

# Frequently Asked Questions

## Ghana Passports

**I am downloading the form on the internet. Why should I pay?**

The form is placed online to relieve applicants of the burden of requesting the forms by mail. It is not free.

**I do not have any relatives living in the U.S.**

You can substitute relatives living in the U.S with relatives living in Ghana.

**Where can I thumb print the form (section 16)?**

The form can be thumb printed at any Post Office or a Notary Public near you.

**Who should complete section 15(witness) on the application form?**

Section 15 can be completed by anyone including a notary public.

Please provide accurate address and phone number.

**The date of birth in my passport is wrong. How can I change it?**

To change the date of birth in your passport, you must include the original birth certificate issued before the passport was processed or a court affidavit.

**I have a valid visa in my passport. Will it be valid when I get a new passport?**

Yes. We will indicate at the back of your new passport that you previously travelled on the old passport, which has a valid visa. Please be advised that you must carry both passports with you so long as the visa in the old passport remains valid.

**I am coming out- of- state. Will my passport be issued the same day?**

No. We do not have a same day service.

**Do you have an expedited service?**

We have a 48-hour expedited service for renewal of passports. Please add \$50 extra and a prepaid overnight return envelope.

**The Police in my area say they do not issue reports for lost passports. What should I do?**

Please provide in writing the name, city, state, and phone number of the police station and include it with your application.

**My application was sent back to me because my pictures were not clear. Please explain?**

The pictures should be taken full face with a white background and must be clear. Your face (including your eyes and ears) must show clearly.

**I am mailing my application from outside the U.S. How do I arrange courier service?**

Please call the courier service in your country and make pick-up arrangements.

**Do you accept personal checks or credit cards?**

No. We only accept money orders and cashier's checks. Cash payments are accepted if the application is dropped-off at the Embassy.

**Do I need to send a return envelope for the return of my passport?**

Yes. You need to send a prepaid FedEx overnight envelope or an Express mail return envelope from the Post Office. You need to send an envelope with a tracking number. Please do not send a regular envelope.

**I am a Ghanaian but currently hold American citizenship. Can I apply for a Ghanaian passport?**

Yes. But you must first apply for dual citizenship. To apply for a passport, send a copy of your dual citizenship certificate and card; a completed passport form; four passport pictures; \$100 processing fee; and an overnight prepaid return envelope.