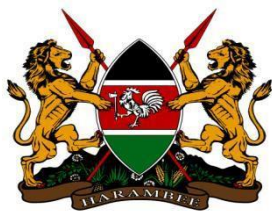




## **REPLACEMENT OF A MUTILATED PASSPORT**

Arrange your documents exactly in the following order 1- 16:

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.
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. An original English-language Affidavit of the damage, sworn and signed at a Notary Public (see last page).
14. An official letter from the applicant explaining the circumstances of the damage.
15. 1 duly filled Pro-Forma (see next page).
16. 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.**
17. 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 MUTILATED PASSPORT

FILE NUMBER R. ....

|   |  |                                 |                               |      |
|---|--|---------------------------------|-------------------------------|------|
| 1 | Forename (s) (as entered in the passport):                               |                                 |                               |      |
| 2 | Surname(s):  |                                 |                               |      |
| 3 | Date of Birth (dd/mm/yyyy):  | Day                             | Month                         | Year |
| 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/mutilated? | Yes <input type="checkbox"/>    | No <input type="checkbox"/>   |      |

|  |                      |       |          |
|--|----------------------|-------|----------|
| 8  | Residential Address: |       |          |
|  | Telephone:           | Town: | Country: |
| Fees Chargeable for Mutilated 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) |
| <br><br><br>                     | <br><br><br>   |

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

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

**AFFIDAVIT FOR A MUTILATED 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 mutilated) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. **THAT I** swear this affidavit in support of my application to be issued with a new passport to replace the mutilated one.

4. **That I** submit the damaged passport to the Government of Kenya.

5. **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.**