



## **Embassy of the Federal Democratic Republic of Ethiopia in Stockholm**

### **Application Kit for Passport**

Welcome to the passport application kit of the Ethiopian Embassy to the Scandinavian Countries.

#### **BEFORE YOU APPLY**

- Read carefully all the instructions in this kit and other guidelines in our website before you send your application.
- Gather all of the necessary and supplementary documents according the checklist.
- Any document not in English or Amharic must be accompanied by a certified translation.
- Photocopy all original documents.
- If it is possible, printout this **Passport Application Kit and the other application forms**, to use as a working copy.
- Read the instruction guide before starting to fill the application form and send your application to the Embassy.

**Your application may be delayed, returned or refused if it does not accompany all the requested information, documents and fees.**

#### **Check the processing times**

- It takes up to 2 months to process a passport application.
- So, we advice all applicants to submit their application at least 2 to 3 months ahead of their planned travel date or prior to applying for any other services that requires a valid passport.
- It is possible to renew Ethiopian passport at least 6 months before the expire date of the passport.
- Upon notification of the arrival of passport at the Embassy ready to pick up, Applicants have to collect the passport in three months' time. Passports that are not collected on the above given time will return back to the Main Department for Immigration and Nationality Affairs.

- Due to compelling reasons Express service is arranged to renew and issue Ethiopian passport. To get the Express service a 30% additional fee is required above the normal price. The applicants will cover all costs at their preferred courier service and order the documents to be collected from the Embassy. It takes about 15 days to process the application.

**NB.** Any follow up information regarding the status of your application would be forwarded through email or by phone. For this reason, it is a must to include **your email address or your contact person's email address, telephone number and complete residence address** in all the provided spaces and in all of the application forms.

Note that the above mentioned time is not a guarantee. Hence, you are urged to apply early to avoid inconvenience and disappointment and do not finalize any travel plan unless you have received your passport from The Embassy.

## **HOW TO APPLY FOR A PASSPORT**

**When you apply for a passport, you must submit the following:**

- **Complete and place this checklist on top of your application.**

### **Rule 1. Application form,**

- Fully completed and signed passport application form in **two** original signed copies (not **photocopy**).
- The application form must be filled in fully, legibly and accurately both in **Amharic** and **English**. (Preferably filled in **Blue ink**, it can be in hand or computer writer).
- Applicants must write their full name (three names: - **your Name, your Father and your Grand Father name**) in the provided space on application form **separately**.
- Applicants must answer each and every question on the application form.
- Birth date must be written in both **Ethiopian** and **Gregorian** calendars.

The form must be signed at requested place.

- We are not responsible for any mistake created as a result of incorrect figures or characters written on the application form.
- Incomplete application form will not be processed, will create delay or will be returned.

## Accompanying Documents and Supplementary Information

### **Rule 2. Applicant must provide document given from Ethiopia to confirm their nationality. This could be either**

- Previous passport or copy,
- **We do not work** with documents like Baptize Certificate, Marriage Certificate, Educational Certificate...etc but they can only be a supplementary document to other necessary documents.
- Photocopy all original documents.
- All the above necessary documents, except passport, need to be authenticated by the Ethiopian Ministry of Foreign Affairs. The Embassy does not accept unauthenticated documents.

#### **NB.**

- Applicants have to provide original document accompanied by a photocopy of one or two of the above listed documents.
- We do not accept any application by **witnesses**.

### **Rule 3. Registration paper attesting your nationality from the registration office of your country of residence**

- Personbevis from Sweden, (from Skatteverket in Sweden)
- Folkeregisteret from Denmark, (from folkeregister office in Denmark)
- Folkeregister from Norway, (from Folkeregister office in Norway)
- Extract from the Population Information System from Finland,
- Einstaklingar or a paper from Police or Immigration Authority from Iceland.

You can see samples of these registration papers on our website

### **Rule 4. Police clearance or police report** (only for application presented in replacement for lost passport.)

#### **Mandatory Reporting of Lost and stolen passports**

- It is mandatory to report about your lost or stolen passport - Ethiopians residing in the Scandinavian countries need to report a lost or stolen passport to the Ethiopian Embassy in Stockholm as soon as possible through

## Rule 5. Fingerprint

We advise applicants to come to the Embassy in person to give their fingerprints.

### Who need to provide fingerprint?

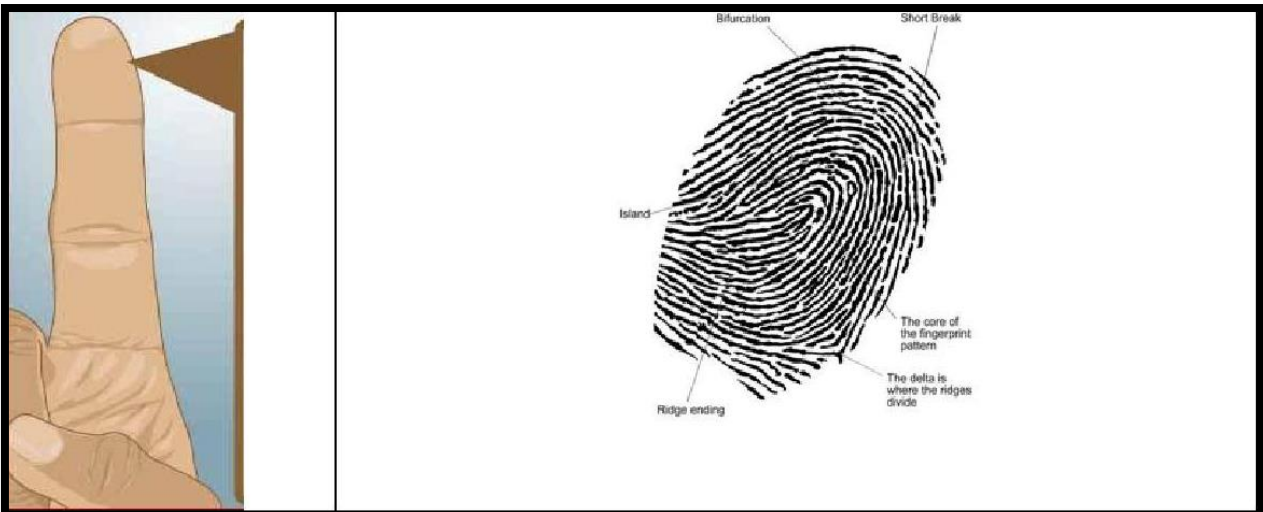
- Except children under the age of 14 year and those applicants who have given their fingerprint so far, all new applicants **must** provide of their fingerprint form in 3 copies.

Therefore;









1. For those applicants who have given their fingerprint so far and got the new Electronic Passport, it is not mandatory to provide their fingerprint.
  2. For all First time applicants (those applicants over the age of 14 and who had never given their fingerprint to get the electronic passport so far) fingerprint is mandatory, regardless of the type of passport they are holding and the type of services (for new passport, passport renewal or replacement) they are applying for.
- Fill the fingerprint form correctly in **3 or more original copies**. (We do not accept a photocopy of a fingerprint). It must be three original fingerprints.

### Notes

Here are **samples** and some important features of fingerprints. So, please see the samples before giving your fingerprint.



**Fingerprints need to be captured from the LEFT HAND INDEX (with code 07) and RIGHT HAND INDEX (with Code 02) fingers.**

 <p style="text-align: center;"><b>Correct</b></p>	 <p style="text-align: center;"><b>Not correct</b></p>	<p>The fingerprint must be captured in <b>black ink</b>.</p> <p>Make sure that your fingerprint is clear, i.e. the lines of the fingerprint must be seen clearly and vividly.</p>
 <p style="text-align: center;"><b>Correct</b></p>	 <p style="text-align: center;"><b>Not correct</b></p>	<p>Avoid rolling while capturing the fingerprint. Rolling is not allowed.</p>
 <p style="text-align: center;"><b>Correct</b></p>	 <p style="text-align: center;"><b>Not correct</b></p>	<p>The lines of the fingerprints must be clearly and visibly seen.</p>
		<p>The core of the fingerprints patten must be at the centre.</p> <ul style="list-style-type: none"> <li>• Avoid capturing the tip of the fingers.</li> <li>• Please try to include larger part your index fingers.</li> </ul>

Applicants are expected **only** to put their fingerprints, sign in all the provided spaces, fill the date and finger Code. The consular officer of The Embassy will complete the rest.

- The signature on the fingerprint form should be the true hand signature of the applicant him/herself and it should not be the signature of officer who took or authorized your fingerprint.

**NB. It is your signature on the fingerprint form that would be taken and applied to your new passport. So, if you sign wrongly or some other person signs on space provided for signature of the applicant, you will find a wrong signature or the signature of other person on your new passport.**

- We strongly advise applicants to come to the Embassy in person and give their fingerprints to avoid unnecessary delay.
- Appointment is not necessary to come in person and give fingerprints at the Embassy. Otherwise,
- Applicants can give their fingerprints at a police station or Notary Publics or Advokat Offices in a where country they residing in. In this case the fingerprints must be authorized/authenticated by police officer or by the person who took the fingerprint. We do not accept unauthorized fingerprints.

## **Rule 6. Photograph**

- Provide four passport photographs of you and each applying family member applying for passport.
- Taken in the past 6 months.
- Write your full name on the back of all photographs.

Your photos must comply with the specifications below.

### **Photo Specifications**

- The four photos must be identical and taken within the last six months.
- Photo must be in color (not black and white.)
- The size **should be a passport size (the face need to cover 3/4 of the total size of the photograph).**
- The background of the passport photo should be white or light coloured. Therefore, you should dress up yourself in contrasting color, which doesn't blend much with the background color. **(Avoid white clothes to avoid blending against background.)**



- The photos must be clear and well defined; your face must be straight to the camera with a neutral expression, neither frowning nor smiling or laughing and with your mouth closed.
- Babies should not have toys or a dummy, and there shouldn't be other people in the photo
- You may wear prescribed glasses as long as your eyes and are clearly visible. \*(Be free from reflection or glare on your glasses. Make sure that the frame does not cover any part of your eyes.) **Sunglasses are not acceptable.**
- A hairpiece or other cosmetic accessory is acceptable if it does not disguise your normal appearance.
- If you must wear a head covering for religious reasons, make sure your ears and full facial features are not obscured.
- The photos must show the full front view of the head, with the face in the middle of the photo, and include the top of the shoulders.
- If the photos you provided are not suitable or do not meet the specifications, your passport will be delayed.

**To avoid delays, make sure your photos meet the required specifications.**

## **Rule 7. Children under 14 years**

Children under 14 years of age can have their own passport. So they should submit a separate application form and supplementary documents.

- There is no more attaching a photo of a child on his/her mother or father passport.
- Children endorsed earlier in their mother's passport can also apply for a new passport.

Thus, the passport application of children under the age of 14 must be accompanied with,

- Duly filed child registration form, signed by parents (mother and father), Birth certificate and four photos, \*(please see the above photo specification).
- Registration paper of the child \*(Personbevis from Sweden, Folkeregisteret from Denmark, Folkeregister from, Extract from the Population Information System, Einstaklingar, A paper from Police or Immigration Authority).
- Family registration paper (Family Personbevis from Sweden, Family Folkeregisteret from Denmark, Bostedsattest (Family) from Norway, Family Extract from the Population Information System from Finland, Einstaklingar

or A Family Registration paper from Population registration office or Immigration Authority from Iceland).

- Children under the age of 14 are not expected to provide fingerprint, (it is not mandatory).
- Please consult our website for more instructions on how to apply for a passport to a newborn baby.

## **Rule 8. Processing Fee for passport application**

Pay the processing fee – Ensure that you have paid the correct fee.

- **Excluding 60SEK Bank Transfer Charges for payments made outside Sweden**

Type of Travel Document		Number of Pages	Service Fees
			SEK
Ordinary Passport	New and Renewal	32	522.00
		48	696.00
		64	957.00
	Replacement for Lost Passport	Lost for the First Time	783.00
		Lost for the Second Time	1,044.00
		Lost for the Third Time	1,566.00

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- Applicants outside Sweden need to include extra 60SEK for the Swedish Bank Transfer Charge.
- Applicants don't need to pay for postage fee with the passport-processing fee. We do not accept any payment for postage fee.



- Most fees are for processing and are not refundable regardless of the outcome of the application.

**If you submit incorrect fee, your application will be delayed or returned. This can cause significant delays, so calculate your fee carefully.**

## **Methods of payment**

### **1. Applications mailed (by post) to our Embassy:**

- The fees accompanying a passport application must be paid through
  - 1. Bank Giro No. 521-8235 or (mainly for payments made from Sweden)**
  - 2. SEB Bank IBAN No. SE575000 0000 0527 7110 6248 ,**  
**Bic-Code ESSESESS**
- The fees must be paid in Swedish Kronor (SEK) by the name of the passport applicant.
- If the payment is made for some other person, write the full name of the person on the receipt to which the payment is made.
- Pay the fee in advance and attach the payment receipt with your application.
- If the application is received at the Embassy without the receipt of the processing fee is attached, it will be delayed and returned to the applicant.

**Do not send cash by mail. We are not responsible for cash sent by mail.**

### **2. Applications made in person at the Embassy:**

- The fee accompanying applications made in person at our office for passport can be paid in cash in Swedish Kronor.
- We do not accept any credit card, bank cheque.
- The exact amount is required because no change is given.

## **Rule 9. Postage**

**We do not accept any payment for postage fee.** Therefore, applicants must send (enclose) a self-addressed and pre-paid envelope to return the new passport and other original documents submitted during the application process.

Hence;

- 1. Applicant from Sweden** must enclose a prepaid and pre-addressed envelope (write the full postal address of the receiver on the envelope) with,
  - 82 SEK stamps up to 100 grams or for up to two passports

- 94 SEK stamps up to 250 grams or for up to four passports
- 106 SEK stamps up to 500 grams or for up to five passports
- 118 SEK stamps up to 1000 grams or to for up six passports to enable us to send back your documents by registered mail to your address.

**Note:** - write the current and full postal address of the receiver on the envelope clearly.

**2. Applicant form outside Sweden** must enclose a pre-addressed envelop with

- **9** International coupons for 1 passport or for the weight up to 100 grams;
- **11** International coupons for two passports or the weight up to 250 grams and
- For more than two passports, just add **3** international coupons per the number passport.

International coupon can be found at a post office.

**NOTE** We do not accept any payment for postage fee.

## **Rule 10. After applying**

- The passport division of the Embassy will review the application to make sure that it is complete.
- If the application is incomplete, the original documents and the application will be returned unprocessed. The Passport Division will send a letter explaining why the application has been returned
- If the application is complete, the applicant will receive a confirmation message through email and the passport will be processed.

**NB.** Any follow up information regarding the status of your application would be forwarded through your email. For this reason, it is a must to include **your or email address of your friend** in all the provided spaces in the application form

### **Validity of newly issued passport**

- Validity of the new passport, passport renewal or replacement for lost /stolen/destroyed passport will be for five years from the date of issuance.
- If you move or change your postal address while your application is being processed, you must notify the Embassy through email.