

## PUBLIC INFORMATION

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### **DIVISION OF PASSPORT AND VISAS MINISTRY OF FOREIGN AFFAIRS**

#### **Steps For Obtaining Liberia-ECOWAS Biometric Passport**

- Obtain an application form from the Division of Passports and Visas-Ministry of Foreign Affairs or download form on website [www.mofa.gov.lr](http://www.mofa.gov.lr)
- Fill in the application form with all necessary information
- Completed Application Form along with required documents must be submitted between the hours of 8:30a.m.-1:00p.m. (only) from Monday-Friday
- Applicant interview date is scheduled upon submission of completed form and required documents
- Mondays, Wednesdays and Fridays are interview days for adults only (18yrs & above)
- Tuesdays and Thursdays are interview days for children (17yrs & below) and must be accompanied by parent (s) or legal guardian (s)
- Immediate payment must be made upon the completion of interview and getting a Bank Payment Slip (BPS)
- US\$23.00 is the cost of passport which must be paid at a one-stop window in the Division of Passport/Visas
- Passports will be ready for pickup within 7-10 working days as of date of payment

No additional charges are required for obtaining a passport. Please report anyone soliciting additional charges. Any applicant paying additional charges to anyone is doing so at her or his own risk.

#### **Required Documents** (submit one of the below with a passport size photo)

- Birth Certificate
- Old or Existing Passport
- Travel Certificate (TC) or Laisser Passer
- Certificate of Citizenship of Naturalization
- Court Decree of Oath of Allegiance