



**THE REPUBLIC OF UGANDA  
UGANDA HIGH COMMISSION, OTTAWA, CANADA**

**TRAVEL DOCUMENT (EMERGENCY CERTIFICATE)**

**Requirements:**

1. Completed Form 'A' (Application for a Uganda Travel Document).
2. Completed Consular Registration Form.
3. Three (3) passport size photographs.
4. **In case of lost passport:**
  - i. Police Report
  - ii. Sworn Affidavit/Statutory Declaration before a Commissioner of Oaths or Notary Public pertaining to citizenship and the facts surrounding loss of the passport.
5. Applicants may be requested to provide additional supporting documentation, in addition to the above.
6. Fee US\$. 30.00 Postal Money Order (payable to the Uganda High Commission Canada).

**\*Fees for Replacement of a lost passport is US\$. 200-.**

**Note:**

- i) An Emergency Travel Document is a one-way travel document to Uganda and it can only be issued after exhaustive inquiries have been made. Passports reported lost will be declared null and void.
- ii) Application for Emergency Travel Documents for Minors (under 16) must be accompanied by:
  - a) Written consent for parents
  - b) Passports of parents
  - c) Original Birth Certificate
  - d) One passport photograph of each parent

**Important notes:**

1. All application forms must be fully completed. Uncompleted application forms will not be processed.
2. Applicants are advised to verify and ensure that all requirements have been fulfilled. This will facilitate the expeditious procession of applications.
3. Applications by post must be accompanied by a stamped, self-addressed registered envelop.
4. Applicants are requested to send the exact amount of required fees.
5. Applicants may be requested for additional supporting documentation to the above.
6. Fees paid are non-refundable.



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SERIAL NO:

FORM "A"

APPLICATION FOR A UGANDA TRAVEL DOCUMENT

*The Applicant*

*Personal Description*

1. FULL NAMES: ..... Profession .....

..... Country of Residence .....

Place of Birth ..... Height .....ft.....in.....

Postal Address ..... Colour of Eyes .....

..... Colour of Hair .....

Residential Address ..... Distinguishing features .....

..... Telephone No. ....

*(If outside Uganda state nearest responsible Uganda Mission) .....*

2. CITIZEN OF UGANDA:

By Descent; By Birth; By Registration; By Naturalization. *(Delete words which do not apply)*

3. MARRIED WOMEN:

Maiden Names: .....

Husband's Full Names: .....

Date and Place of Marriage: .....

4. PURPOSE FOR WHICH TRAVEL DOCUMENT IS REQUIRED *(Indicate destination):*

.....

5. 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 the status of citizen of Uganda.
- c) That I have not previously held or applied for a travel document of any description



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- d) That all previous travel documents granted to me have been surrendered other than travel document 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)*
- e) 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

Specimen Signature

Date : .....20.....

6. **RECOMMENDER** I certify that the applicant is personally known to me and to the best of my knowledge and belief the facts stated in the form are correct. I am a citizen of Uganda.

Full Names .....

Profession ..... Address .....

.....Telephone ..... Signature .....

**Notes**

**1. How to complete the Form**

Section 1,2,4 and 5 of this form must be completed by all applicants for new passports  
Section 3 must be completed where applicant is a married woman.

**2. Authentication of Application**

The application must be authenticated and sponsored in section 6 by 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**

Three copies of recent photographs of the applicant must be included with the application. These photographs must be taken full face without hat, veil and must not be mounted. The size of photographs must not be more than two and half 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 copy of the photograph with the words.



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*“I certify that this is a true likeness of the applicant Mr./Mrs./Miss .....”* and add his signature.

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**PARTICULARS OF LOST PASSPORT**

(To be filled in fully by the owner)

**QUESTIONNAIRE**

1. Number of Passport .....
2. Where issued and date .....
3. Full Names of holder.....  
(Block letters)  
Date and place of birth .....
- National status .....
4. Was the Passport produced on arrival in Canada?.....
5. Was the Passport produced to an Immigration officer on arrival? .....  
If so, where and when? .....
6. Has the Passport been renewed? If so, where and when?  
.....
7. Was the Passport kept under lock and key? Describe how  
.....
8. When and where was the Passport last seen? .....
9. When and where was the Passport used last? .....
10. How and when was loss of the Passport discovered? .....
11. Was the loss reported to:-  
(a) The Passport Office? .....
- (b) The Police? .....
- (Place and date)  
If not reported, explain why .....
12. Have you ever lost a Passport before .....
13. Have you ever been refused a Passport before .....
14. Are you an undischarged Bankrupt?.....
15. Have you ever been convicted of any criminal offence in any country? If YES, give details.....  
.....



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- 16. What steps did you take to ensure that your Passport was being kept in a safe custody?  
.....
- 17. Have you ever been imprisoned in Uganda? If YES give details.....  
.....
- 18. 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.

**This is most Important**

Full Name.....

Profession .....

Full address .....

Personal reference:-

(Give the names and addresses of two persons to whom you are know and to whom personal reference can be made.)

1. ....

2. ....

I am fully aware that the above information is given for the purpose of obtaining a new Passport. The information given is, to the best of my knowledge and belief, true. I am also aware of the consequences of making a false statement in order to obtain a Passport or other travel document.

Date: .....

(Signature)

**EXCERPT FROM PASSPORT REGULATIONS - CAUTION -**

Note: A Passport is a valuable document and should not be allowed to pass into the possession of an unauthorized person. If lost or destroyed, the fact should be immediately reported to the Passport Control Officer, Kampala, or to the nearest Police. New Passports can only be issued in such cases after exhaustive enquiries have been made.



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FORM G



**AFFIDAVIT**

I, .....  
of .....  
make oath and swear that Passport No. .... issued  
to me by .....  
at .....  
has been lost, and although thorough search has been made I am unable  
to trace it.

SWORN BEFORE ME AT .....THE .....DAY  
OF .....

.....

NOTARY PUBLIC



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**IMPORTANT. – Applicants are warned that should any of the statements contained in this declaration prove to be untrue, the consequences to them may be serious.**