

STATUTORY INSTRUMENTS SUPPLEMENT

to The Uganda Gazette No. 14 Volume XCVII dated 26th March, 2004.

Printed by UPPC, Entebbe, by Order of the Government.

STATUTORY INSTRUMENTS.

2004 No. 14.

THE PASSPORT REGULATIONS, 2004.

ARRANGEMENT OF REGULATIONS.

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STATUTORY INSTRUMENTS.

2004 No. 14.

The Passport Regulations, 2004.

(Under sections 49 and 82 of the Uganda Citizenship and Immigration Control Act, Cap. 66).

IN EXERCISE of the powers conferred upon the Minister by sections 49 and 82 of the Uganda Citizenship and Immigration Control Act, (Cap. 66) these Regulations are made this 19th day of March, 2004.

1. Citation

These Regulations may be cited as the Passport Regulations, 2004.

2. Types of passports

There shall be the following types of passports—

- (a) diplomatic passports;
- (b) official passports;
- (c) ordinary passports; and

(d) East African passports.

3. Diplomatic and official passports

(1) Diplomatic Passports shall be held by the following persons—

- (a) Government Ministers and their spouses;
- (b) foreign service officers and their spouses and children below the age of 18 staying with them abroad;
- (c) the Head of the Public Service;
- (d) the Chief Justice;
- (e) Justices of the High Court, the Court of Appeal and the Supreme Court;
- (f) Chancellors and Vice Chancellors of state universities;
- (g) the Governor and Deputy Governor of Bank of Uganda;
- (h) recognised traditional or cultural leaders;
- (i) the Speaker and Deputy Speaker of Parliament;
- (j) Permanent Secretaries; and
- (k) Chairpersons and Vice Chairperson of permanent commissions.

(2) Official passports shall be held by the following persons—

- (a) Chancellors and Vice Chancellors of other universities;
- (b) heads of government departments;
- (c) Members of Parliament;
- (d) the Archbishop of the Church of Uganda;
- (e) the Archbishop of the Roman Catholic Church;
- (f) the Archbishop of Seventh Day Adventist Church;
- (g) the Patriarch of the Orthodox Church;
- (h) the Chief Kadhi, Uganda Muslim Supreme Council;
- (i) members of permanent commissions, and
- (j) any other person as the Minister may authorise.

4. Types of other travel documents

(1) There shall be the following other travel documents—

- (a) certificates of identity;
- (b) conventional travel documents; and
- (c) temporary movement permits.

(2) Certificates of identity shall be issued to Ugandans and Non-Ugandans who cannot be readily issued with a passport in emergency situations.

(3) Conventional travel documents are travel documents which shall be issued to refugees resident in Uganda in accordance with the United Nations Convention on Refugees.

(4) A temporary movement permit shall be issued to Ugandans to travel to countries which share borders with Uganda; they are issued at all entry and exit points of Uganda and their validity does not exceed three months.

5. Method of application

(1) A person applying for a passport shall complete Form G specified in the Third Schedule to the Act and in the First Schedule to these Regulations.

(2) The form completed by the applicant under sub-regulation (1) shall be returned to the Passports Control Officer together with a copy of the national identity card of the applicant.

(3) Where a child below the age of sixteen years has to travel alone, he or she shall apply for a passport by completing Form C specified in the First Schedule to these Regulations.

(4) Where the holder of a passport requires the endorsement of a child on his or her passport, he or she shall complete Form D specified in the First Schedule to these Regulations and where the applicant is not the legal guardian, father or mother of the child, the applicant shall attach to the form a court order committing the child to his or her custody and the birth certificate of the child, when returning the form to the Passports Control Officer.

6. Disqualification of application

The Passport Control Officer shall disqualify the application of any person who—

- (a) gives false information;
- (b) gives incomplete information; or
- (c) avoids or ignores to complete any relevant section of the form, and the Passport Control Officer shall give the reasons for the disqualification of the application.

7. Recommender

(1) Every application shall be signed by a recommender who shall be a person of integrity with personal knowledge of the applicant and who can recommend on the conduct and citizenship of the applicant.

(2) A recommender shall be a citizen of Uganda of good standing and, without prejudice to the generality of the foregoing, a recommender may be one of the following—

- (a) a Government Minister;
- (b) a Permanent Secretary or an Administrative Officer;
- (c) a Members of Parliament;
- (d) a Resident District Commissioner or his or her Assistant;
- (e) a Judge or Magistrate;
- (f) a head of a parastatal organisation;
- (g) a head of an educational institution;
- (h) a head of a government department; or
- (i) a District Chairperson.

(3) A recommender shall give his or her full name, address and status or profession and give his or her signature.

8. Applicant to appear in person

(1) When lodging an application for a passport and receiving a passport, the applicant shall appear in person unless he or she is disabled by a reasonable cause.

(2) In addition to the recommendation in regulation 7 the applicant may produce—

- (a) where the applicant is a business person, a recommendation letter from the Officer in charge of trading areas in Uganda;
- (b) where the applicant is a public officer, a recommending letter from the respective Permanent Secretary or head of department;
- (c) where the applicant is a student, a recommending letter from the Permanent Secretary, Ministry responsible for education, or the Dean of Students or Headmaster;
- (d) where the applicant is working with a parastatal body, a recommending letter from the Managing Director of the parastatal body;
- (e) where the applicant is working with a religious organization, a recommending letter from the authorities of the organization;
- (f) where the applicant is proceeding abroad for treatment, a recommending letter from the Permanent Secretary, Ministry responsible for health and or personal doctor or physician;

- (g) where the applicant is residing abroad, a recommending letter from the Uganda Embassy, High Commission or Consulate in charge of the country in which he or she is residing.

9. False declaration

Any person who knowingly makes a false declaration for the purpose of procuring a passport, whether for himself or for another person, commits an offence and is liable on conviction to a fine not exceeding one hundred currency points or imprisonment not exceeding one year or both.

10. Valid passport

(1) A valid passport issued by the Passports Control Officer shall bear the following—

- (a) embossment stamp;
- (b) perforated serial number;
- (c) signature of the issuing officer and an official stamp;
- (d) relevant observations if any, stated by the Passports Control Officer;
- (e) the holder's signature;
- (f) where children are endorsed, the full names of the children endorsed in capital letters, and their photographs;
- (g) the particulars of the holder as given on the application form; and
- (h) the holder's photograph.

(2) A valid passport shall have no unlawful alterations, cancellations or corrections.

11. Renewal of passport

(1) Upon the expiry of a passport, the holder shall apply for the renewal of the passport by completing Form E prescribed in the First Schedule.

(2) On application for the renewal of a passport, the holder shall surrender the expired passport to the Passport Control Officer who shall take the necessary steps for the safe custody and renewal of the passport.

12. Loss of passport

(1) Where a passport is lost, the holder of the passport shall first report the loss to the Passport Control Officer and also to the nearest police station, giving a detailed account of the circumstances under which the loss occurred.

(2) Upon the receipt of a report of a lost passport, the Police shall inform the Commissioner for Immigration who shall inform all immigration border posts.

(3) Where a passport is lost abroad, the holder shall report the loss to the Police of the respective country giving a detailed account of the circumstances under which the loss occurred, and shall report the loss to the nearest Uganda Embassy, High Commission or Consulate giving the details of the loss.

(4) Any person who, loses a passport shall, on application for a new passport, pay a penalty which shall be fixed by the Minister, by order published in the *Gazette*.

(5) The Minister may waive the penalty in sub-regulation (4) if he or she is of the opinion that the loss of the passport was not occasioned by negligence or fraud on the part of the holder.

13. Application for a new passport

Where the holder of a lost passport applies for a new passport he or she shall complete Forms A and B specified in the First Schedule to these Regulations and shall attach a written account of the loss of the passport together with a Police report when returning the forms to the Passport Control Officer.

14. Withdrawal of passports

(1) Where a withdrawal or temporary seizure of a passport is to be effected under section 47 of the Act, the holder of the passport shall be served with a notice giving him or her the reasons for the withdrawal of the passport.

(2) Upon explaining to the holder the reasons for the withdrawal or seizure of the passport in the language he or she understands, the holder shall thereafter produce the passport and sign the notice.

15. Fees

The fees specified in the second column of the Second Schedule of these Regulations shall be the fees to be paid for the travel documents correspondingly specified in the first column of that Schedule.

16. Revocation of S.1 No.14 of 1983

The Passport Regulations, 1983 are revoked.

FIRST SCHEDULE

REGULATION 13

Serial Number

FORM 'A'

THE REPUBLIC OF UGANDA

PARTICULARS OF A LOST PASSPORT QUESTIONNAIRE

1. Passport number:
2. Where issued and date:
3. Name of holder:
4. Date and place of birth:
5. Has the passport been renewed? If so, where and when?
6. When, where and how was the passport last used?
7. How and when was loss of the passport discovered?
8. Was the passport reported to:
The Passport Office
Police
(Indicate dates when you reported)
9. Have you ever lost a passport?
10. Have you ever been refused a Visa?

11. Have you ever been refused a passport before?
12. Are you an undischarged bankrupt?
13. Have you ever been convicted under any Immigration Laws?
14. Have you ever been subject to a civil or criminal offence in any country?
15. Have you ever given your passport to an Insurance Company? ...
16. Have you ever been imprisoned in Uganda?
17. A separate detailed account relating to the loss must accompany this questionnaire stating whether the passport was mislaid, burnt or stolen and how, when and where it happened.

Full Name

Profession

Full address

18. Attach two letters of support from two referees of good social standing.

Date *Signature*

REGULATION 13

Serial No.

FORM 'B'

THE REPUBLIC OF UGANDA

AFFIDAVIT

I, Of (address)

.....

Make oath and swear that Passport No.

Issued to me by (Issuing Authority)

at

has been lost, and although a thorough search has been made I am unable to trace it.

Sworn before me at this day of, 20.....

.....
Magistrate/Commissioner for Oath

IMPORTANT - Applicants are warned that if any of the statements contained in this Declaration proves to be untrue, the consequences to them will be serious.

REGULATION 5

FORM 'C'

APPLICATION FOR A UGANDA TRAVEL DOCUMENT FOR A CHILD UNDER SIXTEEN YEARS OF AGE

*(To be completed by or with the written consent of the legal guardian of the child)
(Please read the notes on the reverse before completing the form)*

- | | |
|---|---------------------------------|
| 1. A. Name
(Surname) | B. Personal Description |
| (i) Other names | (i) Country of residence |
| (ii) Place and date of birth
..... | (ii) Heightftin |
| (iii) Relationship to applicant
..... | (iii) Colour of eyes |
| (iv) If name has been changed,
state original name | (iv) Colour of hair |
| (v) Postal address | (v) Special peculiarities |
| (vi) Residential address | |
2. Citizen of Uganda

* By birth; By registration; By naturalization
* (Delete words which do not apply).

(attach photostat copy of Birth Certificate)

3. (a) (i) Father's full name
(ii) Date of birth
(iii) Place and country of birth
(iv) Present employment
(v) Position held
(vi) Name of employer
- (b) (i) Mother's full name
(ii) Date of birth
(iii) Place and country of birth
(iv) Present employment if any
(v) Position held
(vi) Name of employer

4. (i) Passport required for travelling to
(ii) Reason for travel
(iii) Specimen Signatures of child

5. Declaration

I, the undersigned, hereby apply for the issue of a passport to the above named child.

I declare

- (a) that the information given in the application is correct to the best of my knowledge and belief;
- (b) that the child has not lost the status of Citizen of Uganda;
- (c) that the child has not previously held or applied for a passport of any description;
- (d) that all previous travel documents granted to the child have been surrendered, other than

Travel documents No. Issued on

Which is now attached, and that no other application for a passport has been made since the attached was issued to him/her.

* (Delete (c) or (d) whichever is inapplicable).

Date20 Signature

NOTES

1. How to complete form:

Sections 1, 2, 3, 4, and 5 must be completed on behalf of all children.

2. If the child's name has previously appeared on another person's passport, that passport must be produced.

3. Photographs:

Three copies of a recent photograph of the child must be included with the application.

REGULATION 5

FORM D

THE REPUBLIC OF UGANDA

PARTICULARS OF CHILD/CHILDREN (UNDER THE AGE OF 16 YEARS), TO BE
ADDED TO A PASSPORT

Passport No. Where issued Date of issue

Name of holder

Holder's place and date of birth

Full name of child Place and Country Full date of birth
sex (day, month, year)

.....
.....
.....

Please add the particulars of the above-named child/children to the above-mentioned passport.

This Form must be signed by or with the written consent of the legal guardian of the child or children, i.e. father or mother.

Signed
Relationship to child/children

N.B - Any other person claiming to be legal guardian must produce the Court Order committing the child to that person's custody.

The Birth Certificate of the child must be produced.

Two photographs of each (one copy duly certified as a true likeness by a responsible person) must be furnished.

REGULATION 11

FORM 'E'

THE REPUBLIC OF UGANDA

APPLICATION FOR RENEWAL OF PASSPORT

(This form must be completed by all applicants in their own handwriting)

I, the undersigned Mr/Mrs/Miss
(Surname and other names in block capitals)

born at (place) On

at present residing at apply for the renewal of the attached Uganda
passport No. issued to me at On the for the further
period of years

For the purpose of travelling to

2. CHILDREN IF INCLUDED ON PASSPORT

Full names Places and dates of birth

.....
.....
.....

3. DECLARATION. I DECLARE that I have NOT lost the status of a Uganda citizen and that all the particulars given by me in respect of this application are true. I further declare that I have no other valid passport in my possession.

Date 20.....
Applicant

WARNING: Applicants are warned that if any of the statements contained in their Declarations proves to be untrue, the consequences to them shall be very serious.

FORM 'G'

Serial No: Regulation. 5

APPLICATION FOR A UGANDA TRAVEL DOCUMENT
(Please read notes on this reverse before completing the form)

The applicant	Personal description
1. Surname	Profession
Other Names	Country of Residence
Sex	Heightft in
Place of Birth	Colour of eyes
Date of birth	Colour of hair
Identification No.	Distinguishing features
National Identity Card No.	
Postal Address	
.....	
Residential address	
.....	

(If outside Uganda state nearest responsible Uganda Mission)

2. CITIZENSHIP OF UGANDA

By Birth*, By registration*; By naturalization* (*Delete words which do not apply)

3. Purpose for which travel document is required (indicate destination)

4. DECLARATION:

I, the undersigned, hereby apply for the issue of a Uganda passport. I declare—

(a) that the information given in this application is correct to the best of my knowledge and belief;

(b) that I have not lost that status of citizen of Uganda;

(c) that I have not previously held or applied for a travel document of any description;

(d) that all previous travel documents granted to me have been surrendered other than travel document

(e) No. Issued at on which is lost/destroyed now enclosed and that I have made no other application for a passport since the attached was issued.

*(delete (c) or (d) whichever is inapplicable)

(f) that I fully understand the legal implications of what I have stated above and as such I do accept any legal consequences that may arise out of what I have stated on this form.

Date 20

Note: Your Signature must fit in the box above.

5. RECOMMENDER: I certify that the applicant is personally known to me and to the best of my knowledge and belief, the facts stated on this form are correct. I am a Citizen of Uganda.

Full names

Profession Address

..... Phone Signature

6. Declaration signature of applicant

7. Children under 16 years of age (if to be included in the passport):

Forenames	Surnames	Place of birth	Date of Birth	Sex and relationship
				to applicant

Legal guardian's consent

I, (name) the (relationship)

Of the child(ren), hereby give my consent to this endorsement.

Signature Date

Notes:

1. How to complete the Form

Sections 1, 2, 4 and 5 of this form must be completed by all applicants for new Passports. Section 8 must be completed if the applicant's children are to be included in the passport Children over 16 years of age (14 years if proceeding to U.S.A.) will not be included for on adults passport.

2. Authentication of application

The application must be authenticated and sponsored in section 6 by a citizen of Uganda of some standing such as a Minister, Permanent Secretary, District Administrator, Magistrate, Bank Manager, Head of a Parastatal Organisation, Head of education Institution or Head of Government Department.

3. Photographs

The copies of recent photographs of the applicant must be included with the application. These photographs must be taken full face without a hat, or veil and must not be mounted. This size of photographs must not be more than 2.5 inches. The photographs must be printed on normal thin photographic paper and must not be glazed on the reverse side. The recommender is also required to endorse the reverse side of one of the photograph with the words—

I certify that this is a true likeness of the applicant Mr./Mrs./Miss” and add His or her signature.

Footnote:

Payments for the application forms do not necessarily mean automatic Acquisition of a passport.

NOTES

1. Passports may be renewed for a further period of 10 years from the date of the original expiry.
5. Passports are not valid beyond twenty years from the original date of issue.
6. If a passport contains no further space for visas, a new Passport must be obtained to replace it.

SECOND SCHEDULE

FEEES

Diplomatic Passport	50,000/=	
Official Passport	50,000/=	
Ordinary Passport	50,000/=	
East African Passport	20,000/=	
Renewal	50,000/=	
Replacement for lost passport	100,000/=	fine and
50,000/= for passport.		
Certificate of Identity	20,000/=	
Conventional Travel Document	50,000/=	
Temporary Travel Document	5,000/=	

Minister of Internal Affairs.

RUHAKANA RUGUNDA (DR.),