

THE CIVIL REGISTRY LAWS OF 2002 - 2010 – ARTICLE 66 (4)

MINISTRY OF INTERIOR – CIVIL REGISTRY AND MIGRATION DEPARTMENT

Application for the issue/reissue of a Passport or Temporary passport (Laissez Passer) of the Republic of Cyprus

☐

Issue

☐

Reissue

☐

Replacement due to loss/ theft/ wear and tear

ATTENTION

1. Please read carefully the instructions before completing this application.
2. Making an untrue declaration may lead to criminal prosecution.

FOR OFFICIAL USE

NOTES

Passport No.

Office where the application is received:

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Application No. :

Receipt No. :

Taking of biometric features ☐

Type of Passport:

☐

Passport without biometric features

☐

Passport with biometric features

☐

Diplomatic Passport

☐

Service Passport

☐

Limited Validity passport

☐

Passport issued under the Refugee Laws

☐Temporary Passport
(Laissez Passer)

SECTION I**DETAILS OF APPLICANT**

Name and Surname – (Please see Note A)

NAME

SURNAME

Identity Card No.

Date of Birth

Place of Birth

Sex (Male/female)

Nationality

Marital Status

☐

Married

☐

Single

☐

Divorced

☐

Widowed

☐

Separated

ADDRESS

District

Municipality/
Community

Quarter

Street

Postal Code

Home Telephone No.

House No.

Apartment No.

Work Telephone No.

SECTION II**FATHER'S DETAILS**

Identity Card No.

Name

Date of Birth

Nationality

Surname

Place of Birth

Passport No.

SECTION III**MOTHER'S DETAILS**

Identity Card No.

Name

Date of Birth

Nationality

Family Name

Place of Birth

Passport No.

SECTION IV		HUSBAND'S / WIFE'S DETAILS	
Identity Card No.			
Name		Surname	
Date of Birth		Place of Birth	
Nationality		Passport No.	

SECTION V		PREVIOUS PASSPORTS OF THE APPLICANT	
(i) Do you have any other Cyprus Passport?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Passport No.	
		Travel Document No.	
(ii) Do you have a passport from another Country?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Passport No.	
(iii) Have you lost your Cyprus Passport?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Country of Issue	

SECTION VI		DECLARATION BY PARENTS/GUARDIANS OF UNDERAGE APPLICANTS	
<i>To be completed in case of issuing a passport to a minor (under 18 years of age)</i>			
We, the undersigned parents/guardians of request the issue of a passport/temporary passport (laissez passport) to him/her and certify that the details mentioned in the application are true and correct.			
Father's Signature		Identity Card No.	
Mother's Signature		Identity Card No.	
Guardian's Signature		Identity Card No.	

SECTION VII		DECLARATION BY THE APPLICANT (over 18 years of age)	
I solemnly declare that all the information contained in this application, including the certificates and documents attached are true and correct and that I have not lost or renounced the Cypriot nationality.			
Date:	Signature		

Signature of the Officer receiving the application:	Date :
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**EXPLANATORY INSTRUCTIONS AND NOTES FOR THE COMPLETION OF THE APPLICATION
TO ISSUE/REISSUE A PASSPORT OR A TEMPORARY PASSPORT (LAISSEZ PASSER)**

Submitting the application: The application to issue/reissue a passport or temporary passport (laissez passer) should be submitted by the applicant in person to the competent District Authority or the Citizen Service Centre. Applicants who are not in Cyprus should submit this application to the closest Cypriot consular authorities/embassies of the Republic.

During the submission of the application the officer receiving the application will take the photograph and the finger prints of the applicant.

- A. **Names in the Passport:** The name and surname of the passport holder shall be printed in Greek or Turkish and in the Romanized system of writing. The name and surname of the passport holder will be transferred automatically into the Romanized system of writing with Latin characters. The applicants should complete their name in Greek or Turkish according to their Birth/Marriage Certificate. In case the applicants want their name to be written in a different way than the Romanized system, they can write it in Latin characters, on the second line under their name and surname.
- B. **Declaration by the Applicant:** The application should be fully completed and signed by the applicant if he is over 18 years of age.
- C. **Declaration by Parents/Guardians:** In case the application is submitted by a person under 18 years of age, the application should without exception be completed and signed in section VI by both parents or the guardian in the presence of the receiving officer. If parental care is exercised solely by one parent on the basis of a relevant order of the Family Court, the application shall be signed only by that parent. The order of the Family Court concerning parental care should be produced together with the application.

D. At the submission of the application, the applicants should produce the following:

1. Identity Card.
2. Previous passport or Temporary Passport ((Laissez Passer) (where applicable).
3. In case of loss of passport, a Police certificate to that effect.
4. A Marriage Certificate in the case of married women who desire the surname of their husband to be written in the passport.
5. The applicant shall produce any other documents, which may be requested by the officer receiving the application, in order to confirm the information contained in the application.
6. The relevant fees, for which a receipt shall be issued, are the following:

- Temporary passport (Laissez Passer)	€ 20
- Passport without biometric features	€ 50
- Passport with biometric features	€ 70
- Passport of limited validity	€ 45
- Diplomatic Passport	€ 70
- Service Passport	€ 70
- Passport for political refugees	€ 90
- Passport with biometric features (accelerated issue)	€ 120

In case of first, second, third time etc loss or wear and tear or theft the fees are double those of the previous issue.

7. Persons submitting the application for a Passport or Temporary Passport (Laissez Passer) for the first time should also produce the following documents:
 - i. Birth Certificate.
 - ii. Certificate of Cypriot citizenship if the applicant has acquired the Cypriot nationality by Naturalization or Registration.