

REPUBLIC OF PALAU

RULES AND REGULATIONS FOR THE PREPARATION AND SUBMISSION OF APPLICATIONS FOR REPUBLIC OF PALAU PASSPORTS AND ISSUANCE THEREOF

INTRODUCTION AND PURPOSES

The purpose of this directive is to establish procedural guidelines for the preparation and submission of Republic of Palau passport applications to conform to the change in political conditions in the Republic of Palau.

AUTHORITY

The authority to prescribe rules, regulations and procedures relating to passport applications is vested in the Minister of State of the Republic of Palau pursuant to 13 PNCA Section 12.

I. APPLICATION FOR PASSPORT

A. Application for Passport

All applications must be executed in original only. Application forms are available at the Palau Passport Office, Ministry of State Office in the Republic of Palau and such other overseas locations as may be designated by the Minister of State.

Each application must be signed by the applicant.

The Minister of State may alter, revise, or amend all application forms in his discretion without the necessity of public notice.

B. Name of Applicant

Each passport application shall contain the full name of the applicant, last name first, then first name then middle name. Name shall be legal name as prescribed on certified birth certificate, court decree or marriage certificate.

C. Photographs: Number, Size and Quality, Etc.

Submit one color photograph of you alone, sufficiently recent to be a good likeness of you taken with the last six months, and 2x2 inches in size. The image size measured from the bottom of your chin to the top of your head (including hair) should not be less than 1 inch and not more than 1-3/8 inches. The photographs must be color, clear, with a full front view of your face, and printed on thin photo paper with plain light with white background. It must be capable of withstanding a mounting temperature of 225 Fahrenheit (107 Celsius). The photographs must be taken in normal street attire, without a hat, head covering, or dark glasses unless a signed statement is submitted by the applicant verifying the item is worn daily for religious purposes or a signed doctor's statement is submitted verifying the item is used daily for medical purposes. Photographs retouched so that your appearance is changed are unacceptable. Snapshots, most vending machine prints, and magazine or full-length photographs are unacceptable. Digitized photos must meet the previously

stated qualifications and will be accepted for use at the discretion of Passport Agent.

Photograph must be pasted onto the application and submitted to the Palau Passport Office, Ministry of State.

D. Signing of Application Form

Every applicant whose name the passport is to issue (except for infant children under the age of six (6) years) must sign the application form and thereby attest to the truth of each and every statement made in the application. If the applicant has not previously been issued a Republic of Palau passport, the application and its contents shall be sworn to by the applicant before a person authorized and empowered to administer oaths. The authorized oath-administrative official shall date and affix his signature and seal to such forms. Infant and children under the age of six (6) years must have parent or legal guardian sign application form for them.

E. Submission of Completed Application Form

After execution, the completed passport application form is to be submitted to the Palau Passport Office, Ministry of State together with the birth certificate of the applicant and/or other documents providing that applicant is a citizen of the Republic of Palau.

F. Validity

If you are 16 years of age or older: Your passport will be valid for 10 years from the date of issue except where limited by the Minister of State to a shorter period.

If you are 15 years of age or younger: Your passport will be valid for 5 years from the date of issue except where limited by the Minister of State to a shorter period.

G. Processing Fee

A fee of \$50.00 shall be paid to the Palau National Treasury and receipt must accompany each application.

The passport processing fee may be paid in one of the following forms: Checks (personal, certified, traveler's); bank draft or cashier's check; or money order (U.S. Postal, international, currency exchange). All fees should be payable to the "Palau National Treasury".

NOTE: If abroad, personal checks not accepted as a form of payment. The passport processing fee is non-refundable.

H. False, Misleading, or Incomplete Information

Any application found to contain false, misleading or incomplete information will be rejected by the Minister of State without issuing any passport. Any passport issued to any person who submitted an application containing false, misleading, or incomplete information may, in the Minister's discretion, shall be revoked without advance notice.

I. Cancellation

Most recent passport will be cancelled by punching 2 holes on the passport. Copy of descriptive data page and authorization page shall be attached to application and cancelled passport may be surrendered to applicant upon the request.

J. Applicants who remain a citizen of another nation

Except in cases where citizenship of another country has been renounced before the Applicant's 21st birthday, no passport shall be issued beyond the date of the 21st birthday of a citizen of the Republic of Palau who remains a citizen of another nation, other than citizens of the United States of America, who may qualify as citizens of Palau under the requirements set forth by the Constitution of Palau, the Renouncements of citizenship of other countries shall conform to the requirements of law.

II. APPLICATION FOR AMENDMENT/VALIDATION OF PASSPORT

Passports of the Republic of Palau may be amended/validated to show a change of name, to correct the descriptive data, to add visa supplement pages, to extend the validity of a limited passport, and in certain cases, to show endorsement or validation of your passport.

A. Application Form

Application Form No. PA-2 must be executed in single copy. Submit with your passport and any required additional evidence.

B. Affidavit and/or Certification

Affidavit(s) or certifications establishing the need for amendment/validation such as certified court order, marriage certificate, or other satisfactory evidence to support correction must also be submitted.

C. Processing Fee

A fee of \$25.00 shall accompany each application for passport amendment/validation.

The passport processing fee may be paid in one of the following forms: Checks (personal, certified, traveler's); bank draft or cashier's check; or money order (U.S. Postal, international, currency exchange). All fees should be payable to the "Palau National Treasury".

NOTE: If abroad, personal checks not accepted as a form of payment. The passport processing fee is non-refundable.

III. APPLICATION FOR NEW PASSPORT RESULTING FROM LOSS, THEFT, ALTERATION OR MUTILATION

Passport of the Republic of Palau may be issued upon completion of the following:

A. Application Form

Application Form No. PA-1 must be executed in single copy and submitted with the passport, if applicable.

B. Affidavit and/or certification

Applicant must execute and notarize affidavit or statement in single copy setting forth fully the circumstances attending to the loss, theft, alteration or mutilation of passport.

C. Validity

If you are 16 years of age or older:

Your passport will be valid for 10 years from the date of issue except where limited by the Minister of State to a shorter period.

If you are 15 years of age or younger:

Your passport will be valid for 5 years from the date of issue except where limited by the Minister of State to a shorter period.

D. Processing Fee

A fee of \$75.00 must accompany each application.

The passport processing fee may be paid in one of the following forms: Checks (personal, certified, traveler's); bank draft or cashier's check; or money order (U.S. Postal, international, currency exchange). All fees should be payable to the "Palau National Treasury".

NOTE: If abroad, personal checks not accepted as a form of payment. The passport processing fee is non-refundable.

IV. OFFICIAL PASSPORTS

A. Application form and eligibility

Upon completion of an application, as set forth above in Section I, accompanied by a written request to the Minister of State, an Official

passport may be issued to elected officials of the National Government, including the President, the Vice President and members of Congress; Ministers; members of the Council of Chiefs; and Justices of the Supreme Court who are citizens of Palau.

B. Validity and Limitations

All Official Passports will be issued for a term of two (2) years from the date of issue and may be renewed once to permit a term of four (4) years except where limited by the Minister of State to a shorter period based on expiration of his or her term of office of in individual cases. The holder of an Official Passport must surrender to the Passport Office, Ministry of State within 20 days of such expiration of term or upon dismissal from the office which had given rise to his or her eligibility for the Official passport.

C. Use of Official Passport

Official passports may not be used for personal travel. Official passports may only be used while the holder is on official business. Official passport holders must utilize a regular passport for personal travel.

D. Extension, Amendment and Renewal

Official passports may be extended, amended, or renewal upon completion of an application, as set forth above in Section I, II, III, above which ever is applicable.

V. DIPLOMATIC PASSPORTS

A. Application form and eligibility

Upon completion of an application, as set forth above in Section I, accompanied by a written request to the President of the Republic of Palau, a Diplomatic passport may be issued to any of the following Palauan citizens:

a. A person who is employed by the Government of the Republic of Palau and has a duty station located outside of the Republic of Palau;

or

b. The President or his designee determines that the person's activities on behalf of the Government of the Republic of Palau are diplomatic in nature insofar as the person is authorized as part of his or her duties to represent the Government of the Republic of Palau in dealing with foreign governments, or

c. The person (1) is a dependent of the person holding a diplomatic passport pursuant to subsection (a) or (b) of this section, and (2) is residing with such person during the course of his or her tour of duty abroad.

B. Validity and Limitations

All Diplomatic Passports will be issued for a term of two (2) years from the date of issue and may be renewed once to permit a term of four (4) years except where limited by the Minister of State to a shorter period based on expiration of his or her term of office of in individual cases. The

holder of a Diplomatic Passport must surrender to the Passport Office, Ministry of State within 20 days of such expiration of term or upon dismissal from the office which had given rise to his or her eligibility for a Diplomatic passport.

C. Use of Diplomatic Passport

Diplomatic passports may not be used for personal travel. Diplomatic passports may only be used while the holder is on official business. Diplomatic passport holders must utilize a regular passport for personal.

D. Extension, Amendment and Renewal

Diplomatic passports may be extended, amended, or renewal by submitting the documentation required above in Section I, II, III, above whichever is applicable.

VI. GEOGRAPHICAL RESTRICTIONS OF PASSPORT

General restrictions on the validity of passports for travel to certain areas may change from time to time as conditions permit or necessitate.

VII. INSTRUCTIONS TO PASSPORT ISSUANCE OFFICER

- A. Ensure that receipt with correct fee is attached to each application.
- B. Ensure that every person applying for a passport is a Palauan citizen and is entitled to a passport.

- C. Ensure that the signature on the application form is the same as the name of the applicant as it appears on the application. Parents or guardians should sign for minor children under the age of six (6).
- D. Ensure that the listed date of birth is correct and corresponds with the date of birth on the application.
- E. Ensure that the personal description section of the application is completed.
- F. Ensure that all affidavits and/or certificates required under each paragraph are attached if applicable.
- G. When the Passport Officer is satisfied and passport application is correct in all respects, should submit with all attachments for preparation of the passport.

Any passport application received at the Passport Office, Ministry of State that has not been properly completed will be returned to be corrected or prepared again. All passport applications should be submitted to the Passport Office, Ministry of State at least fourteen (14) days before the passport is needed.

VIII. RECESSION

All passports including blank passports must be kept in locked cabinets at all times to prevent from loss, theft, etc.

IX. EFFECTIVE DATE

These regulations shall take effect thirty (30) days after execution by the Ministry
of State.

May 13, 2005

/s/ _____
Temmy L. Shmull
Minister of State
Republic of Palau