



Visit by Officials of the Embassy of Guyana to Torrance, Los Angeles, CA

Date: April 20, 2013 - **Time:** 10:00 am -5:00 pm
April 21, 2013- **Time:** 12:00 pm -3:00 pm

Place: 20521 Catalina Street
Torrance, CA 90502

Purpose: To facilitate the following Consular Services:

- Applications for Machine -Readable Passports & Renewal of Passports
- Authentication of Documents
- Signing of Life Certificates/NIS Certificates
- Doing Business in Guyana, Remigration & Tourism

Contact: Embassy of Guyana Washington, DC

Phone: 202-265-6900, Email: guyanaembassydc@verizon.net

Mr. Joe D'Oliveira, Phone: [310-963-3370](tel:310-963-3370)/[310-768-0014](tel:310-768-0014)

Please Note: Incomplete Documents will not be accepted.

Check List:

- Application form for a New Passport & the Current Passport(forms can be Downloaded) from www.minfor.gov.gy and www.moha.gov.gy
- Two (2) Passport Size Photographs (Full face and no showing of teeth)
 - Copy of Birth Certificate & Photo I.D. (Driver License, etc.)
 - Money Order for US \$110.00 payable to the Embassy of Guyana which includes return postage.
 - **LOST PASSPORT** - Notarized affidavit or a Police Report
Money order for \$185.00 which includes return postage

***Please note the old Guyana Passport cannot not be used after September 2014.**

***New Machine readable CARICOM Passport have a 5 year lifespan and cannot be renewed.**

NB: This exercise will, in particular, facilitate the requirement of new passport applicants having to appear in person at the Embassy, Guyana Consulate or at any of our Honorary Consulates.

****Listed below are detailed instructions. Please review before submitting documents.**



**Embassy of the Republic of Guyana
Washington, DC**

DOCUMENTS REQUIRED FOR MACHINE READABLE PASSPORTS

www.minfor.gov.gy and www.moha.gov.gy

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- 1. Individuals applying for Machine Readable Passports are required to appear physically at the nearest Guyana Consular Office**
 2. The application form accurately completed in and signed where applicable. The applicant is also required to sign on page 2, 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. The recommender signing this section of the form must have a valid document for identification purposes – Passport or Driver’s license or any Government issued Identification Card, and could be a Mother, Father, Brother, Sister, Teacher, Attorney-at-Law or a professional person. The recommender must also sign the back of the photographs.
 3. The current passport and original birth certificate.
 4. Two (2) 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 32x.26 mm (1.26”x 1.02”).
PLEASE NOTE PHOTOGRAPHS MUST BE TAKEN IN BUSINESS ATTIRE (NO STRAPS, BARE SHOULDERS – NO TEETH MUST BE SHOWN).
 5. Applicants who have changed their names by Deed Poll must present the Registered Deed Poll along with a birth certificate.
 6. **Married women** must present the original marriage certificate and husband’s birth certificate. (An affidavit is also required if an applicant has been known by or has been using names other than those on his/her official documents).
 7. Women who have been divorced and use their former/maiden name must present the Decree Absolute Certificate.
 8. If the current **Passport is Lost or Stolen** the applicant must submit a sworn notarized affidavit to that effect or a Police Report.
 9. If the current **passport is damaged** the applicant must submit the damaged passport and a sworn notarized affidavit concerning the damaged passport.

10. An applicant who is **Guyanese by naturalization** must produce the Certificate(s) of Naturalization.
11. An applicant who is **Guyanese by Registration** must produce the Certificate of Registration.
12. An applicant who is an **adopted child** must produce the Certificate of Adoption and documents indicating any name change.

FEES: MONEY ORDER PAYABLE TO THE EMBASSY OF GUYANA

Machine Readable Passport	-	US\$100.00
Machine Readable damaged passport	-	175.00
Machine Readable Lost Passport	-	175.00
Return Postage of Passport	-	10.00
Change of Name	-	20.00

DOCUMENTS REQUIRED FOR RENEWAL OF PASSPORTS

Please note if your **passport is 15 years and older** the passport cannot be renewed. If the passport book **pages are filled** the passport cannot be renewed.

- (1) Renewal application form and the current passport.
- (2) Two passport size photographs which must not be larger than 45 x 35 mm (1.77"x1.38") nor smaller than 32 x 26 mm 32x.26 mm (1.26"x 1.02")
PLEASE NOTE PHOTOGRAPHS MUST BE TAKEN IN BUSINESS ATTIRE (NO STRAPS, BARE SHOULDERS)
- (3) Cost for the renewal is \$55.00 (price includes return postage).
- (4) **Married women** must present the original marriage certificate and husband's birth certificate. (An affidavit is also required if an applicant has been known by or has been using names other than those on his/her official documents).
- (5) Women who have been divorced and use their former/maiden name must present the Decree Absolute Certificate.

REVISED CONSULAR FEES EFFECTIVE JANUARY, 2010

ELECTRONIC PASSPORT (MACHINE READABLE)	US\$
New Passport “	100.00
Lost Passport “	175.00
Damaged Passport “	175.00
Renewed Passport	45.00
Return Postage of Passport	10.00
EMERGENCY CERTIFICATE (TRAVEL DOCUMENT)	
Emergency Certificate for Lost Passport	20.00
Emergency Certificate for Deportation	50.00
VISAS – REVISED JULY, 2011	
Tourist – For a period of one (1) month in the first instance and an additional US\$25.00 for each subsequent extension	25.00
Employment – For a period of three (3) years in the first instance and an additional US\$140.00 will be charged for each three (3) year renewal.	140.00
Business – For five (5) years in the first instance and an additional US\$140.00 will be charged for each five (5) year renewal	140.00
Students – For a period of three (3) years in the first instance and US\$140.00 for each three (3) year renewal.	140.00
CERTIFICATE FEES	
Birth Certificate	10.00
Marriage Certificate	10.00
Death Certificate	10.00
PENSION CERTIFICATES	
Life Certificates	Gratis
National Insurance Scheme (NIS)	Gratis
CLEARANCE FEES	
Police Clearance (International Money Order)	10.00
AUTHENTICATION FEES	
Documents for Guyanese National	10.00
Documents for Corporations/Business Entities, etc.	50.00

LIST OF GUYANA'S CONSULAR OFFICES

Individuals applying for Machine Readable Passports are required to appear physically at 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, D.C. 20008
Telephone: (202) 265-6900
Fax: (202) 232 1297

Consulate General of Guyana
370 7th Avenue, Room 402
New York, NY 10001
Telephone: (212) 947-5110
Passport Office: (212) 947-5112/ 5113
Fax: (212) 947-5163

Honorary Consulate of Guyana
795 NW 72nd Street
Miami, FL 33150
Telephone: (786) 235-0431
Fax: (305) 693-9313

Honorary Consulate of Guyana
1810 Woodland Park Drive
Houston, TX 77077
Telephone: (281) 497-4466
Fax: (281) 497-4476

Honorary Trade Representative of Guyana
5683 Redan Road
Stone Mountain, GA 30083
Telephone: (770) 465-2522
Fax: (707) 465-3159

Washington, D.C.