



#### **4. REPLACEMENT OF A LOST PASSPORT**

Kindly arrange the application documents in the following order 1- 18:

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 19.
8. 1 **GOVERNMENT** copy of the payment invoice downloaded from eCitizen.
9. 1 photocopy of the photo page of the lost passport.
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. An original English-language Affidavit of the loss, sworn and signed at a Notary Public (see last page).
14. An official Police Report of the loss issued at the country of residence as well as the English language translation (if in a different language).
15. An official letter from the applicant explaining the circumstances of the loss.
16. 1 duly filled Pro-Forma (See next page).
17. 1 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.**
18. 1 photocopy of your residence registration as proof of residential address.



**REPUBLIC OF KENYA**

**DEPARTMENT OF IMMIGRATION SERVICES**

**PRO-FORMA FOR THE APPLICATION FOR A LOST PASSPORT**

FILE NUMBER R. ....

1	Forename (s) (as entered in the passport):		
2	Surname(s):		
3	Date of Birth (dd/mm/yyyy):	Day	Month
4	Passport Number:	Date of Issue:	
5	Place of Birth:	Country of Birth:	
6	Gender:	Female <input type="checkbox"/>	Male <input type="checkbox"/>
7	Have you ever travelled on the passport that is reported lost?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

8	Residential Address:		
	Telephone:	Town:	Country:
Fees Chargeable for Lost Passport paid through eCitizen Invoice No.: .....			

**Declaration**

The Information I have given is true to the best of my knowledge

Place ..... Date .....  
Signature.....

**For Official Use**

Disabling of passport (overseas)	Passport Officer In-Charge (Embassy stamp/signature)

**IN THE MATTER OF OATHS AND STATUTORY DECLARATIONS ACT**

**(CHAPTER 15 OF THE LAWS OF KENYA)**

**AFFIDAVIT FOR A LOST PASSPORT**

I (Name) \_\_\_\_\_

of (Address) \_\_\_\_\_

Date of Birth \_\_\_\_\_ Place of Birth \_\_\_\_\_

do wish to make oath and state as follows:-

1. **THAT I** am a Kenyan Citizen Holder of Passport Number \_\_\_\_\_ issued to me on \_\_\_\_\_ (dd/mm/yy) at \_\_\_\_\_ (Passport Issuing Authority).
2. (Explain how your passport got lost) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. **THAT I** reported the matter to \_\_\_\_\_ Police Station and was issued with a Police Abstract form, a copy of which is attached herewith.
4. **THAT** the said passport has not been traced to date and I verily believe the same is lost.
5. **THAT I** apply to be issued with a new passport to replace the lost one. Attached herewith is a copy of the application for a new passport and the necessary fees.
6. **THAT I** undertake to return the said passport to the Kenya Government in the event that the same is found. I further undertake to indemnify the Kenya Government from any claims arising from the said lost passport.
7. **THAT I** swear this affidavit in support of my application to be issued with a new passport to replace the lost one.
8. **THAT** what is deponed hereto is true to the best of my knowledge and belief.

**NOTARISED** this (dd) \_\_\_\_\_ (mm) \_\_\_\_\_ of \_\_\_\_\_ (yy) )

**BEFORE ME** )

**A NOTARY PUBLIC** )

**NB: This affidavit must be signed by both the applicant and the notary.**