

REGULATION ON MISSING LIBERIAN ECOWAS BIOMETRIC PASSPORTS

WHEREAS, the Executive Law of Liberia mandates that it shall be the duty of the Minister of Foreign Affairs, under the direction of the President of the Republic of Liberia, to among other functions, issue passports and visas;

WHEREAS, said authority of the Minister of Foreign Affairs is delegated to the Bureau of passports & visas and Liberian Diplomatic Representatives consistent with the Foreign Relations Law, which stipulates, inter alia, that passports may be issued in Liberia only by the Director of the Bureau of passports and visas, and in foreign countries, by a Diplomatic Representative or a consular officer, except that in those countries in which an Embassy or Legation of the Republic has been established, only the Diplomatic representative shall be permitted to grant a passport except the absence there from of such Representative;

WHEREAS, the Government of Liberia (GOL) has over time instituted measures to improve the quality of the **Liberian Passport** to prevent fraud and abuse consistent with the international Civil Aviation Organization (ICAO) regulations;

WHEREAS, the production, issuance and use of a passport has security implication which also border on the integrity of the Country;

WHEREAS, it has come to the attention of the Ministry of Foreign Affairs that there are attempts to falsify the Liberian ECOWAS Biometric passport primarily through the illegal alteration of passports reported lost or stolen;

WHEREAS, the Republic of Liberia must take action to curtail and or prevent the abuse of the Liberian ECOWAS Biometric passports;

WHEREAS, in order to preserve the integrity of the Liberian passport and avert its abuse, the Government of the Republic of Liberia through the Ministry of Foreign Affairs deems it expedient to adopt the following regulation as initial measures.

Now Therefore:

As of the date of the promulgation of these regulations, anyone reporting a lost or stolen passport shall be subject to the following:

Section 1. PASSPORTS REPORTED AS LOST/STOLEN WITHIN THE REPUBLIC OF LIBERIA

An individual no longer in possession of a lawfully issued passport may apply for a replacement passport only after observing the requirements listed herein.

1. Report to the Liberia National Police and the Bureau of Immigration and Naturalization

- a. The passport holder shall, as soon as the passport holder becomes aware, report the lost or stolen passport to the Liberian National Police (INTERPOL SECTION) and to the Bureau of Immigration and Naturalization. The passport holder shall complete the required forms, stating with specificity the passport details and the circumstance surrounding the loss. The report must be signed and dated by the passport holder.
- b. The passport holder shall obtain receipts from both the LNP and BIN indicating that the required reports were made. The receipt shall include the date and time the report was made and the personal details for the individual making the report. The receipts must be signed by the LNP and the BIN.
- c. The LNP and BIN shall each complete its investigation within five(5) business days of the report and either issue a clearance in the approved form or issue a notice of rejection stating the reasons why a clearance cannot be issued. The clearance or notice of rejection shall be submitted directly to the passport Division by the LNP and BIN. Any clearance or notice of rejection not submitted in accordance with this regulation shall be considered invalid.

2. Affidavit of Lost Passport

- a. The passport holder shall obtain an affidavit of Lost Passport that includes a detailed explanation of the facts and circumstances of the lost/stolen passport.
- b. The affidavit shall be submitted to the Passport Division as part of the application for a replacement passport.

3. Public Service Announcement

The passport holder shall put out a public service announcement in a daily newspaper alerting the public to the lost or stolen passport for at least three consecutive weeks. The public service announcement shall request that anyone who comes across said lost or stolen passport should kindly return same to the Ministry of Foreign Affairs. If the Ministry of Foreign Affairs receives a lost or stolen passport, it shall record the passport details promptly and contact the passport holder if contact details are available. The passport shall be given to the passport holder, provided the passport holder completes the appropriate form. If contact details for the passport holder are not available, the Ministry of Foreign Affairs shall retain the passport until such time that the passport holder reports to the Ministry of Foreign Affairs and completes the appropriate form.

4. Application for replacement Passport

- a. The passport holder shall report to the Bureau of Passports and visas of the Republic of Liberia to commence the process of obtaining a replacement passport only after having completed all of the above listed requirements. Failure to observe all requirements shall result in a denial of the application for a replacement passport.
- b. The passport holder shall complete an application for a replacement passport, pay the regular passport fee of US\$ 50 and pay an additional nonrefundable fee of USD150 as service charge. The total fee to be paid shall be USDD200.00. This fee is subject to change.
- c. The passport holder shall submit the application form along with all required supporting documentation to the Director of the Passport Division and retain a receipt for the submission. The required supporting documentations are:
 - i. Receipt from LNP indicating a report was made;
 - ii. Receipt from Bin indicating a report was made;
 - iii. Affidavit of Lost passport;
 - iv. Proof of public service announcement (for a required three weeks)
 - v. Receipt of payment for the required fees
- d. The Director of the Passport Division shall certify receipt of an application for replacement passport only if the application and all required supporting documentations are presented. Failure to present any required document shall result in a rejection of the application and a denial of the request for a replacement passport.
- e. Once the Director of the Passport Division has certified receipt of the application for replacement passport, such request shall be processed within fifteen (15) days.

5. Subsequent Report of loss or stolen passport

If a passport holder reports a lost passport within two (2) years of receiving a replacement passport, the passport holder shall be required to complete all requirements listed above and additionally must:

- a. Be reported to the National Security Agency (NSA) for investigation. NSA must issue a clearance of the passport holder directly to the Passport Division. No replacement passport shall be issued in the case of a subsequent report of lost or stolen replacement passport unless a clearance is given by the NSA.

- b. The passport holder shall be required to pay the passport fee of USD50 and a service charge of USD 350. The total fee to be paid shall be USD\$400.00. This fee is subject to change.

Section 2. PASSPORTS REPORTED AS LOST OUTSIDE OF THE REPUBLIC OF LIBERIA

1. Police Report

The passport holder shall make a police report to the nearest Police station and obtain a copy of such police report.

2. Notarized Statement

The passport holder shall notarize a statement describing with specificity the circumstances of the lost or stolen passport.

3. Application for Replacement passport

- a. The passport holder shall report to the Embassy or Consular officer to commence the process of obtaining a replacement passport only after having completed all of the above listed requirements. Failure to observe all requirements shall result in a denial of the application for a replacement passport.
- b. The passport holder shall complete an application for a replacement passport, pay the regular passport fee of US\$ 200 and pay an additional nonrefundable fee of US\$150 as service charge. The total fee to be paid shall be USD\$ 350.00. This fee is subject to change.
- c. The passport holder shall submit the application form along with all required supporting documentation to the Embassy or consular Officer and retain a receipt for the submission. The required supporting documentation are:
 - i. Police Report;
 - ii. Notarized letter;
 - c. Receipt of payment for the required fees;
 - d. Postage paid return envelop
- d. The Embassy or Consular Officer shall certify receipt of an application for replacement passport only if the application and all required supporting documentations are presented. Failure to present any required document

shall result in a rejection of the application and a denial of the request for a replacement passport.

- e. Once the Embassy or Consular Officer has certified receipt of the application for replacement passport, the Passport Division shall process such request within fifteen (15) days.

4. Subsequent report of loss or stolen passport

If a passport holder reports a lost passport within two (2) years of receiving a replacement passport, the passport holder shall be required to complete all requirements listed above and additionally must:

- a. Be reported to the National Security Agency (NSA) for investigation. NSA must issue a clearance of the passport holder directly to the Passport Division. No replacement passport shall be issued in the case of a subsequent report of lost or stolen replacement passport unless a clearance is given by the NSA.
- b. The passport holder shall be required to pay the passport fee of USD\$ 200 and a service charge of US\$ 350. The total to be paid shall be USD\$ 550.00. This fee is subject to change.

SECTION 3- EMERGENCY

If a passport is lost or stolen and the passport holder must travel within five (5) days, the Passport Holder must observe the following steps:

- a. Report the lost or stolen passport to the LNP and BIN and complete the required forms, stating with specificity the passport details and the circumstances surrounding the loss. The report must be signed and dated by the passport holder and each of the LNP and BIN.
- b. The passport holder shall obtain receipts from both the LNP and BIN indicating that the required reports were made. The receipt shall include the date and time the report was made and the personal details for the individual making the report. The receipts must be signed by the LNP and BIN.
- c. The passport holder shall obtain an affidavit of lost passport that includes a detailed explanation of the facts and circumstances of the lost/stolen passport.
- d. The passport holder shall complete an application for a replacement passport, pay the regular passport fee of US\$50 and pay an additional nonrefundable

fee of US\$250 as service charge. The total fee to be paid shall be USD\$ 300.00. This fee is subject to change.

- e. The passport holder shall submit the application form along with all required supporting documentation to the Director of the Passport Division and retain a receipt for the submission. The required supporting documentation are:
 - 1. Receipt from LNP indicating a report was made;
 - 2. Receipt from BIN indicating a report was made
 - 3. Affidavit of lost passport;
 - 4. Proof of paid travel ticket showing travel within five (5) days; and
 - 5. Receipt of payment for the required fees
- f. The Director of the Passport Division shall certify receipt of an Application for replacement passport only if the application and all required supporting documentations are presented. Failure to present any required document shall result in a rejection of the application and a denial of the request for a replacement passport.
- g. Once the Director of the Passport Division has certified receipt of the application for replacement passport, such request shall be processed within two (2) business days.

1. Outside of the Republic of Liberia

- a. Report the lost or stolen passport to the nearest police station, stating with specificity the passport details and the circumstances surrounding the loss. Obtain a copy of the police report or if unavailable, a receipt indicating the police report was made.
- b. The passport holder shall submit a notarized letter stating that a detailed explanation of the facts and circumstances of the lost/stolen passport.
- c. The passport holder shall complete an application for a replacement passport, pay the regular passport fee of USD200 and pay additional nonrefundable fee of USD350 as service charge. The total fee to be paid shall be USD550.00. This fee is subject to change.
- d. The passport holder shall submit the application form along with all required supporting documentations to the Embassy or Consular Officer and retain a receipt for the submission. The required supporting documentation are:
 - i. Copy of Police Report;

- ii. Notarized statement indicating with specificity the circumstances of the lost or stolen passport;
 - iii. Proof of paid travel ticket showing travel within five (5) days; and
 - iv. Receipt of payment for the required fees
- e. The Embassy or Consular Section shall certify receipt of an application for replacement passport only if the application and all required supporting documentations are presented. Failure to present any required document shall result in a rejection of the application and a denial of the request for a replacement passport.
- f. Once the Embassy or Consular Section has certified receipt of the application for replacement passport, the passport Division shall process such request within one (1) business day.

SECTION 4- EFFECTIVE DATE

This regulation shall become effective upon publication in the National Gazette.

Signed by:

Honorable Marjon V. Kamara
Minister of Foreign Affairs