EMBASSY OF THE REPUBLIC OF GUYANA

INSTRUCTIONS FOR MACHINE READABLE PASSPORTS

Individuals applying for Machine Readable Passports are required to appear physically at this Embassy or the nearest Guyana Consular Office. Hereunder is a list of Consular Offices in the United States of America:

Embassy of the Republic of Guyana
2490 Tracy Place, N.W.
Washington, DC 20008
(202) 265-6900

Consulate General of Guyana
308 West 38th Street
New York, NY 10010
Telephone number: (212) 947-5110
Passport Office: (212) 947-5112 and 5113

Honorary Consulate of Guyana
6444 NW 7th Avenue
Miami, FL 33150
Telephone: (786) 235-0431
Fax: (305) 693-9313

Honorary Consulate of Guyana
150 W Providencia Avenue
Burbank, CA 91502
Telephone: (818) 238-9798

Honorary Consulate of Guyana
5616 Memorial Drive, Suite 110
Stone Mountain, GA 30083
Telephone: (240) 460-7119

Washington, D.C. – April 2019
DOCUMENTS REQUIRED FOR MACHINE READABLE PASSPORTS

1. The application form accurately completed in duplicate and signed where applicable. The applicant is also required to sign on page 2 of the form in the signature box. 'APPLICANT'S SIGNATURE (DO NOT EXCEED RECTANGLE)', IN ADDITION ANOTHER SIGNATURE ON THE SIDE OF THE FORM MUST BE PROVIDED.

   Section 7: Reference. MUST BE SIGNED BY A NOTARY PUBLIC.

2. The current passport and ORIGINAL BIRTH CERTIFICATE.

3. Two passport size photographs which must not be larger than 45 x 35 mm (1.77" x 1.38") nor smaller than 32 x 26 mm (1.26" x 1.02"). PLEASE NOTE PHOTOGRAPHS MUST BE TAKEN IN BUSINESS ATTIRE (NO STRAPS OR SHOULDERS MUST BE SHOWN – NO TEETH MUST BE SHOWN. PULL HAIR AWAY FROM FACE AND DO NOT WEAR EYE GLASSES).

4. Applicants who have changed their names by Deed Poll must present the Registered Deed Poll along with an original birth certificate.

5. Married women must present the original marriage certificate and the husband’s birth certificate. (An affidavit is also required if an applicant has been known by/has been using names other than those on his/her official documents).

6. Women who have been divorced and use their maiden name must present the Decree Absolute Certificate.

7. If the current passport is lost or stolen the applicant must submit a sworn notarized affidavit to that effect or a Police Report.

8. If the current passport is damaged the applicant must submit the damaged passport and a sworn notarized affidavit concerning the damaged passport.
9. An applicant who is Guyanese by Naturalization or Registration must submit the certificate(s) of Naturalization or Registration.

10. An applicant who is an adopted child must submit the Certificate of Adoption and documents indicating any name change.

11. The Machine Readable Passport is valid for 5 years ONLY and cannot be renewed or altered.

ALL APPLICANTS MUST APPEAR IN PERSON TO THIS EMBASSY OR THE GUYANA CONSULATE GENERAL IN NEW YORK, THE HONORARY CONSUL IN MIAMI, CALIFORNIA OR GEORGIA.

FEES: Machine Readable Passport - US$100.00
Damaged Passport - 175.00
Lost Passport - 175.00
Return postage within the United States of America - 16.00
Return Express Postage (US Virgin Islands) - 25.00
Change of Name - 20.00

Payment can be in the form of one Money Order or Bank Draft, made payable to the “Embassy of Guyana”. Please note personal cheques are not accepted.

Washington, D.C. – April 2019
VERY IMPORTANT

KINDLY READ SPECIMEN CAREFULLY BEFORE COMPLETING APPLICATION FORM.
PLEASE PAY SPECIAL ATTENTION TO PAGE 2 WHERE ADDITIONAL SIGNATURES ARE REQUIRED AT THE SIDE OF THE FORM. PLEASE ALSO NOTE THAT SECTION 7 ON PAGE 3 (THE GUARANTOR – MUST BE SIGNED BY A NOTARY PUBLIC).
FAILURE TO COMPLY WITH THE ABOVE WILL RESULT IN A DELAY IN THE APPLICATION PROCESS.

WASHINGTON, DC – APRIL 2019
Republic of Guyana
APPLICATION FOR A GUYANA PASSPORT

Surname: JONES
Maiden Name: 
First Name: MARY
Second Name: JANE
Third Name (if any): 

FOR OFFICIAL USE ONLY
Passport No.: Date of issue:

Indicate whether applicant is: □ Under 16 years □ 16 and above

IMPORTANT: READ INSTRUCTIONS CAREFULLY BEFORE COMPLETING THIS FORM
INSTRUCTIONS ON HOW TO COMPLETE FORM

(A) Males (married or single) and women who have been married (16 years of age or over). Complete Sections 1, 2, 6 and 7 if appropriate to their own applications.

(B) Married women of any age (including widows and women whose marriage haven’t been terminated) are required to complete Sections 1, 2, 3, 6 and 7 and if appropriate to their own applications, section 4.

(C) Each person will be issued with their own passport. In cases where either parent is not available an Affidavit from a Justice of Peace or Commissioner of Oaths is required. The affidavit must indicate that the child/children is/are in the custody of either parent making the representation to apply and uplift the passport for the child/children, or that the applicant is the guardian of the child.

(D) Signing the form.

Section 7 should be completed by the person (the recommender) verifying the declaration and who must be a Member of Parliament, Mayor of City/Town, Regional/ Village Chairman, Attorney-at-Law, Permanent Secretary, Senior Officers of the Joint Services (below the rank of Superintendent/Lieutenant) or Headmaster/Headmistress/Principal of Schools, Lecturers at Tertiary Institutions, Doctors, Judges of the Peace and Commissioners of Oaths and Affidavits, Business Managers or any person of similar standing personally acquainted with the applicant.

When a previous marriage has been dissolved, the applicant would be required to produce the final decree of divorce or annulment.

The recommender must be a citizen of the Republic of Guyana who would have known the applicant for two (2) years or more, but must not be a member of the applicant’s immediate family including mother, father, husband, wife, uncle, aunt, son, daughter, etc.

DOCUMENTS TO BE PRODUCED
All documents must be produced in duplicate (certified copy or original and photocopy)

(E) (i) Males (married or single) and women who have not been married should produce birth certificates or certificates of naturalization or registration and identification cards as a citizen of Guyana as the case may require.

(ii) Married women (including widows and women whose marriage have been terminated) applying for a passport should produce documents specified in (i) above, together with marriage certificate.

(iii) NOTE: Where an Order has been made by the High Court or in Chambers or by a Magistrate regarding the custody of a child, such Order must be produced and the nature of the Order stated.

(iv) Change of Name. If the applicant has changed his or her name by Deed Poll and has registered the change the Deed Poll must also be submitted along with a recent Birth Certificate (within 6 months) as evidence that a change of name has been effected.

(v) Persons born outside the Republic of Guyana as constituted on 3rd November, 1978 and all persons claiming Citizenship by descent, naturalization or registration, must complete Section 4B and produce documentary evidence in support of the statement made there in, e.g. birth certificate of descent (Father/mother), naturalization or registration document, or other evidence of citizenship.

PHOTOGRAPHS
The colour photograph of the applicant will be taken at the booth at the Central Immigration and Passport Office by a Data Entry Immigration Clerk. You must submit a photograph which must confirm to the following specifications.

Photographs must not be larger than 45 x 35mm (1.77 x 1.38 in) nor smaller than 32 x 26mm (1.26 x 1.02 in). Portraits taken with a digital camera should be at high quality and resolution and be printed on photo quality paper.

The recommender is also required to endorse and stamp the reverse side of the copy of the photographs with the words:

"I certify that this is a true likeness of Mr., Mrs. or Miss. ............................................", and add his or her signature.
Republic of Guyana
APPLICATION FOR A GUYANA PASSPORT

| Surname: | JONES |
| Maiden Name: | — |
| First Name: | MARY |
| Second Name: | JANE |
| Third Name (if any): | — |

FOR OFFICIAL USE ONLY

| Passport No.: | | Date of issue: | |

Indicate whether applicant is: □ Under 16 years □ 16 and above

IMPORTANT: READ INSTRUCTIONS CAREFULLY BEFORE COMPLETING THIS FORM

INSTRUCTIONS ON HOW TO COMPLETE FORM

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The recommender is also required to endorse and stamp the reverse side of the copy of the photographs with the words:

“I certify that this is a true likeness of Mr., Mrs. or Miss...” and add his or her signature.

DOCUMENTS TO BE PRODUCED

All documents must be produced in duplicate (certified copy or original and photocopy)

(E) (i) Males (married or single) and women who...
**GENERAL INFORMATION**

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Surname (state whether Mr., Mrs., Miss, Sn., Fr., Rev or Dr.):</td>
<td>JONES</td>
</tr>
<tr>
<td>First names</td>
<td>MARY, JANE</td>
</tr>
<tr>
<td>Maiden Surname: (if applicant is woman who is or has been married)</td>
<td>-</td>
</tr>
<tr>
<td>Has name been changed otherwise than by marriage?</td>
<td>☐ No ☐ Yes</td>
</tr>
<tr>
<td>Name Change Document</td>
<td></td>
</tr>
<tr>
<td>Age at last birthday</td>
<td>24</td>
</tr>
<tr>
<td>Date of birth (day/mm/yr)</td>
<td>APRIL-07-1995</td>
</tr>
<tr>
<td>Country of Birth</td>
<td>GUYANA</td>
</tr>
<tr>
<td>Place of Birth</td>
<td>HOSPITAL MCKENZIE, JUNIEN</td>
</tr>
<tr>
<td>Profession or occupation</td>
<td>EXECUTIVE ASSISTANT</td>
</tr>
<tr>
<td>Present address</td>
<td>13305 SANTA ANITA ROAD, LAUREL, MD 20708</td>
</tr>
<tr>
<td>Usual place of residence</td>
<td>SAME AS ABOVE</td>
</tr>
<tr>
<td>Local telephone no.</td>
<td>202-572-5019</td>
</tr>
<tr>
<td>Fax no.</td>
<td>-</td>
</tr>
<tr>
<td>E-mail</td>
<td><a href="mailto:marlyj@ymail.com">marlyj@ymail.com</a></td>
</tr>
</tbody>
</table>

**Citizenship**

State whether Citizenship of the Republic of Guyana by: ☐ Birth ☐ Naturalization ☐ Decent ☐ Adoption ☐ Registration

If Citizen of the Republic of Guyana by any of the above, give particulars of supporting document:

- Document Number: R0042/03/113 (R)
- Place of Issue: GEDGRTOWN, GUYANA
- Date of Issue: JUNE 7 1992

**Married women applying for a passport must complete this section.**

Husband’s or former husband’s surname and full First names:

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Place of marriage</td>
<td></td>
</tr>
<tr>
<td>Date of marriage (day/mm/yr)</td>
<td></td>
</tr>
</tbody>
</table>

**PERSONS BORN IN (A) ANY BRITISH COMMONWEALTH COUNTRY OR IN SOUTHERN IRELAND, IN A BRITISH PROTECTORATE, PROTECTED STATE OR MANDATE OR TRUST OR (B) IN ANY FOREIGN COUNTRY MUST COMPLETE A OR B BELOW:**

**A** If applicant’s birth was registered as a citizen of the Republic of Guyana abroad, state:

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of consulate</td>
<td></td>
</tr>
<tr>
<td>Date of registration</td>
<td></td>
</tr>
<tr>
<td>Place and date of father’s birth</td>
<td></td>
</tr>
</tbody>
</table>

**B** Particulars of applicant father:

If born in Guyana

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Place of birth</td>
<td></td>
</tr>
<tr>
<td>Date of birth</td>
<td></td>
</tr>
<tr>
<td>No. of Certificate</td>
<td></td>
</tr>
<tr>
<td>Date and place of issue</td>
<td></td>
</tr>
</tbody>
</table>

**Photo**

Applicant’s Signature (Do not exceed rectangle)
To Chief Passport Officer

This is to certify that, I ........................................... am the legal guardian of
Name in full

.................................................................
I hereby authorize you to issue him/her with a passport of the Republic of Guyana.

Signature ..............................................................

Relationship of applicant to child □ Parent □ Guardian

5 USE OF PASSPORT

Passport required for travelling to: Guyana and all Commonwealth Countries

Vacation/ Business

6 DECLARATION

Please indicate by a tick in the box provided

☑ A – I the undersigned, hereby apply for the issue of a passport.

☑ B – I declare that the information given in this application is correct to the best of my knowledge and belief

☑ C – That I have not lost the status of Citizen of the Republic of Guyana.

☑ D – That I have not previously held or applied for a passport of any description.

☑ E – That all previous passports granted to me have been surrendered, other than

travel Document No. RO042163 which is now attached and that I have made no other application

for a passport since the attached passport or travel document was issued to me.

Signature: Cary J Jones ........................................ Date: 9th April 2019

7 REFERENCE: Applies to persons applying for a passport

Recommender: I .......................................................... certify that the applicant has been known

Personally to me for ...... years and that to the best of my knowledge and belief, the facts stated on this form are true and correct.

Signature .......................................................... Date

Rank or Profession ...........................................................

Address .................................................................

..............................

Office Stamp (if any)

IMPORTANT: Applicant and recommender are warned that should any statement contained in their respective declarations prove to be untrue, the consequences to them may be serious. The attention of persons who are asked to sign this declaration is specially called to the fact that it should be signed from personal knowledge of the applicant and not from information obtained from persons, and that they should know the applicant for at least two (2) years.
<table>
<thead>
<tr>
<th>Surname:</th>
<th>JONES</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Name(s):</td>
<td>MARY, JANE</td>
</tr>
<tr>
<td>Gender</td>
<td>Female</td>
</tr>
<tr>
<td>Passport number</td>
<td></td>
</tr>
<tr>
<td>Date of birth</td>
<td>APRIL 7th 1995</td>
</tr>
<tr>
<td>Date of issue</td>
<td></td>
</tr>
<tr>
<td>Place of birth</td>
<td>MCKENZIE HOSPITAL, LINDEN</td>
</tr>
<tr>
<td>Document (Registration) No.</td>
<td></td>
</tr>
<tr>
<td>Document Type</td>
<td>PASSPORT</td>
</tr>
<tr>
<td>Was police notified</td>
<td></td>
</tr>
<tr>
<td>Date loss</td>
<td>SEPTEMBER 10th 2018</td>
</tr>
<tr>
<td>Date of recovery</td>
<td></td>
</tr>
<tr>
<td>Date of police notification</td>
<td></td>
</tr>
<tr>
<td>Police Report No.</td>
<td>SEE REPORT ATTACHED</td>
</tr>
<tr>
<td>Place of loss</td>
<td>BETWEEN GEORGIA AND NEW YORK</td>
</tr>
<tr>
<td>Place of issue</td>
<td>GEORGETOWN, GUYANA</td>
</tr>
<tr>
<td>Recovery measures</td>
<td>I MADE SEVERAL SEARCHES OF MY POCKET BOOK AND HOME</td>
</tr>
<tr>
<td>Remarks/Observations</td>
<td>SHOULD I FIND MY PASSPORT, I WILL SURRENDER</td>
</tr>
</tbody>
</table>

I hereby certify that the above particulars are correct and undertake that in the event of the passport coming again into my possession it will be handed over to the Passport Office or the nearest Police Station in Guyana or Guyana Consulate Overseas.

Signed: MARY J. JONES
Date: April 9th 2019

FOR OFFICIAL USE ONLY

DOCUMENTS PRODUCED TO BE NOTED HERE

<table>
<thead>
<tr>
<th>Applicant’s birth certificate</th>
<th>Marriage certificate</th>
<th>Other documents</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Passport fee: 
Receipt #: 
Received by: 
Checked by: 
Passport signed by: 
Signature: