



1. REPLACEMENT (RENEWAL)/ CHANGE OF SURNAME

Arrange the application documents in the following order 1 – 14/15:

1. Original passport
2. Original ID card (**kindly note that a laminated photocopy is not an original ID card**)
3. Original birth certificate
4. Original marriage certificate /divorce decree/deed poll for change of name and gazette notice.
5. Three biometric passport size photos
6. 1 **CUSTOMER** copy of the payment invoice downloaded from eCitizen.
7. All 4 pages of the duly filled and signed eCitizen passport application Form. Ensure that the Kenyan recommender has also signed his/her field.
8. 1 **GOVERNMENT** copy of the payment invoice downloaded from eCitizen.
9. 1 photocopy of the last 3 pages and photo page of the passport being replaced.
10. 1 photocopy of Kenyan ID card (front and back).
11. 1 photocopy of the original birth certificate (front and back).
12. 1 photocopy of marriage certificate /divorce decree/deed poll for change of name and gazette notice with an **official translation if not in English**.
13. A photocopy of the Kenyan recommender's ID card (front and back). **The recommender should not be related to the applicant and must sign the recommender's section on the application form.**
14. A photocopy of your residence registration as proof of residential address.

OPTIONAL DOCUMENT

15. **Your original Certificate of Registration if Kenyan by naturalization and 1 photocopy of the front and back.**