

Unvalidated References:
Passports Act 1982

This reprint of this Statutory Instrument incorporates all amendments, if any, made before 25 November 2006 and in force at 23 August 2005.

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Legislative Counsel
Dated 25 November 2006

INDEPENDENT STATE OF PAPUA NEW GUINEA.

Chapter 17.

Passports Regulation 1983

ARRANGEMENT OF SECTIONS.

1. Application for passport.
- 1A. Application for APEC Business Travel Card.
- 1B. Validity of APEC Business Travel Card.
2. Fees.
3. Exemptions from payment of fees.

SCHEDULE 1

SCHEDULE 2 – Fees.

Passports Regulation 1983

MADE under the *Passports Act 1982*.

Dated 200 .

1. APPLICATION FOR PASSPORT.

An application for a Papua New Guinea passport shall–

- (a) be in Form 1; and
- (b) be accompanied by two copies of a recent photograph of the applicant approximately 50mm by 63mm in size, showing a sufficient likeness of the applicant, one copy of which shall be certified by an approved person.

1A. APPLICATION FOR APEC BUSINESS TRAVEL CARD.

¹(1) Where a certificate or other document of identity required is an APEC Business Travel Card, the application shall –

- (a) be in Form 2 of Schedule 1; and
- (b) be accompanied by the following: –
 - (i) a supporting letter from an approved business organization; and
 - (ii) IPA registration document (where applicable) ; and
 - (iii) the applicant's passport; and
 - (iv) two copies of a recent photograph of the applicant approximately 50 mm by 63 mm in size, showing a sufficient likeness of the applicant, one copy of which shall be certified by an approved person.

¹ Section 1A Inserted by S.R. 2005, No. 4.

(2) For the purposes of Subsection (1)(b)(i), the following are approved business organizations: –

- (a) Papua New Guinea Business Council;
- (b) Papua New Guinea Chamber of Commerce;
- (c) Papua New Guinea Chamber of Mines and Petroleum;
- (d) Papua New Guinea Fisheries Association;
- (e) Papua New Guinea Forestry Association.

(3) Where an application is for –

- (a) renewal of an APEC Business Travel Card, the application shall be lodged not less than two months before the expiry of the Card; and
- (b) a replacement of an APEC Business Travel Card, the application shall include details of the reasons for the replacement and where appropriate, include a Police Report.

1B. VALIDITY OF APEC BUSINESS TRAVEL CARD.

²An APEC Business Travel Card –

- (a) remains valid for two years or the life of the passport, whichever is the lesser; and
- (b) maybe renewed or replaced for three years or the life of the passport, whichever is the lesser.

2. FEES.

Subject to Section 3. fees are payable in accordance with Schedule 2.

3. EXEMPTIONS FROM PAYMENT OF FEES.

The Minister may exempt from payment of fees–

- (a) Ministers and other government officials travelling outside the country on official business; and
- (b) the spouse and children of a Minister or other government official referred to in Paragraph (a) where the spouse or child is–
 - (i) accompanying; or
 - (ii) travelling in order to join,
the Minister or official; and
- (c) any person who satisfies the Minister that he is travelling in a public capacity; and

² Section 1B Inserted by S.R. 2005, No. 4.

s. 3.

Passports Regulation 1983

- (d) any person in respect of whom the Minister is of the opinion that because special circumstances exist it is not desirable to charge fees.

SCHEDULE 1

Sch. 1

Passports Regulation 9999

PAPUA NEW GUINEA.

Passports Act 1982.

Form 1 – Application for a Travel Document.

Reg., Sect., 1.

Form 1

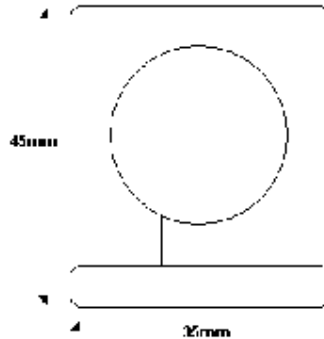
(Passports Act)

Instructions for completing this Application form

Applications should be completed at least 3 weeks before applicant intends leaving Papua New Guinea.

1. **WHERE TO APPLY:** Applications for PNG Travel Documents should be lodged with the Immigration and Citizenship Division, P.O. Box 422 Waigani, Port Moresby or with the Collector of Customs at the various ports. A SEPARATE APPLICATION MUST BE COMPLETED BY EACH PERSON.
2. **FEE:** The fee for a passport is K30. This must be paid at your nearest cash office and a receipt thereof must be attached to your application.
3. **COLLECTION OF PASSPORT:** Agents may not collect passports on behalf of clients. Your passport will be forwarded by registered post unless you elect to collect it personally.
4. **CHANGE OF NAME:** If you have changed your name please provide details of all previous names used.
5. **PREVIOUS TRAVEL DOCUMENTS:** You must attach your previous travel document unless it has been lost, stolen or destroyed.
6. **EVIDENCE OF CITIZENSHIP:** Your application should be accompanied by evidence of your citizenship. Attachment 'A' on page 4 should be completed in this respect. Your birth certificate or citizenship certificate, and in the case of married women your marriage certificate, should be submitted.
7. **CERTIFICATE REGARDING APPLICANT:** The certificate on page 3 in respect of every application must be completed. The following persons are authorized to furnish this certificate; Lawyers, Medical Practitioners, Magistrates, Ministers of Religion, Commissioner of Oaths, Commissioned Officers of the Defence Force and Police Force. The person completing the certificate must have known the applicant for at least three years. It is essential that the person who signed the Certificate Regarding Applicant on page 3 should also endorse the back of one photograph as follows:
"I certify this to be a genuine photograph of (name in full)", and sign.
8. **CONSENT OF PARENTS:** Applicants under 17 years of age must furnish the consent of their parents or legal guardians on page 2.

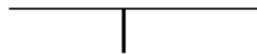
9. **PHOTOGRAPHS:** With your application you should submit two recent photographs. These should be head and shoulders only, taken 'Full Face' without hat or tinted glasses and with a light coloured background. All photographs should be within the dimensions of 35mm x 45mm. It is essential that the person who signed the Certificate Regarding Applicant on page 3 should also endorse the back of one photograph as follows:



'I certify this to be a genuine photograph of (name in full)', and sign.

10. **DECLARATION:** The Declaration on page 3 must be signed by the applicant, or in the case of a child unable to sign, by the lodging parent or legal guardian.
11. **SIGNATURE:**
- The applicant must sign **both** of the small signature labels using a ball-point pen. Please take care to stay within the borders marked UNABLE TO SIGN.

UNABLE TO SIGN



- If the applicant is unable to sign, put a line through **both** of the small signature labels.

1. **Type of Travel Document**

- Standard Passport Official Passport Certificate of Identity
 Diplomatic Passport Emergency Travel Document

2. **Applicant's Name**

Family name

Given names

3. **Sex**

- Male Female

4. Has Applicant ever changed his/her name?

Yes No If Yes, state previous names here

5. Birth Place and Date

Village Town Province County Date of birth

6. Personal Particulars

Height Colour of hair Colour of eyes Visual distinguishing marks

.....cm

Occupation.

7. Marital Status (tick whichever applies)

Single Married Widow Divorced

If Married, name of husband/wife

8. Address and Telephone

Residential..... Telephone.....

Correspondence..... Telephone.....

If Applicant is under 17 years of age, please provide consent to the application.

9. Consent of Lodging Parent or Legal Guardian

I,....., the father / mother / legal guardian (~~delete
whichever not applicable~~) hereby give my
(First name) (Family name) consent to the applicant above being issued
with a passport.

Signed Date Signature of Witness Date

Consent of Other Parent or Legal Guardian

I,....., the father / mother / legal guardian (~~delete
whichever not applicable~~) hereby give my
(First name) (Family name) consent to the applicant above being issued
with a passport.

Signed Date Signature of Witness Date

10. Proposed Departure Details

Vessel or Airline Port or airport Countries proposed to visit Date

.....

11. Has applicant previously been issued with a Papua New Guinea Travel Document?
Yes No

Travel Document number:..... Issue Date / / Expiry Date / /
Bearer's name at time of issue:.....

12. This previous Travel Document:
Is Attached Has Been Lost Has Been Stolen
Has Been Destroyed as Been Damaged

Explain circumstances of loss/theft/other:
.....
.....
.....

Has the loss been reported to the police?
Yes No

If Yes, to which police officer or police station was the report made?.....
.....Date of report / /

13. CERTIFICATE REGARDING APPLICANT

Warning: Persons who, in support of an applicant for a passport, make any false statements either orally or in writing render themselves liable to a fine of K400.00 or imprisonment for six months.

I,.....
Name Occupation
of.....
Address Telephone

hereby declare that I have known personally the applicant.....
Applicant's name

for a period of more than 3 years and that the Signature and photographs on or accompanying the application are those of the applicant, to the best of my knowledge and belief the statements made by the applicant in this form are true. On the same basis, I have endorsed the back of the applicant's photograph.

No fee has been charged for this certificate.

SignatureDate / / .

14. Declaration

I,..... declare that the statements made in this application are true and correct in every particular.

Dated this.....day Signature or Mark
of..... 20 .

15. Applicants who cannot read or write English

The above declaration has been read/interpreted and explained by me in.....
language to the applicant in the presence of.....
and the applicant appeared to understand and approve of them.

signature

signature of witness

Full name

Full name

Occupation

Occupation

Address

Address

Telephone number

Date / /

Telephone number

Date / /

EVIDENCE OF CITIZENSHIP

Attachment A

Full name of mother

Place of birth of mother

Full name of father

Place of birth of father

Full name of mother's parents

Place of birth of mother's parents

Full name of father's parents

Place of birth of father's parents

Have you lived all your life in Papua New Guinea?

Yes No If No, where?

Are you a citizen of Papua New Guinea?

Yes No

Are you a citizen of a foreign country?

Yes No If Yes, which country?

Supplementary Information

SCHEDULE 2 – FEES.³Act. Sec.4(1)(b) Reg. Sec.2**FEES**

Ite m	Service	Fee
1.	Issue of a passport	K100.0 0
2.	Issue of documents of identity	K50.00
3.	Issue of a certificate of identity	K50.00
4.	Issue of an emergency travel document	K50.00
5.	Issue of APEC Business Travel Card	K400.0 0
6.	Renewal of APEC Business Travel Card	K300.0 0
7.	Issue of replacement APEC Business Travel Card	K300.0 0

³ Schedule 2 amended by *Passports (Amendment) Regulation 1990* (No 2 of 1990); replaced by *Passports (Amendment) Regulation 1995* (No 15 of 1995), s2.

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