RYKLIEF ACADEMY

Simplifying Namibia

Passport Application Checklist

Documents and steps for a standard Namibian passport application at Home Affairs.

Before You Go

- [ ] Confirm whether you need a first-time, renewal, or replacement application — requirements differ slightly
- [ ] Book or confirm your appointment at your nearest Ministry of Home Affairs, Immigration, Safety and Security office, if required

Documents to Bring

- [ ] Certified copy of your full birth certificate
- [ ] Your current Namibian ID
- [ ] Your previous passport, if renewing or replacing
- [ ] Recent passport-size photographs meeting official specifications
- [ ] Proof of payment for the applicable passport fee

For Minors

- [ ] Both parents' IDs, or a death/court certificate if only one parent is applying
- [ ] A consent affidavit from the non-accompanying parent, where required

After Applying

- [ ] Keep your application receipt and reference number
- [ ] Follow up with the issuing office if your passport has not arrived within the typical processing window
- [ ] Check the passport carefully for any errors in spelling or details before leaving the counter

Exact fees, required photo specifications, and processing times are set by the Ministry of Home Affairs, Immigration, Safety and Security and may change. Always confirm current requirements at your nearest Home Affairs office before applying.