IDENTITY MALTA

UFFIĊĊJU TAL-PASSAPORTI
PASSPORT OFFICE

FORMOLA A
FORM A

APPLIKAZZJONI GĦALL-PASSAPORT MALTI
APPLICATION FOR A MALTA PASSPORT

Id-Direttorat tar-Reġistrazzjoni Ċivili jiġbor l-informazzjoni sabiex ikun jista' jagħti s-servizzi mitluba skont l-Ordinanza dwar il-Passaporti, Kapitolu 61. Kull *data* miġbura u pproċessata hija konformi mal-Att tal-2001 dwar il-Protezzjoni tad-*Data* u l-imsemmija Ordinanza u leġiżlazzjoni sussidjarja oħra.
The Civil Registration Directorate carries out its functions under the Passports Ordinance, Chapter 61. All data is collected and processed in accordance with the Data Protection Act 2001, the said Ordinance, other subsidiary legislation and the Privacy Policy of the Directorate.

Jekk jogħġbok, aqra sewwa n-noti li fiha l-formola qabel ma timlieha.
Please refer to the attached notes before completing this form.

1. DETTALJI TAL-APPLIKANT
APPLICANT'S DETAILS

Din it-taqsima trid timtela mill-applikanti **kollha**. Immarka b'salib il-kaxxa fejn indikat b'asterisk*.
*This section has to be filled in by **all** applicants. Insert an **x** in boxes marked with an asterisk*.*

Kunjom
Surname

Isem
Name

Ġeneru* / *Gender**: Raġel / *Male* ☐ Mara / *Female* ☐ Ġeneru ieħor / *Other gender* ☐

Data tat-twelid / *Date of birth*

Numru tal-Karta tal-Identità / *Identity Card number*

Post tat-twelid / *Place of birth*

Pajjiż tat-twelid / *Country of birth*

Stat*: / *Status*:*
Ġuvni/Xebba / *Single* ☐
Miżżewweġ/Miżżewġa / *Married* ☐
Separat/a*Single* / *Separated* ☐
Armel/armla / *Widowed* ☐
Divorzjat/a / *Divorced* ☐
F'Unjoni Ċivili / *Civil Union* ☐
F'Koabitazzjoni Legali / *Legal coabitation* ☐

Indirizz
Address

Kodiċi postali
Postcode

email tiegħek
your emial

Telefon / *Telephone*

Telefon ċellulari / *Mobile phone*

2. DETTALJI TAL- ĠENITURI
DETAILS OF PARENTS

Din it-taqsima trid timtela mill-applikanti kollha.
This section has to be filled in by all applicants.

Isem u kunjom l-ewwel ġenitur / *First parent's name & surname*

Numru tal-*ID* / *ID Card no.*

Pajjiż fejn twieled/twieldet / *Country of birth*

Data tat-twelid / *Date of birth*

Isem u kunjom it-tieni ġenitur / *Second parent's name & surname*

Numru tal-*ID* / *ID Card no.*

Pajjiż fejn twieled/twieldet / *Country of birth*

Data tat-twelid / *Date of birth*

Isem u kunjom in-nannu / *Grandfather's name and surname*

Pajjiż tat-twelid / *Country of birth*

3. DETTALJI TAL-PARTI L-OĦRA FI ŻWIEĠ/UNJONI ĊIVILI/KOABITAZZJONI LEGALI
DETAILS OF SPOUSE/PARTNER IN MARRIAGE/CIVIL UNION OR LEGAL COABITATION

Din il-parti trid timtela biss minn dawk kollha li huma miżżewġin, f'unjoni ċivili, f'koabitazzjoni legali, romol jew separati u li qed japplikaw **għall-ewwel darba**, kif ukoll minn dawk li biddlu isimhom/kunjomhom mill-aħħar passaport li kellhom sal-lum. Madanakollu, jekk il-passaport tiegħek ħareġ wara l-**01.01.1998** u d-dettalji tiegħek ma tbiddlux, din it-taqsima timlihiex u mur fuq **Taqsima 5.**
*To be completed only by married applicants, civil partners, couples in legal coabitation, widows, widowers and separated couples who are applying for the **first time** or who changed their name/surname since the issue of the last passport held. If you already had a passport issued after **01.01.1998** and your personal details remained unchanged, go to **Section 5.***

Isem u kunjom żewġek/martek/il-parti l-oħra fi żwieġ, unjoni ċivili jew f'koabitazzjoni legali
Name & surname of spouse/partner in marriage, civil union or legal coabitation

Data taż-żwieġ jew unjoni ċivili
Date of marriage or civil union

Belt/raħal u pajjiż tat-twelid ta' żewġek/martek/il-parti l-oħra fi żwieġ, unjoni ċivili jew f''koabitazzjoni legali
Town/village and country of birth of spouse/partner in marriage, civil union or legal coabitation

Data tat-twelid
Date of birth

Numru tal-passaport
Passport number

Numru tal-*ID*
ID number

3A. DETTALJI TAL- ĠENITURI TAL-PARTI L-OĦRA FI ŻWIEĠ/UNJONI ĊIVILI/KOABITAZZJONI LEGALI
DETAILS OF PARENTS OF SPOUSE/PARTNER IN MARRIAGE/CIVIL UNION OR LEGAL COABITATION

Isem u kunjom l-ewwel ġenitur
First parent's name & surname

Data tat-twelid
Date of birth

Belt/raħal u pajjiż tat-twelid
Town/village and country of birth

Numru tal-*ID*
ID number

Isem u kunjom it-tieni ġenitur
Second parent's name & surname

Numru tal-*ID*
ID number

Isem u kunjom in-nannu
Grandfather's name and surname surname

Pajjiż tat-twelid
Country of birth

4. DETTALJI DWAR IĊ-ĊITTADINANZA
DETAILS OF CITIZENSHIP

Timtela **biss** jekk inti sirt Malti/ja b'Reġistrazzjoni, Naturalizzazzjoni, b'Ċittadinanza Doppja, bi żwieġ jew b'unjoni ċivili lil ċittadin/a Malti/ja. Jekk jogħġbok ġib miegħek l-oriġinali taċ-ċertifikat taċ-Ċittadinanza ma' din l-applikazzjoni.
*To be completed **only** if you became a Maltese citizen through Registration, Naturalisation, Dual Nationality, upon marriage or civil union to a citizen of Malta. Kindly submit the original citizen certificate with this application.*

Numru taċ-Ċertifikat ta' Reġistrazzjoni/Naturalizzazzjoni
Registration/Naturalisation Certificate number

Datat
Dated

Jiena m'iniex ċittadin/a tal-ebda pajjiż ieħor
I am not a citizen of any other country

Jiena ċittadin/a wkoll ta' (isem il-pajjiż)
I am also a citizen of (state country)

5. DIKJARAZZJONI TAL-APPLIKANT/A
DECLARATION BY APPLICANT

Jiena, (niżżel ismek u kunjomok sħiħ)
niddikjara solennement illi, sa fejn naf jien:
I, (insert your full name and surname) solemnly declare that, to the best of my knowledge and belief:

(a) l-informazzjoni kollha li niżżilt fuq din il-formola hija eżatta
(a) the information in this application is correct
(b) Ilni naf lir-rakkomandant tiegħi għal mill-anqas sentejn (fejn japplika)
(b) *I have known my recommender for at least 2 years (were applicable)*
(ċ) jiena Ċittadin/a ta' Malta
(c) *I am a Citizen of Malta*

Firma/Signature *____

Data/*Date*

*Applikanti taħt it-18-il sena jistgħu ma jiffirmawx din id-dikjarazzjon. **Applicants under 18 years of age need not sign this declaration.*

6. PASSAPORT TA' QABEL
PREVIOUS PASSPORT

Jekk diġà għandek passaport, **ġib il-passaport kurrenti** miegħek meta tapplika għall-passaport il-ġdid. Jekk jogħġbok, niżżel ukoll in-numru, data u pajjiż minn fejn inħariġlek il-passaport.
*If you hold a passport, please **submit** your current passport with this application and write the passport number, date and country of issue.*

Numru tal-Passaport
Passport number

Data u pajjiż tal-ħruġ
Date and country of issue

7. KUNSENS TAL-ĠENITUR/I JEW TAT-TUTUR/I
PARENT'S/TUTOR'S CONSENT

Din it-taqsima trid timtela **biss** kemm-il darba l-applikant għadu taħt it-18-il sena. F'dan il-każ, **iż-żewġ ġenituri/tuturi jridu jiffirmaw din it-Taqsima.** Il-firma tal-ġenituri/tuturi trid issir fil-**preżenza** tar-rakkomandant li, min-naħa tiegħu, għandu jiffirma din it-taqsima **biss** wara li jaċċerta ruħu mill-identità taż-żewġ ġenituri**.** Importanti ħafna li Taqsima 7 kif ukoll Taqsima 8, flimkien ma' wieħed mir-ritratti jiġu ffirmati mill-**istess rakkomandant** (irreferi għan-Nota 6)**.**
*You should fill the consent in this section **only** if applicant is under 18 years of age. In such a case, **both parents/tutors must sign this Section**. The parents'/tutors' signatures **must be witnessed** by the same recommender who must also verify the true identity of the parents'**.** The **same recommender must** also sign Section 7 and Section 8 and one of the photographs (refer to Note 6).*

Jiena/aħna, il-ġenitur/i **/**tutur/i tal-minuri nagħti/u l-kunsens tiegħi/tagħna sabiex (niżżel isem il-minuri) *(insert the minor's name)*
l-istess minuri jinħariġlu/jinħarġilha passaport fuq ismu/isimha u li meta jkun lest jinġabar minn wieħed minna.
I/We, the parent/s /tutor/s of the minor, hereby give my/our consent for him/her to hold a passport which may be collected by either one of us.

Firma tal-ewwel ġenitur/missier/tutur. ____
First parent's/father's/tutor's signature

Numru tal-ID/*Identity Card no.*

Firma tat-tieni ġenitur/ l-omm/tutriċi ____
Second parent's/mother's /tutor's signature

Numru tal-ID/*Identity Card no.*

Firma tar-rakkomandant ____
Recommender's counter signature

Numru tal-ID/*Identity Card no.*

JIENA, IR-RAKKOMANDANT, QIEGĦED HAWN NIDDIKJARA LI Ż-ŻEWĠ FIREM TAL-ĠENITURI SARU QUDDIEMI
I, THE RECOMMENDER HEREBY DECLARE THAT BOTH PARENTS' SIGNATURES WERE MADE IN MY PRESENCE

8. DIKJARAZZJONI TAR-RAKKOMANDANT
DECLARATION OF RECOMMENDER

Jiena, ir-rakkomandant, (niżżel ismek u kunjomok) niċċertifika illi, sa fejn naf jiena, l-istqarrijiet kollha li hawn f'din il-formola huma korretti u li jiena, ilni naf lill-applikant għal dawn l-aħħar sentejn.
I, the recommender (insert your full name and surname) certify that to my best knowledge and belief, the statements made in this application are true and that I have known the applicant for at least 2 years.
Ir-rakkomandant irid ikun domiċiljat fil-pajjiż fejn issir l-applikazzjoni.
The Recommender has to be domiciled in the country where the application is being submitted.

Firma tar-rakkomandant ____
Recommender's signature

Numru tal-ID/*Identity Card no.*

Professjoni
Occupation

Data
Date

Indirizz tar-rakkomandant
Recommender's address

Kodiċi postali
Postcode

Telefon
Telephone

Timbru tar-Rakkomandant

Recommender's rubber stamp

Għall-użu uffiċjali. ***For official use only***

RIĊEVUTA NHAR *RECEIVED ON*		PREŻENTATA MINN *PRESENTED BY*	
BIOMETRIC CAPTURE WORKSTATION		NRU. TAL-IRĊEVUTA *RECEIPT NO.*	
		URĠENZA *URGENCY*	
FRONT OFFICE REGISTRATION		*BACK OFFICE REGISTRATION*	
VALIDATION		*Q.A./AUTHORITY*	
NOTI ADDIZZJONALI *ADDITIONAL NOTES*			

Il-Formola A tal-passaport tista' tinkiseb mill-**Uffiċċju tal-Passaporti,** mill-**Għases tal-Pulizija,** mill-**Kunsilli Lokali**, mill-**Aġenziji Ewlenin tal-Ivvjaġġar** u minn fuq il-**websajt tagħna** https://identitymalta.com/passport-office

Aktar informazzjoni tinkiseb minn fuq il-websajt tagħna https://identitymalta.com/passport-office , mill-websajt tal-Uffiċċju f'Għawdex https://mgoz.gov.mt/en/Pages/Departments/DG%20Operations/Customer%20Services/Passport-Office.aspx jew billi tagħmel kuntatt magħna kif jidher hawn taħt:

Uffiċċju tal-Passaporti MALTA **Binja Evans** **Triq il-Merkanti** **Valletta VLT 2000**	**Telefon** **Freephone** **imejl**	**2590 4100** **8007 2386** civil.registration@gov.mt	
Uffiċċju tal-Passaporti GĦAWDEX **Ċentru Amministrattiv** **Pjazza San Franġisk** **Victoria VCT**	**Telefon**	**2215 6247**	**2215 6270**

The passport application Form A is available from the ***Passport Office, Police Stations, Local Councils,*** *major* ***Travel Agencies*** *and from our website: https://identitymalta.com/passport-office*

Further information is available from our website https://identitymalta.com/passport-office , the Gozo Office's website https://mgoz.gov.mt/en/Pages/Departments/DG%20Operations/Customer%20Services/Passport-Office.aspx or by getting in contact with us as follows:

Passport Office MALTA ***Evans Building*** ***Merchants Street*** ***Valletta VLT 2000***	***Telephone*** ***Freephone*** ***email***	***2590 4100*** ***8007 2386*** *civil.registration@gov.mt*	
Passport Office GOZO ***Administrative Centre*** ***St.Francis Square*** ***Victoria VCT 1335***	***Telephone***	***2215 6247***	***2215 6270***

Il-ħinijiet tal-ftuħ tal-Uffiċċju tal-Passaporti huma dawn:

MALTA		GĦAWDEX	
XITWA (1 ta' Sett - 31 ta' Mej)	**SAJF (1 ta' Ġun – 31 ta' Aww)**	**XITWA (1 ta' Ott – 15 ta' Ġun)**	**SAJF (16 ta' Ġun – 30 ta' Sett)**
Mit-Tnejn sal-Ġimgħa 7.30am - 2.00pm	It-Tnejn, it-Tlieta u l-Ħamis 7.30am - 2.00pm	Tnejn sal-Ġimgħa 7.30am - 1.30pm	Tnejn sal-Ġimgħa 7.30am - 12.00pm
L-Erbgħa 7.30am – 2.00pm 3.00pm – 6.00pm	L-Erbgħa u l-Ġimgħa 7.30am – 2.00pm 3.00pm – 6.00pm	Is-Sibt 7.30am - 11.00am	Is-Sibt 7.30am - 11.00am
Is-Sibt 7.30am – 11.00am	Is-Sibt 7.30am – 11.00am		

The opening hours of the Passport Offices in Malta and Gozo are:

MALTA		*GOZO*	
WINTER (1st Sept – 31st May)	***SUMMER (1st Jun– 31st Aug)***	***WINTER (1st Oct – 15th Jun)***	***SUMMER (16th Jun – 30th Sept)***
Monday to Friday 7.30am – 2.00pm	*Mon, Tue and Thurs. 7.30am – 2.00pm*	*Monday to Friday 7.30am – 1.30pm*	*Monday to Friday 7.30am – 12.00pm*
Wednesday 7.30am – 2.00pm 3.00pm – 6.00pm	*Wed and Fri 7.30am – 2.00pm 3.00pm – 6.00pm*	*Saturday 7.30am – 11.00am*	*Saturday 7.30 – 11.00am*
Saturday 7.30am – 11.00am	*Saturday 7.30am – 11.00am*		

ĠRANET TAL-ĠBIR

Sakemm ma tiġix avżat mod ieħor mill-Uffiċċju tal-Passaporti, il-passaport normalment ikun lesti biex jinġabar wara erbat' ijiem ta' xogħol **jekk tapplika f'Malta jew Għawdex**. F'każ li jinzerta jkun hemm xi Festa Pubblika jew l-Uffiċċju tal-Passaporti jkun magħluq, il-passaport jieħu aktar żmien biex jitlesta. Taħt ċirkostanzi normali, il-passaport tkun tista' tiġbru kif ġej:

ĠURNATA TAL-APPLIKAZZJONION	**ĠURNATA TAL- ĠBIR**
It-Tnejn	Il-Ġimgħa
It-Tlieta	Is-Sibt
L-Erbgħa	It-Tnejn
Il-Ħamis	It-Tlieta
Il-Ġimgħa	L-Erbgħa
Is-Sibt	Il-Ħamis

COLLECTION DAYS

*Unless otherwise advised by the Passport Officer, passports are normally ready for collection after 4 working days from date of application **if you apply in Malta or Gozo**. You will be notified if there are any Public Holidays or other days during which the Passport Office may be closed. In such instances, your passport takes longer to be ready. **Under normal circumstances,** you can collect your passport as shown here:*

DAY OF APPLICATION	***DAY OF COLLECTION***
Monday	*Friday*
Tuesday	*Saturday*
Wednesday	*Monday*
Thursday	*Tuesday*
Friday	*Wednesday*
Saturday	*Thursday*

NOTI GĦALL-FORMOLA A

Jekk jogħġbok aqra sewwa dawn in-noti qabel ma tibda timla 'l-formola. Barra minn hekk, din il-formola m'għandhiex tiġi ffirmata mir-rakkomandant qabel ma tkun mimlija kollha, iffirmata u datata mill-istess applikant. Applikanti 'l fuq minn 14-il sena jridu jġibu **DEJJEM** magħhom il-Karta tal-Identità meta jissottomettu din l-applikazzjoni. L-applikanti kollha minn 6 snin il fuq jridu jiġu personalment fl-Uffiċċju tal-Passaporti biex jitteħdulhom il-fatturi biometriċi. F'każ li applikant ma jkunx jista jattendi personalment, ikun hemm bżonn li jiġi preżentat ċertifikat mediku kif spjegat f' Nota 7. **Applikazzjonijiet mibgħuta bil-posta ma jiġux aċċettati.**

Jekk inti ċittadin/a Malti/ja, inti tista' tapplika għall-passaport Malti. Għandek timla din il-**Formola A** sabiex tkun tista' tapplika. Din l-applikazzjoni tista' tintuża minn min se japplika l-**ewwel darba,** għal min se j**ġedded il-passaport,** għal **applikazzjoni urġenti** jew għal min **intiliflu, insteraqlu jew iddistruġġa l-passaport.**

Il-**Formola A** tista' tintuża wkoll minn persuni li jħaddnu Status ta' Refuġjat meta japplikaw għal **Dokument tal-Ivvjaġġar (skont il-Konvenzjoni tat-28 ta' Lulju, 1951),** minn persuni barranin gejjin minn pajjiż membru tal-Unjoni Ewropea meta japplikaw għal **Dokument ta' Emerġenza,** jew minn persuni barranin li gejjin minn pajjiżi oħra meta japplikaw għal **Dokument ta' Identità.** Aktar informazzjoni rigward dawn id-dokumenti tal-ivvjaġġar tista tinkiseb mill-Uffiċċju tal-Konsumatur tagħna.

Bħala Stat Membru tal-UE, Malta għandha tieħu identifikaturi bijometriċi mill-applikant b'konformità mar-Regolament (KE) Nru 444/2009 tal-Parlament Ewropew u tal-Kunsill tat-28 ta' Mejju 2009 li amenda r-Regolamenti tal-Kunsill (KE) Nru 2252/2004 dwar l-istandards għall-karatteristiċi ta' sigurtà u l-bijometrika f'passaporti u dokumenti tal-ivvjaġġar maħruġa mill-Istati Membri.

1. TIBDIL FL-ISEM, FIL-KUNJOM JEW FIL-ĠENERU

Jekk isir xi tibdil fl-isem, fil-kunjom jew fil-ġeneru (sew bi żwieġ/unjoni ċivili/separazzjoni/divorzju), ikun irid isir passaport ġdid. Kull tibdil fl-isem u/jew fil-kunjom irid ikun reġistrat fir-Reġistru Pubbliku. Il-passaport Malti jinħareġ biss skont kif ikun reġistrat l-isem oriġinarjament fir-Reġistru Pubbliku. F'kull każ, ikun irid isir il-ħlas dovut kull darba li jsir passaport ieħor. Kull tibdil li jsir fl-isem jew fil-kunjom, barra fil-każ taż-żwieġ jew ta' adozzjoni, irid jiġi ppruvat b'dokumenti li juru li dan it-tibdil ikun sar f'Malta jew f'Għawdex *in bona fede.* Tibdil f'isem aċċettat f'pajjiż barrani permezz ta' *Deed Poll*, **ma jiġix rikonoxxut f'Malta** sakemm dan it-tibdil ma jiġix insinwat fir-Reġistru Pubbliku. **Jekk persuna mwielda barra minn Malta ma tkunx irreġistrat it-twelid tiegħha fir-Reġistru Pubbliku, allura dan it-twelid u/jew żwieġ u/jew divorzju, ikun irid jiġi reġistrat fir-Reġistru Pubbliku qabel ma wieħed jissottometti l-applikazzjoni għall-passaport Malti.**

2. ĊITTADINANZA DOPPJA

Passaporti Maltin jinħarġu lil ċittadini Maltin u lil persuni li jkunu saru ċittadini Maltin permezz ta' reġistrazzjoni, naturalizzazzjoni jew ċittadinanza doppja. Jekk inti diġà għandek ċittadinanza ta' xi pajjiż ieħor, inti tista' **titlef** iċ-ċittadinanza tal-pajjiż l-ieħor kif tapplika għall-passaport Malti. Jekk jogħġbok, iċċekkja mal-awtoritajiet kompetenti tal-pajjiż l-ieħor qabel ma timla din il-formola. L-Uffiċju tal-Passaporti jżomm id-dritt li jitlob dawk id-dokumenti u/jew ċertifikati kollha meħtieġa sabiex jiġi aċċertat bla ebda dubju li inti tassew eliġibbli għaċ-Ċittadinanza Maltija.

3. MINURI TAĦT IT-18-IL SENA

It-tfal m'għadhomx jitniżżlu fuq il-passaport tal-ġenituri u għaldaqstant għandu jkollhom passaport maħruġ separatament fuq isimhom. L-applikazzjoni ta' minuri taħt it-18-il sena trid tiġi ppreżentata **personalment** minn xi ħadd miż-żewġ ġenituri/tuturi. Trid tiġi ppreżentata **DEJJEM** il-**Karta tal-Identità oriġinali taż-żewġ ġenituri/tuturi.** Il-passaporti ta' minuri taħt it-18-il sena jinġabru biss u strettament minn xi wieħed miż-żewġ ġenituri/tuturi u **tkun trid tiġi preżentata dejjem il-Karta tal-Identità**. Applikazzjonijiet mibgħuta bil-posta ma jiġux aċċettati.

Il-kunsens tal-ġenituri/tuturi f'**Taqsima 7** jrid jimtela' dejjem meta ssir applikazzjoni għall-passaport ta' persuni taħt it-18-il sena. Ir-rakkomandant irid jara li l-firem f'Taqsima 7 taż-żewġ ġenituri/tuturi **jsiru quddiemu**. L-istess rakkomandant irid jimla wkoll **Taqsima 8.**

Jekk iż-żewġ ġenituri huma mejtin, it-tutur/i jrid/u jiffirma/w il-kunsens f'**Taqsima 7**. Persuna jew persuni li għandhom it-tutela tal-minuri waqt li l-ġenituri tat-tfal għadhom ħajjin, iridu jipproduċu kopja tas-sentenza tal-Qorti li turi li t-tfal huma taħt il-kustodja tagħhom. **Il-Karta tal-Identità** taż-żewġ tuturi trid tiġi murija dejjem meta wieħed japplika għall-passaport tat-tfal. Il-passaport irid jinġabar ukoll mit-tutur/i u tkun trid tiġi dejjem ippreżentata l-Karta tal-Identità. F'kull każ, ir-rakkomandant irid jiffirma wkoll **Taqsima 8** tal-applikazzjoni, wara li jkun aċċerta ruħu mill-identità taż-żewġ tuturi.

Jekk il-minuri diġà għandu passaport, jekk jogħġbok ġibu miegħek meta tiġi biex tapplika għall-passaport il-ġdid. Il-passaport il-qadim jingħatalek lura kkanċellat meta tiġi biex tiġbor il-ġdid (dejjem jekk m'hemmx xi restrizzjonijiet). Il-passaporti ta' dawk taħt it-18-il sena jingħabru biss u strettament minn xi wieħed miż-żewġ ġenituri, li jrid/trid juri/turi l-Karta tal-Identità tiegħu/tagħha. F'kull każ, **Prokura mhix aċċettabbli**, u l-Karta tal-Identità flimkien mal-irċevuta trid turihom dejjem meta tiġi biex tiġbor il-passaport**.**

a) Fil-każ ta' minuri **mit-twelid sa 5 snin**, iridu jiġu ffirmati Taqsima 7 u Taqsima 8 tal-formola u r-rakkomandant **irid jara li l-firem taż-żewġ ġenituri/tuturi jkunu saru quddiemu**. Hemm bżonn ukoll ta' **żewġ** ritratti tal-passaport tat-tfal u wieħed minnhom irid ikun iffirmat mingħand l-istess rakommandant li jkun iffirma Taqsima 7 u Taqsima 8. Il-minuri **m'għandux** għalfejn jattendi fl- Uffiċju tal-Passaporti.

b) Fil-każ ta' minuri bejn **is-6 u 13-il sena**, iridu jiġu ffirmati Taqsima 7 u Taqsima 8 tal-formola u r-rakkomandant **irid jara li l-firem taż-żewġ ġenituri/tuturi jkunu saru quddiemu**. Hemm bżonn ukoll ta' ritratt **wieħed** tat-tfal iffirmat mingħand l-istess rakommandant li jkun iffirma Taqsima 7 u Taqsima 8. Il-minuri jkollu bżonn ikun preżenti xorta waħda fl-uffiċċju tagħna sabiex jerġu jittieħdu ritratt biometriċi. Minuri minn 12-il sena 'fuq jitteħdulhom ukoll il-marki tas-swaba.

c) F'każ ta' żagħżagħ bejn **l-14 u 15-il sena**, iridu jiġu ffirmati Taqsima 7 u Taqsima 8 tal-formola u r-rakkomandant **irid jara li l-firem taż-żewġ ġenituri/tuturi jkunu saru quddiemu.** M'hemmx bżonn ta' ritratti **pero'** trid tiġi preżentata l-Karta tal-Identità **14+** tal-minuri. Il-minuri jkollu bżonn jiġu personalment fl-uffiċċju tagħna sabiex jittieħdu ritratt biometriċi, il-marki tas-swaba u l-firma.

d) F'każ ta' żagħżagħ bejn **is-16 u 17-il sena**, iridu jiġu ffirmati Taqsima 7 u Taqsima 8 tal-formola u r-rakkomandant **irid jara li l-firem taż-żewġ ġenituri/tuturi jkunu saru quddiemu.** M'hemmx bżonn ta' ritratti **pero'** trid tiġi preżentata l-Karta tal-Identità **16+** tal-minuri. Il-minuri jkollu bżonn jiġu personalment fl-uffiċċju tagħna sabiex jittieħdu ritratt biometriċi, il-marki tas-swaba u l-firma.

4. ADULTI MINN 18-IL SENA 'L FUQ LI SE JAPPLIKAW GĦALL-EWWEL DARBA

Jekk inti persuna 'l fuq minn 18-il sena u qed tapplika għall-ewwel darba, imla d-dettalji kollha mitluba, jiġifieri Taqsima 1, Taqsima 2, Taqsima 3 (skont liema applikabbli għalik), Taqsima 4 (jekk applikabbli), Taqsima 5 u Taqsima 8. Taqsima 8 jrid jimlihielek u jiffirmahielek rakkomandant li jrid ikun ilu jafek għal mill-anqas **sentejn.** Dan ir-rakkomandant jista' jkun uffiċjal pubbliku mhux inqas minn grad ta' prinċipal jew grad ekwivalenti, persuna ta' professjoni, saċerdot jew kwalunkwe persuna oħra tal-istess statura. Ġib miegħek ukoll il-Karta tal-Identita oriġinali. L-applikazzjonijiet għall-persuni adulti jridu jinġiebu personalment mill-applikant u, meta jkunu lesti l-passaporti, dawn ikun jistgħu jiġbru **biss** mill-istess applikant.

5. ADULTI MINN 18-IL SENA 'L FUQ LI DIĠA' KELLHOM PASSAPORT QABEL

Jekk diġà għandek passaport Malti, jekk jogħġbok ġibu miegħek meta tiġi biex tapplika għall-passaport il-ġdid. Il-passaport il-qadim jingħatalek lura kkanċellat mill-Uffiċju tal-Passaporti meta tiġi biex tiġbor il-ġdid (dejjem jekk m'hemmx xi restrizzjonijiet). Trid timla' Taqsima 1, Taqsima 2, Taqsima 3 (jekk applikabbli), Taqsima 4 (jekk applikabbli), Taqsima 5 u Taqsima 6. Taqsima 8 m'hemmx bżonn li timtela' kemm il-darba ġġib miegħek il-passaport li skada/ser jiskada. Madankollu, jekk il-passaport tiegħek tliftu, serquhulek, qattajtu jew iddistruġġejtu, Taqsima 8 trid timtela' kif spjegat fuq **Nota 6**. Ġib miegħek ukoll il-Karta tal-Identita oriġinali. L-applikazzjonijiet għall-persuni adulti jridu jinġiebu personalment mill-applikant u, meta jkunu lesti l-passaporti, dawn ikun jistgħu jiġbru **biss** mill-istess applikant.

6. JEKK IL-PASSAPORT ĠIE MITLUF, MISRUQ, JEW DISTRUTT

Jekk il-passaport tliftu, serquhulek, qattajtu jew iddistruġġejtu, trid tagħmel rapport fl-eqreb Għassa tal-Pulizija qabel ma tapplika għall-passaport ieħor ġdid. **L-applikazzjoni tal-passaport il-ġdid ma tiġix pproċessata qabel ma ġġib ir-rapport mill-Għassa tal-Pulizija**. Barra minn hekk, trid tieħu ġurament jew tagħmel dikjarazzjoni solenni fl-Uffiċċju tal-Passaporti fejn trid tagħti d-dettalji kollha u r-raġunijiet għala l-passaport ma tistax tirritornah lura. Passaport ġdid minflok il-passaport mitluf, misruq, imqatta' jew distrutt jista' jinħareġ biss wara li jkunu saru l-investigazzjonijiet kollha u għaldaqstant, **ma nkunux nistgħu noħorġulek passaport urġenti** minflok wieħed li jkun ġie dikjarata mitluf, misruq, imqatta jew distrutt. F'ċerti każi, il-passaport il-ġdid minflok dak mitluf jinħareġ biss restritt għal żmien limitat.

Jekk inti persuna 'l fuq minn 18-il sena u qiegħed terġa tapplika għall-passport ġdid minflok dak mitluf, misruq, imqatta' jew distrutt, imla d-dettalji kollha mitluba f'Taqsima 1, Taqsima 2, Taqsima 3 (jekk applikabbli), Taqsima 4 (jekk applikabbli), Taqsima 5, Taqsima 6 u Taqsima 8. Taqsima 8 jrid jimlihielek u jiffirmahielek rakkomandant li jrid ikun ilu jafek għal mill-anqas **sentejn.** Dan ir-rakkomandant jista' jkun uffiċjal pubbliku mhux inqas minn grad ta' prinċipal jew grad ekwivalenti, persuna ta' professjoni, saċerdot jew kwalunkwe persuna oħra tal-istess statura. Ġib miegħek ukoll il-Karta tal-Identita oriġinali meta tapplika.

Jekk inti ġenitur/tutur u qiegħed tapplika għall-passport ġdid minflok dak mitluf, misruq, imqatta' jew distrutt ta' minuri, trid tagħmel rapport fl-eqreb Għassa tal-Pulizija f'isem il-minuri, qabel ma tapplika għall-passaport ieħor ġdid. Barra minn hekk, trid tieħu ġurament jew tagħmel dikjarazzjoni solenni fl-Uffiċċju tal-Passaporti f'isem il-minuri fejn trid tagħti d-dettalji kollha u r-raġunijiet għala l-passaport ma tistax tirritornah lura. Taqsima 7 u Taqsima 8 jridu jimtlew u jiġu ffirmati dejjem meta ssir applikazzjoni għall-passaport ta' persuni taħt it-18-il sena u r-rakkomandant irid jara li l-firem taż-żewġ ġenituri/tuturi **jkunu saru quddiemu**. L-applikazzjoni tal-minuri trid timtela' kif spjegat fuq **Nota 3**.

7. META L-APPLIKANT MA JISTAX JIĠI PERSONALMENT MINĦABBA KAŻ TA' SAĦĦA

Jekk applikant minn 12-il sena 'l fuq **ma jkunx jista' jiġi personalment** japplika għall-passaport minħabba raġunijiet serji iżda temporanji ta' saħħa biex jitteħdulu l-marki tas-swaba', il-passaport jinħareġ **b'perjodu ta' validità ta' sena jew inqas**. Ikun hemm bżonn jiġi ppreżentat ċertifikat mediku bħala prova tal-problema ta' **saħħa serja temporanja**. F'każijiet bħal dawn, qarib tal-applikant ikun irid iġib dikjarazzjoni mit-tabib li fiha it-tabib jiddikjara illi l-applikant (isem, kunjom u numru tal-Karta tal-Identita' tal-applikant) ma jistax jattendi personalment fl-Uffiċju tal-Passaporti minħabba raġunijiet mediċi. Fuq l-istess dikjarazzjoni, it-tabib jitlob lill-Uffiċju tal-Passaporti sabiex il-qarib tal-applikant (isem, kunjom u numru tal-Karta tal-Identita' tal-qarib) ikun jista japplika u jiġbor il-passaport tal-applikant. Il-qarib irid iġib il-Karta tal-Identita' **oriġinali** tal-applikant, il-passaport (fejn applikabbli) tal-applikant u Karta tal-Identita' oriġinali tiegħu (tal-qarib). Il-passaport jinħareġ **b'perjodu ta' validità ta' sena jew inqas**.

Ikun hemm bżonn li l-applikant jiffirma l-*Formola Biex Tittieħed Immaġini*. Dil-formola issibha onlajn u mill-Uffiċju tal-Passaporti. Trid timtela dejjem Taqsima 8 tal-Formola A flimkien ma' żewġ ritratti tal-passaport tal-applikant. Wieħed mir-ritratti li se ġġib irid ikun iffirmati minn rakkomandant kif spjegat fuq **Nota 10.**

Ġaladarba l-applikant ifieq mill-mard temporanju sever li jkollu, ikun jista japplika biex jinħareġ passaport validu għat-terminu sħiħ. Ikun hemm bżonn li timtela' il-Formola A mill-ġdid, jiġi ritornat lura il-passaport li jkun ħareġ restritt u jsir il-ħlas dovut.

L-Uffiċjal Ewlieni tal-Passaporti jista jitlob kwalunkwe' dokumentazzjoni u evidenza addizzjonali kif meħtieġ sabiex jikkonferma bla ebda dubju is-severita' tal-mard tal-applikant.

8. F'KAŻ LI MA TKUNX TISTA' TIPPROVDI L-MARKI TAS-SWABA'

Jekk ma tkunx tista' tipprovdi l-marki tas-swaba' bijometriċi meħtieġa minħabba problemi <u>temporanji</u> ta' saħħa, il-passaport tiegħek jinħareġ b'perjodu ta' validità ta' **sena jew inqas**. Ikun jista' jinħareġ passaport għall-perjodu sħiħ ta' validità meta l-individwu ma jkunx affettwat aktar mill-problema temporanja ta' saħħa. F'każijiet bħal dawn, l-applikant għandu jippreżenta l-passaport attwali tiegħu biex jiġi kkanċellat, u għandu jippreżenta l-Formola A mimlija kif suppost flimkien mal-ħlas dovut.

Huwa biss f'każijiet fejn l-applikant ma jkunx jista' jagħti l-marki tas-swaba' tiegħu minħabba kundizzjoni medika jew fiżika <u>permanenti</u> li xorta waħda jingħata passaport **b'perjodu sħiħ ta' validità.** Madankollu, każijiet bħal dawn jiġu evalwati separatament, mill-Uffiċjal Ewlieni tal-Passaporti jew minn persuna awtorizzata minnu/minnha. L-applikant xorta waħda jkollu jmur **personalment** fl-Uffiċċju tal-Passaporti biex jitteħidlu ritratt diġitali u biex iħalli l-firma tiegħu.

9. F'KAŻ TA' PROBLEMA TEKNIKA

Fil-każ remot ili l-apparat għat-teħid tal-marki tas-swaba' ma jirnexxilux jieħu l-marki tas-swaba' tal-applikant minħabba problema teknika (speċjalment f'każijiet urġenti jew meta jsir passaport barra mill-ħinijiet tax-xogħol), l-Uffiċċju tal-Passaporti joħroġ passaport **b'perjodu ta' validità ta' sena jew inqas** mingħajr marki tas-swaba' kodifikati. Passaport ġdid għat-terminu sħiħ ikun jista' jinħareġ appena tiġi solvuta il-problema. Ikun hemm bżonn li timtela' il-Formola A mill-ġdid u jiġi ritornat lura il-passaport li jkun ħareġ restritt. Il-passaport il-**ġdid ji**ħare**ġ** għat-terminu sħiħ u jsir bla ħlas.

10. RITRATTI

F'dawk il-każijiet (kif imsemmija hawn fuq) fejn wieħed ikollu bżonn iġib ir-ritratt tal-passaport, importanti li r-ritratti jkunu **riċenti** (mhux eqdem minn 3 xhur), **bil-kulur** u meħudin fuq **sfond abjad.** Il-qies tar-ritratt irid ikun **40mm x 30mm** u l-wiċċ ikun irid jgħatti mill-anqas 75% tar-ritratt. Il-wiċċ irid ikun iħares dritt 'il quddiem u jkun serju. Tilbisx kpiepel, brieret, *headbands* jew nuċċalijiet skuri biex tieħu r-ritratt. Ritratti meħuda fi *slot machines,* ritratti *textured,* ritratti *scanned,* ritratti sensittivi għas-sħana, ritratti fuq karta inferjuri jew ritratti meħuda fi gruppi **mhumiex aċċettabbli**. Ir-rakkomandant irid jikteb dan li ġej fuq in-naħa ta' wara ta' ritratt minnhom: "Niċċertifika li din hija xbieha vera ta' …… (isem u l-kunjom tal-applikant)" u **jiffirma r-ritratt** (kif jidher hawn).

Ir-rakkomandant irid jikteb: **Niċċertifika li din hija xbieha vera ta'** __________ **(isem u kunjom l-applikant)** __________ **(firma tar-rakkomandant)**

11. ĠBIR TA' PASSAPORT

Sakemm ma tiġix avżat mod ieħor mill-Uffiċċju tal-Passaporti, passaport normalment ikun lesti biex jinġabar wara erbat' ijiem ta' xogħol. Passaporti urġenti jinġabru wara 4 siegħat. Applikazzjonijiet sottomessi minn Ambaxxati jew Kummissjonijiet Għoljin Maltin jieħdu aktar żmien biex jiġu proċessati u għaldaqstant, wieħed għandu jikkuntattja direttament lill-Ambaxxata rispettiva għal aktar informazzjoni.

Meta l-passaport ikun lest biex jinġabar, applikanti 'il fuq minn 18-il sena jridu jiġu jiġbruh **personalment** u magħhom iġibu l-Karta tal-Identità u l-irċevuta tal-ħlas. L-applikant jerġa' jitteħidlu *scan* tal-marki tas-swaba' biex ikun żgurat li l-marki tas-swaba' miżmuma fiċ-ċippa tal-passaport ikunu identiċi għall-marka tas-swaba' tal-persuna li tkun ġiet biex tiġbor il-passaport.

Minuri bejn it-12 u 17-il sena jridu wkoll jiġu jiġbruh **personalment** u magħhom irid ikollhom jakkumpanjahom wieħed miż-żewġ ġenituri/tuturi. Il- ġenitur/tutur li jkun ser jiġbor il-passaport mal-minuri irid dejjem jippreżenta il-Karta tal-Identità u l-irċevuta tal-ħlas.

Minuri minn 11-il sena l'isfel m'hemmx għalfejn jiġu jiġbru l-passaport personalment, iżda l-passaport tagħhom irid jinġabar minn xi ħadd mill-ġenituri/tuturi. Il-ġenitur/tutur li jkun ser jiġbor il-passaport tal-minuri jrid dejjem juri l-Karta tal-Identita' jew il-passaport validu tiegħu flimkien mal-irċevuta tal-ħlas.

Jekk il-marki tas-swaba' ta' min jippreżenta ruħu biex jiġbor il-passaport ma jaqblux mal-marki tas-swaba' kodifikati fiċ-ċippa tal-passaport, il-passaport ma jinħariġx u l-kwistjoni tiġi investigata mill-Uffiċjal Ewlieni tal-Passaporti.

Il-ħlasijiet kollha għas-servizzi li nipprovdu jridu jitħallsu **bil-quddiem**. Ir-rati huma kif ġej:

PASSAPORT GĦAL PERSUNI MINN 16-IL SENA 'L FUQ (1 ta' Settembru sa 31 ta' Marzu)	**€ 70**	(validu għall-10 snin)
PASSAPORT GĦAL PERSUNI MINN 16-IL SENA 'L FUQ (1 ta' April sa 31 t' Awwissu)	**€ 80**	(validu għall-10 snin)
PASSAPORT GĦALL- MINURI BEJN 10 U 15-IL SENA	**€ 40**	(validu għall-5 snin)
PASSAPORT GĦALL-MINURI TAĦT L-10 SNIN	**€ 16**	(validu għall-sentejn)
AMMINISTRAZZJONI TA' ĠURAMENT (passaporti biss)	**€ 11**	
TRADUZZJONI BL-GĦARBI FUQ IL-PASSAPORT	**€ 7**	
PASSAPORT KOLLETTIV	**€ 85**	
DOKUMENT ta' IDENTITÀ/DOKUMENT ta' EMERĠENZA	**€ 9**	
PASSAPORT DIPLOMATIKU (maħruġ biss b'awtorità)	**€ 40**	(validu għall-5 snin)
DOKUMENT TAL-IVVJAĠĠAR (KONVENZJONI TAT-28.7.1951)	**€ 60**	
IT-TIENI PASSAPORT (jinħareġ biss f'każijiet speċjali)	**€ 135**	
PASSAPORT URĠENTI (maħruġ f'4 sigħat) GĦALL-ADULTI MINN 18-IL SENA 'L FUQ	**€ 140**	(validu għall-10 snin)
PASSAPORT URĠENTI (maħruġ f'4 sigħat) GĦALL-MINURI BEJN 10 U 15-IL SENA	**€80**	(validu għall-5 snin)
PASSAPORT URĠENTI (maħruġ f'4 sigħat) GĦALL-MINURI TAĦT L-10 SNIN	**€60**	(validu għall-sentejn)
PASSAPORT URĠENTI (maħruġ wara l-ħin tax-xogħol) GĦALL-ADULTI MINN 18-IL SENA 'L FUQ	**€ 185**	(validu għall-10 snin)
PASSAPORT URĠENTI (maħruġ wara l-ħin tax-xogħol) GĦALL-MINURI BEJN 10U 15-IL SENA	**€125**	(validu għall-5 snin)
PASSAPORT URĠENTI (maħruġ wara l-ħin tax-xogħol) GĦALL-MINURI TAĦT L-10 SNIN	**€105**	(validu għall-sentejn)

TWISSIJA

Ċittadin Malti jista' jkollu biss passaport Malti wieħed, jekk mhux b'awtorizzazzjoni mid-Direttur tar-Reġistrazzjoni Ċivili. L-applikanti u r-rakkomandanti huma b'dan imwissija illi jekk iniżżlu informazzjoni falza bil-ħsieb li jakkwistaw passaport, ikunu qed jinkriminaw lilhom infushom u jistgħu jeħlu pieni ta' ħabs jew multi kif stipulat mil-liġi.

NOTES FOR FORM A

Please read these notes carefully before you start filling the form. Furthermore, this application should not be countersigned until it is completely filled in, signed and dated by the applicant. Applicants over 14 years of age must **ALWAYS** present their Identity Card when submitting this application. Applicants aged 6 years and over must apply in person to have their biometrics captured at the Passport Office. A medical certificate must be submitted whenever an applicant cannot apply in person (vide **Note 7**). **Postal applications are not accepted.**

If you are a Maltese citizen, you are eligible to hold a Maltese passport. You should fill in the **Form A** if you wish to apply for a Maltese passport. This application form is used for submitting a **First-time passport application***,* a **passport renewal***,* an **urgent application** or for **replacing a lost, stolen or destroyed passport.**

The **Form A** is also used in case of persons holding Refugee Status wishing to apply for a **Convention Travel Document (Convention of the 28th July, 1951),** for European Union foreign nationals applying for an **Emergency Travel Document** or for Third Country nationals applying for a **Document of Identity.** Further information about these travel documents is available from our Customer Desk.

As an EU Member State, Malta is required to collect biometric identifiers from the applicant in accordance with Regulation (EC) 444/2009 of the European Parliament and of the Council of 28 May 2009 amending Council Regulation (EC) No 2252/2004 on standards for security features and biometric in passports and travel documents issued by Member States.

1. CHANGE IN NAME, SURNAME OR GENDER

A new passport is required whenever there is a change in name, surname or gender (either by marriage/civil union/separation/divorce). Changes in names and/or surnames have to be registered at the Public Registry. Maltese passports are issued only on the name and/or surname as registered at the Public Registry. The full fee is to be paid in such cases. A change in name other than by marriage or adoption must be substantiated by civil status certificates issued by the Public Registry in Malta or Gozo. A change in name adopted by Deed Poll in any foreign country **will not be recognised**, unless the change is registered at the Public Registry. **If you or any other person wishing to apply for a Maltese passport is not born in Malta and/or is not registered at the Public Registry, you must first register your birth and/or your marriage and/or your divorce at the Public Registry before submitting your application for a Maltese passport.**

2. DUAL CITIZENSHIP

Maltese passports are also issued to subjects claiming Maltese citizenship through registration, naturalisation or dual nationality. If you hold the nationality or citizenship of another country, you **may lose the other nationality** when you obtain a Maltese passport. Please check with the competent authorities of the other country before submitting your application. Kindly note that the Passport Officer may demand further certificates and/or documents to establish, without doubt, your claim for Maltese nationality.

3. MINORS UNDER THE AGE OF 18: APPLYING FOR FIRST TIME APPLICATION OR PASSPORT RENEWAL

Children are no longer included in their parent's passports and must have their own separate passport. The application for a minor's passport has to be submitted **in person** by either one of the parents**. The parent calling to submit his/her son's/daughter's application must ALWAYS produce both parent's original valid Identity Cards.** Passports for persons under 18 must also be collected by a parent/tutor **upon presentation of the parent's/tutor's ID card.** Postal applications are not accepted and will not be processed by the Passport Office.

The parent's/tutor's consent on **Section 7** has to be completed for all minor applicants under 18 years of age. The recommender **must witness** both parents'/tutors' signatures before adding his/her countersignature at Section 7. The **same recommender** must also fill in and sign Section 8.

If both parents are deceased, the tutor/s **must sign** the consent at **Section 7.** Any other person claiming tutorship during the lifetime of the parents shall produce the Court Order committing the child/ren to his/her/their tutorship. The original Identity Card/s of the tutor/s must be presented when submitting the minor's application. The passport must also be collected by the tutor upon presentation of his/her ID card. The **same recommender** must also fill in and sign Section 8 of the application form.

If the minor already holds a passport, please bring it with you when applying for the new passport. This passport will be cancelled and returned back to you together with the new passport (unless restrictions apply). A minor's passport must be strictly collected by either one of the parents upon presentation of his/her ID card. A **Power of Attorney** (*Prokura*) either to apply for or to collect any passport **is not acceptable** and in all cases, the original ID card and receipt must always be presented.

a) For infants aged **from birth to 5 years**, Section 7 and Section 8 must be filled in by a recommender who must also witness that both parents' signatures were done in his/her presence. **Two** identical passport photos are also needed. One of the photos must be signed and endorsed at the back by the same recommender who has signed Section 7 and Section 8. The infant **is not** required to attend the Passport Office.

b) In the case of minors aged between **6 to 13 years**, Section 7 and Section 8 must be filled in by a recommender who must also witness that both parents' signatures were done in his/her presence. **One** passport photo is needed. The photo must be signed and endorsed at the back by the same recommender who has signed Section 7 and Section 8. The minor is required to call in person at the Passport Office to have his/her live facial biometrics captured. Children aged 12 years and over will also have their fingerprints captured.

c) Young teenaged minors aged **14 and 15 years** must submit Section 7 and Section 8 filled in and signed by a recommender who must also witness that both parents' signatures were made in his/her presence. No passport photos are needed however the minor has to present his/her 14+ Maltese ID Card. The minor has to call in person at the Passport Office so that live facial biometrics, fingerprints and signature are taken.

d) Teenaged minors aged **16 and 17 years** must submit Section 7 and Section 8 filled in and signed by a recommender who must also witness that both parents' signatures were made in his/her presence. No passport photos are needed however the minor has to present his/her 16+ Maltese ID Card. The minor has to call in person at the Passport Office so that live facial biometrics, fingerprints and signature are taken.

4. ADULTS 18 YEARS AND OVER: APPLYING FOR A FIRST TIME PASSPORT

If you are over 18 years of age and this is your first passport application ever, you have to complete all the details on Section 1, Section 2, Section 3 (if applicable), Section 4 (if applicable), Section 5, and Section 8. Section 8 must also be completed and signed by a recommender, who must have known you personally for at least **two years.** The recommender should be a public officer not below the grade of Principal or analogous grade, a professional person, a Minister of Religion or any other person of similar standing. Bring your valid and original ID Card when calling. Applications must be submitted in person and passports should also be collected in person by the applicant.

5. ADULTS 18 YEARS AND OVER: APPLYING FOR A PASSPORT RENEWAL

If you already hold a Maltese passport, please bring it with you when applying for a passport renewal. The old passport, cancelled by the Passport Office, will be handed back to you when you collect the new passport (provided no special restrictions apply). You have to fill in Section 1, Section 2, Section 3 (if applicable), Section 4 (if applicable), Section 5, and Section 6. No recommendation is required if you submit your expired/expiring passport.However, if your passport is lost/stolen or destroyed, Section 8 must be filled in as explained on **Note 6**. Always bring with you your original ID Card when calling. Applications must be submitted in person and passports should also be collected in person by the applicant.

6. PASSPORTS DECLARED LOST, STOLEN OR DESTROYED

If your passport is lost, stolen or destroyed, you should file in a Police report at the nearest Police Station. **Your passport application will not be processed unless you submit the Police Report.** You should also take an oath or a sworn declaration at the Passport Office, giving the full details and reasons for the passports' non-availability. A new passport replacing the lost, stolen or destroyed passport can only be issued after full investigation takes place and thus, the new replacement passport <u>cannot</u> be issued urgently**.** The new passport replacing the lost/stolen/destroyed passport may be issued valid for a restricted period.

If you are 18 years and over and you wish to apply for a new replacement passport, you have to fill in Section 1, Section 2, Section 3 (if applicable), Section 4 (if applicable), Section 5, Section 6, and Section 8. Section 8 **must be** filled in and signed by a recommender, who must have known you personally for at least **two years.** The recommender should be a public officer not below the grade of Principal or analogous grade, a professional person, a Minister of Religion or any other person of similar standing. Always bring with you your original ID Card when calling as otherwise, we will be unable to accept your passport application.

If you are applying for a minor's lost, stolen or destroyed passport, the Police Report has to be filed by one of the parents/tutors and submitted upon application at the Passport Office. Section 7 and Section 8 must be filled in and signed by a recommender who must also witness that both parents' signatures were made in his/her presence. The minor's application has to be filled in and signed as explained on **Note 3**.

7. INABILITY TO CALL IN PERSON DUE TO SICKNESS

If an applicant aged 12 years and over is **unable to call in person** to apply for the passport due to a temporary severe medical condition and provide fingerprints, the passport will be issued **with a validity period of 1 year or less**. A medical certificate must invariably be produced to sustain the applicant's claim of **severe temporary infirmity**. In such cases, a relative of the applicant must submit a declaration by a medical practitioner stating that the applicant (full name, surname and ID card number) is unable to call in person at the Passport Office due to a medical condition. On the same declaration, the medical practitioner will request the Passport Office to allow the relative (full name, surname and ID card number) to apply for and collect the applicant's passport. The relative must bring the applicant's original ID card, the applicant's passport (if applicable) and his/her original ID card. The passport will be issued valid for **1 year or less**.

An Image Capture Form, available online and from the Passport Office, must be signed by the applicant. Two passport sized photographs must also be submitted. Section 8 must be filled in and signed by a recommender. One of the photographs submitted must also be endorsed by the same recommender as explained in **Note 10**.

A passport for the full term may be issued once the individual recovers from the temporary impairment. As soon as the applicant recovers from the medical impairment, he/she will have to submit the passport for cancellation and submit the Form A duly filled in together with the relevant payment.

The Passport Officer may demand additional medical documentation and requests further evidence as deemed necessary to confirm and verify without doubt the severity of the applicant's medical condition.

8. INABILITY TO CAPTURE FINGERPRINTS

If due to a temporary impairment one is unable to provide the necessary fingerprint biometrics, the passport will be issued with a validity period of **1 year or less**. A passport for the full term may be issued once the individual recovers from the temporary impairment. In such cases, the applicant will have to submit his current passport for cancellation and submit Form A duly filled in together with the relevant payment.

Only in those cases where an applicant is permanently unable to provide his/her fingerprints due to a medical or physical condition, he/she will still be issued with a passport valid for **its full validity**. Nevertheless, such cases have to be assessed on a one-to-one basis by the Passport Officer or his/her designate. The applicant would still be required to attend at the Passport Office **in person** to have the digital photo and signature taken.

9. INABILITY TO CAPTURE BIOMETRICS DUE TO TECHNICAL ISSUES

In the unlikely event that the fingerprint capture stations fail to capture the applicant's fingerprints due to a technical problem (especially in urgent cases and for passports requested outside office hours), the Passport Office will issue the passport valid for **1 year or less** and without encoded fingerprints. A new passport for the full term may be issued once the technical issue is solved. In such cases, the applicant will have to submit his current passport for cancellation and submit the Form A duly filled in. The replacement passport will be issued with full validity and free of charge.

10. PHOTOS

In those instances (as explained above) where the applicant has to produce passport photos, these must be **recent** (not more than 3 months old), **coloured** and taken on a **white background.** The size should be **40mm x 30mm** and the face should cover at least 75% of the photo. The face has to be facing straight to the camera and must have a neutral expression. The photographs should be taken full face without hat and not wearing tinted glasses. Slot machine photographs, textured photographs, group photographs, inferior quality photographs and photographs subject to fading or sensitive to heat, **are not acceptable.** The recommender is required to endorse thus: "Certified true likeness of Mr/Ms …. (name and surname of applicant)" on the reverse of **one copy** and **add his/her signature** (as shown here).

The recommender has to write: **Certified true likeness of:**
____
(name and surname of applicant)
____
(signature of recommender)

11. COLLECTION OF PASSPORTS

Unless otherwise advised by the Passport Officer, passports are normally ready to be collected from our offices after four working days. Urgent passports may be collected after 4 hours. If passport applications are submitted through Malta's Embassies or High Commissions abroad, they take longer to be ready and one has to contact the respective Embassy for further information.

When the passport is ready for collection, applicants aged 18 years and over have to call **in person** to collect it. The applicant must bring the original ID Card and the receipt given upon application.

The applicant will be requested to have the fingerprints scanned once more to ensure that the fingerprints stored on the passport's chip are identical to the fingerprint of the person collecting the passport.

Minors aged 12 to 17 years must also call **in person** to collect their passport together with one of their parents/tutors. The parent/tutor collecting a minor's passport must always present his/her ID Card or a valid passport together with receipt of payment.

Minors aged 11 years or younger are not required to be present for the collection of their passport. In such instances, the passport must always be collected by one of the parents/tutors. The parent/tutor collecting a minor's passport must always present his/her ID Card or a valid passport together with receipt of payment.

If the fingerprints provided on collection of passport do not tally with the fingerprints encoded on the passport's chip, the passport will not be released and the matter will be investigated by the Passport Officer.

All passport fees listed hereunder are payable in advance **upon application:**

PASSPORT FOR PERSONS 16 YEARS OF AGE AND OVER (1st September to 31st March)	**€ 70**	(valid for 10 years)
PASSPORT FOR PERSONS 16 YEARS OF AGE AND OVER (1st April to 31st August)	**€ 80**	(valid for 10 years)
PASSPORT FOR MINORS AGED 10 TO 15	**€ 40**	(valid for 5 years)
PASSPORT FOR CHILDREN AGED UNDER 10	**€ 16**	(valid for 2 years)
ADMINISTRATION OF OATHS (for passport purposes)	**€ 11**	
ARABIC TRANSLATION ON PASSPORT	**€ 7**	
COLLECTIVE PASSPORT	**€ 85**	
IDENTITY DOCUMENT/EMERGENCY DOCUMENT	**€ 9**	
SECOND PASSAPORT (issued under special conditions)	**€ 135**	
DIPLOMATIC PASSPORT(issued by authority only)	**€ 40**	(valid for 5 years)
TRAVEL DOCUMENT (CONVENTION of the 28.7.1951)	**€ 60**	
URGENT PASSPORT (issued in 4 hours) FOR PERSONS 16 YEARS OF AGE AND OVER	**€ 140**	(valid for 10 years)
URGENT PASSPORT (issued in 4 hours) FOR MINORS AGED 10 TO 15	**€80**	(valid for 5 years)
URGENT PASSPORT (issued in 4 hours) FOR CHILDREN AGED UNDER 10	**€60**	(valid for 2 years)
URGENT PASSPORT (issued outside office hours) FOR PERSONS 16 YEARS OF AGE AND OVER	**€ 185**	(valid for 10 years)
URGENT PASSPORT (issued outside office hours) FOR MINORS AGED 10 TO 15	**€125**	(valid for 5 years)
URGENT PASSPORT (issued outside office hours) FOR CHILDREN AGED UNDER 10	**€105**	(valid for 2 years)

IF A PASSPORT IS NOT COLLECTED FROM THE PASSPORT OFFICE WITHIN 24 MONTHS FROM THE DATE OF APPLICATION, IT WILL BE CANCELLED AND DESTROYED WITHOUT ANY FURTHER NOTICE. IN THIS CASE, ONE WOULD HAVE TO SUBMIT A NEW APPLICATION FORM AND PAY THE FULL FEE AS APPLICABLE.

CAUTION

A Maltese citizen may hold only one valid Maltese passport at a time, except as otherwise authorised by the Director Passports. Applicants and recommenders are warned that the making of untrue statements for the purpose of procuring a passport is a criminal offence punishable by fine and/or imprisonment.