

## **Information on consular matters**

### **Botswana E-passport**

Deadline for the use old passports was 31 December 2011.

#### **LIFESPAN FOR THE E-PASSPORT**

The new e-passport has a life span of ten (10) years for adults and five (5) years for children below the age of 16.

#### **TYPES OF THE E-PASSPORT:**

National – General for all Batswana

Official – For senior Government officials, e.g Deputy Permanent Secretaries

Diplomatic – For diplomats, e.g. President, Judges, Members of Parliament, Foreign Affairs Officials and Permanent Secretaries.

#### **WHAT DO I NEED WHEN APPLYING FOR THE E-PASSPORT?**

***For persons aged 16 years and above you are required to bring;***

- Original and valid Omang card
- If your parents are still alive, their particulars are needed (e.g names and surnames, their Omang numbers, place of birth and/or nationality)
- Citizenship/ Naturalization Certificates of parents' and/ or owner if parents were once foreign nationals (seek clarity from passport and citizenship officers)
- Previously held passport
- Applicant's electronic fingerprints (to be done at point of application)

***For children under 16 years of age you are required to bring;***

- Original birth certificate and certified copy of birth certificate
- Children born outside the country should bring birth certificate/ registration card of their country of birth and certified copies
- Parent's/guardian original Omang or letter from the District Commissioner, Chief or Social Worker for proof of guardianship
- Citizenship/ Naturalisation Certificates of parents and/or owner if parents were once foreign nationals or registration certificate (seek clarity from passport and citizenship officers)
- Bring the child along when applying for their passport.

**NB:** For children with dual citizenship the passport validity is restricted to when the child turns 21 years of age (for renunciation purposes).

## **HOW MUCH DOES THE E-PASSPORT COST?**

- Normal Service - P260  
Issuance is within 14 working days

**NB:** P1000.00 penalty fee for lost, stolen or soiled passport will be charged in addition to the applicable fee.

**NB:** Surrender the old /soiled passport for replacement. The applicant or parent/ guardian completes application forms and/or collection of passports if child is under 16 years of age.

**NB:** Electronic Emergency Traveling Document (E-ETD) is P12.00. The document can only be issued at Embassies.

**(all fees are charged at a fixed exchange rate of 0.1081)**

### **Places to apply for the e-passport**

Passport applications can be made at; Botswana diplomatic Missions, the Department of Immigration and Citizenship Headquarters Office (in Gaborone), Loapi Service Centre (Gaborone), Universal Service Centre (Gaborone), Francistown, Tsabong, Hukunsi, Gantsi, Mochudi, Ramotswa, Molepolole, Kanye, Jwaneng, Serowe, Sefhare, Selebi Phikwe District office, Bobonong, Palapye, Mahalapye, Orapa, Letlhakane, Sowa, Masunga, Tutume and Lobatse, Maun Integrated Office, Gumare, Mohembo Border Post and Kasane.

**For those seeking a visa to go and reside in Botswana they will need the below:**

- A duly completed visa application form
- Two (2) passport size photos
- Invitation Letter from the host
- P900 (approx €90) visa application fee
- Passport valid six months after planned return date
- Return Air ticket
- A Waiver from Labour and Immigration Department
- A copy of acknowledgement slip for a residence permit
- Applicant's electronic fingerprints (to be done at point of application)

## **Residence Permits**

**Applications for Residence Permits must be done and obtained prior to arriving in Botswana.**

The requirements are:

- One (1) duly completed Form 16
- Four (4) passport size photographs
- Copy of Curriculum Vitae
- Certified copies of Certificates
- Certified photocopy of passport
- Medical Report
- Offer Letter/Contract of Employment
- Copy of Exemption Certificate
- If applicant is accompanied by dependents then they should include two passport size photographs of each dependent and certified photocopies of their passports
- P1500.00 application fee
- Applicant's electronic fingerprints (to be done at point of application)

**Work Permits**

**Applications for Work Permits (Exemption Certificate) must be done and obtained prior to arriving in Botswana. The requirements are:**

- Two (2) duly completed Form 4
- Two (2) passport size photographs
- Copy of Curriculum Vitae
- Certified copies of Certificates
- Photocopy of first 3 pages of a valid passport
- Letter of Appointment
- P1500.00 application fee
- Applicant's electronic fingerprints (to be done at point of application)

**(all fees are charged at a fixed exchange rate of 0.1081)**

Work Permits are not issued by the Botswana Missions but the Department of Immigration. Assistance should be sought from the prospective employer.

## **Citizenship**

### **In order for a citizen of another country to qualify for Botswana citizenship that person must satisfy, the following conditions:**

The applicant has been resident in Botswana for a continuous period of 12 months immediately following the date of their application for a certificate of naturalisation;

The applicant has been resident in Botswana for aggregate periods of not less than 10 years during the 12 years immediately preceding the 12 months prescribed above;

The applicant should have sufficient knowledge of Setswana or any other language spoken by other tribes in Botswana;

The applicant must be of good character;

The applicant intends to reside in Botswana upon naturalisation.

The Minister may waive some of these requirements where special circumstances exist.

As Botswana does not allow dual citizenship, upon naturalisation, the applicant must renounce the citizenship of the other country.

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