications of 2 a) to 2 e) and are guaranteed not to fade or change colour during the life of the passport or deteriorate in hot weather.

Black and white prints which have been tinted e.g. sepia tone or otherwise coloured are not Acceptable.

Snapshots, full-length photographs and photographs with a waxed back or other coating which lessens adhesiveness are not acceptable. Newspaper or magazine photographs are not acceptable.

1. All applications for Botswana passports in respect of applicants over 16 years much be supported By a National Registration Identity Card (O Mang).

Only in extremely exceptional circumstances shall a birth certificate or an affidavit in lieu of birth certificate completed by a parent on behalf of the applicant and attested by Commissioner of Oaths, be accepted.

If for genuine reasons both parents are not available, a legal guardian or close relative who is at least 10 years older than the applicant might complete an affidavit in lieu of birth certificate on behalf of the applicant.

2. The passport document which you are applying for is intended to facilitate travel outside Botswana and remains the property of the Government of Botswana. Carefully read the conditions of use on the cover page of the passport when it is received.
3. Legal Guardian's consent (Section 1b) to be completed when the applicant is a minor under the age of 21 years.
4. In the even of the applicant's Surname being different from the vouching legal guardian or parent, an explanatory letter should be attached.
5. Endorsement of passport is applied for on Form PP3.
6. Ensure that you sign the specimen which is to be attached to your passport.

SECTION 1

PERSONAL DETAILS

(To be completed by the Applicant in block capitals in **black or blue ink**)

APPLICANT'S PARTICULARS:

Mr. Mrs. Miss (If married female proof of marriage should be produced if not previously provided)
 Or
A letter from the Chief/Headman, if married under Customary Law)

Colour of Hair:

Surname :
First Names :
Place of Birth :
Country of Birth :
Date of Birth :
(Day Month Year)

Profession/Occupation:

Postal Address:

P. O. Box/Private Bag: Height: metres
Cm

Town/Village:

Residential Address:
Plot Number:
Kgotla/Town/Village: Colour of eyes:
(Please Specify)
Distinguishing Marks: _____

National Status:
I am a citizen of Botswana by : -
Birth, Registration, Naturalization (tick whichever is applicable)

SECTION 2

PARENTS DETAILS

Father

Surname:
First Names:
Present Address:
P O Box/Private Bag:
Plot Number:
Town/Village:

Date of Birth:

Place of Birth:

Country of Birth:

Present Nationality:

Previous Nationality:

Mother

Surname:

First Names:

Present Address:

P O Box/Private Bag:

Plot Number:

Town/Village:

Date of Birth:

Place of Birth:

Country of Birth:

Present Nationality:

Previous Nationality:

SECTION 3

Next of Kin: (Please give details of a relative or friend who can be contacted in the event of an emergency)

Surname:

First Names:

Contact Address:

P O Box/Private Bag:

Plot Number:

Town/Village:

Relationship:

Telephone Number:

SECTION 4

Name of Chief:

Name of Headman:

Name of Ward:

Kgotla/Town/Village:

SECTION 6

DECLARATION BY THE APPLICANT

NB: DO NOT SIGN THIS SECTION UNTIL REQUESTED TO DO SO BY THE PERSON ADMINISTERING OATH

I have not lost or renounced my citizenship of Botswana

I swear that I am aware of the consequences of making a false statement or giving false information or evidence. I further swear that the information furnished by me on this form is true and nothing else but the **TRUTH**.

I am aware that this information may be used in evidence in legal proceedings in favour or against me.

Applicant's Signature : Date :

Declared before me at on this

Day of 20.....

OFFICIAL STAMP

.....
Commissioner of Oaths

Time:

Sign your name once in each of the spaces below. This will be attached
To your Passport when issued.

Applicant's Specimen Signature

[Empty signature box]

[Empty signature box]

For Official Use Only

APPLICANT'S IDENTIFYING DOCUMENTS

Amount of Fee Paid:

--	--	--	--	--	--	--	--	--	--

Receipt Number:

--	--	--	--	--	--	--	--	--	--

Received by (Name):

--	--	--	--	--	--	--	--	--	--

Signature:

--	--	--	--	--	--	--	--	--	--

Date:

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(Day Month Year)

Birth Certificate:

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National Reg. ID:

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Marriage Particulars:

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Adoption Papers:

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Others:

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Observations:

Previous Passport Number:

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Issue Date:

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Expiry Date:

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(Day Month Year)

Application Checked by:

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Signature:

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At:
Date:

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(Day Month Year)