



EMBASSY OF THE REPUBLIC

A. NEW PASSPORTS

Requirements:

1. Completed Form 'A'
2. Completed Form 'B'/89. The Ambassador will sign for LCs
3. Completed Consular Registration Form
4. 4 passport size photographs – must be bright, show all facial features and both ears. The photographs should have a clean white background.
Fee: DKK 370 and the receipt of the bank transfer to be attached..
*** Processing time: Within two months.

B. RENEWAL OF PASSPORTS (If your passport has expired after 5 years)

Processing time: Within 1-2- months.

Forms:

C. PASSPORTS FOR CHILDREN

Requirements:

1. Completed For 'A'
2. Completed Form B/89
3. Completed Consular Registration Form
4. Four (4) recent passport photographs
5. Passport in which the applicant is endorsed (as applicable)
6. Original Birth Certificate, if child was born outside Uganda
7. Fee: DKK 370 and the receipt of the bank transfer to be attached.
8. *** Processing time: Within two months

D CHANGE OF HOLDER'S PARTICULARS ON PASSPORTS

Requirements:

1. Formal (written) request for changes to be made.
2. Completed Consular registration form
3. One Passport Size photograph

*** processing time: 7 working days.

Note: All requests for changes of holder's particulars must be accompanied by original supporting documents. Applications for change of name, as a result of marriage will be processed at the Mission on presentation of an original Marriage Certificate. Changes of names as a result of other circumstances will have to be gazetted in the Uganda Gazette. The Deed Poll should be published in at least one of the Ugandan newspapers. Original copies of the Deed Poll, the Gazette and the newspaper containing the change of name must be submitted to the Mission and will be retained for the record.

E. TRAVEL DOCUMENT (Emergency:

Requirements

1. Completed Form 'A'
2. Completed Consular Registration Form
3. Three (3) passport size photographs
4. Fee: DKK 150/ and the receipt of the bank transfer to be attached.
5. Applicants may be requested to provide additional supporting documentation in addition to the above.

Note:

- i) An Emergency Travel Document is a one-way travel document to Uganda and it can only be issued after exhaustive inquiries have been made. Passport reported lost will be declared null and void.
- ii) Application for an Emergency Travel Document for Minors (under 16) must be accompanied by:
 - a) Written consent from parents
 - b) Passports of the parents
 - c) Original Birth Certificate
 - d) One passport photograph of each parent.

F. REPLACEMENT OF LOST PASSPORTS

Requirements:

1. Requirements 1, 2, and 4 as in E above.
2. Fee: DKK 1,008 – Include a fee of DKK 40.00, applicable to applicants not resident in Denmark.. and the receipt of the bank transfer to be attached.
3. Four (4) passport size photographs.
4. Police Report:
5. Sworn Affidavit/Statutory Declaration pertaining to citizenship and the facts surrounding loss of passport
6. Form 'D'

Note: Passports reported lost will be declared null and void. Relevant authorities in Uganda and all countries abroad including the United Kingdom will be informed accordingly.

IMPORTANT NOTES:

1. Applicants for Passports/Travel Documents must be citizens of Uganda. All application forms must be completed. Uncompleted application forms will not be processed.
2. Applicants are advised to verify and ensure that all requirements have been fulfilled. This will facilitate the expeditious processing of applications.
3. Applicants are requested to deposit the exact money for all fees paid.
4. Applicants may be requested for additional supporting documentation, in addition to the above.
5. Payments must be made in Danish Kroner into our Bank account below.

NO CASH SHALL BE RECEIVED AT THE EMBASSY. ALL PAYMENTS SHOULD BE MADE AT THE TIME OF APPLICATION. THE FEE, ONCE PAID AND RECEIPTED IS NOT REFUNDABLE.

Danske Bank,
Holmens Kanal Branch
Private Banking International
2, Holmens Kanal
DK-1090 Copenhagen K.

SWIFT: DABADKKK
Reg. No. 4001
Account no: 4001 4001072765

IBAN NO: DK 113000 4001 072 765

For Applicants within Denmark: DKK 25.00

For Applicants outside Denmark: Please include a fee for the bank charge, DKK 40.00, for each bank transfer.

7. Photographs: Four copies of photographs (in case of new passport) preferably with a white background should be provided. Avoid stapling the photographs as this affects the quality of the final product.

8. Specimen Signature: Applicants are advised to put their specimen signature in the centre of the box. Use of a black pen enhances the clarity of the specimen signature. Children do not have to sign the form

9. Endorsement: Every applicant including children will have to apply separately for a new passport. In other words there will be no more endorsements of children on passports.

10. Return of Passports to Applicants:

ALL APPLICANTS WHO CANNOT COLLECT THEIR PASSPORTS PERSONALLY FROM THE EMBASSY MUST ARRANGE IN ADVANCE FOR COURIER SERVICES TO HAVE THEIR PASSPORTS PICKED FROM THE EMBASSY AND DELIVERED TO THEM.

THE EMBASSY SHALL NO LONGER TAKE THE RESPONSIBILITY TO POST OR SEND PASSPORTS BY REGISTERED POST OR COURIER TO INDIVIDUAL APPLICANTS.

Note:

Applicants are advised to confirm with the Embassy whether their passports are ready for pick-up, before sending /notifying the relevant courier to collect them.

THE ABOVE TAKES EFFECT FROM 21 JULY 2006.

TELEPHONE: 39 62 09 66 FAX: 39 61 01 48 E-MAIL: info@ugandaembassy.dk
www.ugandaembassy.dk

Consular Section, - UPDATED: 08 SEPTEMBER 2011