

# Palau Passport Office

Ministry of State

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Web: www.palau.gov.org/passport-office | www.palauembassy.com

## 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.**

