

Application for New Passport

What documents do I need to begin the application process for a new passport?

To apply for a new passport, you'll need the following (*You can only apply for a new passport if you have less than 1 year validity left on your passport*):

1 A duly filled application form

- For security purposes, passport forms are no longer available on the website for download.
- Please contact the Embassy (info@embassyofnamibia.org.br) for an application form to be mailed to you. Kindly include name and mailing address.
- The Commissioner of Oaths must be filled out by a Notary Public not by the applicant, however the "Sign Here Also" part must be signed by the applicant in the presence of the Notary Public.
- All applicants older than 13 years are required to sign their applications.

2 Original Passport.

3 One passport-size photo (2"x2") with white background.

4 Certified copy of a Namibian Birth Certificate.

5 Certified copy of a Namibian Identity Document (ID). If an ID could not be presented, kindly write an explanation letter.

6 Certified copy of Namibian Citizenship Certificate (if applicant was born outside Namibia)

7 Certified Copy of Marriage Certificate (if applicable)

8 Application Fee of US\$28.00/R\$100.00 or US\$40.00/R\$145.00 for a lost or damaged passport (money order or certified check from the bank only)

9 A self-addressed, pre-paid envelope (with a tracking no.) for the return of your document

10 If the passport was lost, the applicant must fill out the Declaration of Lost Document form and submit a Police Report

Please note:

- The Ministry of Home Affairs will not process application forms without a Namibian Birth Certificate or Namibian Citizenship Certificate if not born in

Namibia. If you are not able to produce a Birth Certificate, you must first apply for a duplicate Birth Certificate before applying for the Namibian passport.

- If the applicant needs to change name to married name, the names on the application and the signature must be written with married names. Also, the Ministry does not hyphenate last names.

What do I do with the completed documents?

Once you have all the required documents, please place them in one envelope and mail them to the following address:

The Embassy of the Republic of Namibia in Brazil
Attn: Consular Section
SHIS QI 09 Conj. 08 Casa 11
Lago Sul – Brasilia-DF
CEP: 71625-080

How long does it take?

In general the process for a new passport ranges from 2 - 4 months. However, the speed at which your papers will be processed depends greatly on your ability to furnish the Embassy with all the proper documents. It is always recommended that you send your application material far in advance of when you need them and that you make copies of your records before sending them through the mail.