

Passport Application Terms and Conditions

Please read the entitlements to a Ghanaian Passport carefully

- Applicants for Ghanaian passports must be Citizens of Ghana by Birth, naturalisation, Registration, Adoption or by any Enactment. Documentary evidence must be provided in support of any such claim.
- A Ghanaian passport is the only reliable and universally accepted travel and identification document for Ghanaians who travel abroad.
- Issued to Ghanaian citizens only, a Ghanaian passport reflects the identity of the applicant as determined by documentary evidence of citizenship and documents to support identity.

Requirement Checklist

- One identical passport size photo
- Proof of Ghanaian citizenship (originals only)
- Documents to support Identity (originals only) such as School Certificate, Driver's Licence, Employment/Student / Other I.D. Cards.
- Previous Ghanaian passport issued to you
- Processing fee

Please note that: File size should not exceed 250 KB & File type should be jpg or pdf.

Lost/ Stolen

Applicants must produce a Police Report, a birth certificate and Proof of Identity. The birth certificate should be authenticated by the Judicial Service of Ghana and the Ministry of Foreign Affairs & Regional Integration of Ghana.

Proxy

Passports issued in any country and illegally posted or carried on persons other than holders to the countries of residence of the holders are not valid in those countries. They will also not be validated by our Missions/Embassies when presented since they were not issued by them. Consequently, applicants must renew or obtain their passports at their nearest Ghana Missions/Embassies.

Change of Name

This must be supported by duly authenticated documents such as deed polls/ gazette or affidavit and statutory declarations and marriage/divorce certificate.

Statutory Fees

	Standard Application	
	32 page booklet	48 page booklet
First Passport Application	€	€
Renewal Passport Application	€	€
Lost/ Stolen Passport Application	€	€
Damaged Passport Application	€	€

Payment Methods

Acceptable methods of payment

- **BANK TRANSFER**

CASH, CHEQUES and BANKER'S DRAFT payments are not accepted under any circumstances.

Refund Policy

Passport application fees are non-refundable whether your application is successful or not.

Photographs

The application should be submitted with one (1) standard passport size photograph taken full face on a plain background within six months of the date of application without dark glasses or hat.

Please note that: Uploaded image size should be 140px*170px

Processing Period

Application Type	Standard Processing Time
First Passports	3 weeks
Renewals	3 weeks
Lost/stolen	3 weeks
Damaged	3 weeks

NOTE: PASSPORTS WILL ONLY BE ISSUED WHEN ALL THE REQUIREMENTS HAVE BEEN FULLY SATISFIED AND APPLICANTS MUST ALLOW AT **LEAST THREE (3) WEEKS** FROM THE DATE OF SUBMISSION OF THE FORMS TO THE MISSION FOR THE DELIVERY OF THEIR NEW PASSPORTS.

Validity of Applications

Applications must be completed within 21 days of starting. Incomplete applications will be deleted after 21 days if not completed and submitted online. Applicants will have to re-apply when application is cancelled.

Visa Application Terms and Conditions

Please read the entitlement to a Ghanaian Visa carefully

Entry Requirements for Ghana

- All visitors to Ghana must be in possession of a valid passport or legal travel documents.
- All visitors entering Ghana must have valid entry visas issued by a Ghana diplomatic mission or consulate abroad or any other visa issuing authority mandated by the Ghana Government to act on its behalf. (ECOWAS nationals and those of other countries with which the Government of Ghana has specific bilateral agreements, are exempted).
- All travellers above nine (9) months coming into or transiting through Ghana are required to have been vaccinated against Yellow Fever at least Ten (10) days from the proposed date of travel and where already vaccinated, provide evidence(certificate).
- The visa may be granted for single or multiple entry.
- Please note that applicants may be interviewed.
- The visa grants entry into Ghana within the stipulated time frame. Please note that the period of permitted stay in Ghana will be endorsed by Ghana Immigration at the point of entry. Applicants are therefore advised to contact the Ghana Immigration Service if their stay will extend beyond the endorsed period of permitted stay.

Conditions for the Issue of Visa

- Visas may be granted to personnel of international organisations and visitors to Ghana for tourism, study, business or transit.
- The visa may be granted for single or multiple entry.
- Visas are valid for a period of three months and must be utilised within three months of the date of issue. Visas valid for up to one year may be granted for specific purposes.
- Visitors travelling on Business are required to furnish evidence of the fact, such as a letter from their firm, while those travelling at the invitation of Ghanaian nationals or residence or Ghanaian institutions should furnish a letter of invitation from their hosts.
- Visitors may be required to provide a return or a through ticket to a country which they have the right of admission or may be required to show evidence of sufficient funds for the duration of their stay in the country. Prospective employees may undertake employment within the authorised immigrant quota. Emergency visas may be issued at entry points to travellers who arrive from a country where there is no Ghanaian diplomatic or consular representation, but such applications must be authorised by the Comptroller-General of the Ghana Immigration Service through their sponsors before they arrive in Ghana.
- Applications for further extension to visitors' permit must be made to the Comptroller-General of the Ghana Immigration Service for consideration. Tourists may be allowed a period of stay of three months if the Ghana Immigration Service is satisfied that such tourists have sufficient means of financial support.
- Persons who enter the country as visitors are not permitted to take up employment even if there happens to be a vacancy on the Immigrant Quota of a prospective employer.
- Professionals (doctors, lawyers, nurses, etc), are required to provide particulars of their qualifications in order that the eligibility of their registration may be determined.
- Applicants on a VISIT to Ghana must provide a letter of invitation from their host in Ghana.

Travellers are strongly advised to ensure that they have all the necessary documents before arriving in Ghana.

Requirement Checklist

- Valid passport and copies of the bio-data page of the passport.
- The applicant should be of Austrian nationality or be legally resident in the Austria.
- Applicant's passport should be valid for at least six (6) months and must have at least two (2) blank pages opposite each other.
- Visa Application Form to be completed and signed
- Colour Passport size photo to be uploaded with application before submitting (uploaded image size should be 140px*170px).
- Business, Residential addresses and contact telephone numbers to be provided
- Occupation/ Profession
- Financial means to be indicated
- Proposed date of travel
- Names and Addresses of references and/ Accommodation in Ghana (if it is a hotel, details are to be provided)
- Letter of consent from parent/legal guardian for children under 18 years

Please note that: File size should not exceed 250 KB & File type should be pdf or jpg.

Prohibited Immigrants

The under-mentioned categories are Prohibited Immigrants:

- A person of unsound mind.
- A person declared by medical personnel as medically unsound.
- A person considered to be a security risk.
- A person against whom there is a deportation order in force.
- A person who has been sentenced in a foreign country for extradition under the Extradition Act 1960.

Inoculations

Ghana is one of the countries at the risk of Yellow Fever transmission, hence the need for all travellers (including those coming from countries with no risk to yellow fever) to Ghana to have a valid yellow fever vaccination certificate or records indicating their protection from yellow fever.

The certificate will be inspected during the processing of the visa application. An applicant who for medical reasons cannot obtain the vaccination certificate must submit a medical certificate from a doctor.

Fees

	<i>Standard</i>	<i>Expedited</i>
3 Months Single Entry	€	€
6 Months Multiple Entry	€	€
1 Year Multiple Entry	€	€
2 Year Multiple entry	€	€
Single Transit	€	€
Multiple Transit	€	€

Payment Methods

Acceptable methods of payment

- **BANK TRANSFER**

CASH, CHEQUES and BANKER'S DRAFT payments are not accepted under any circumstances

Refund Policy

Visa application fees are non-refundable whether your application is successful or not.

Visa by Courier

Visa applications by courier will be accepted and processed. It is the responsibility of applicants to make arrangements for the collection of their passports.

Processing Period

Visa will only be issued when all requirements have been fully satisfied. **Minimum five (3) working days** is required for the processing of standard visas. Applicants are, therefore, required to deposit their passports, together with the completed visa application forms, with the supporting documents well ahead of the time of proposed date of travel, to avoid possible delays.

Expedited service is also available and takes **ONE (1) working day**.

Applicants who are exempt from entry visa to Ghana

CATEGORIES OF PERSONS EXEMPT FROM ENTRY VISA REQUIREMENTS TO GHANA

A. Nationals of ECOWAS Countries

Benin	Burkina Faso	Cape Verde	Cote D'Ivoire	The Gambia	Guinea	Guinea-Bissau
Liberia	Mali	Niger	Nigeria	Senegal	Sierra Leone	Togo

B. Holders of Diplomatic and Service Passports

Brazil	Cuba	Germany	Namibia	China	South Africa	Sudan
Hungary	India	Equatorial Guinea	Morocco	St. Kitts & Nevis	Suriname	Venezuela
Malta	Hong Kong (Diplomatic only)	Turkey (Diplomatic only)	Qatar (Diplomatic only)			

NB: Exemptions for Category B above shall be for a period not exceeding ninety (90) days from date of entry

C. All nationals of the following countries

Jamaica	Kenya	Singapore	Tanzania	Trinidad and Tobago	Uganda	Zimbabwe
Mauritius	Seychelles	Barbados	Rwanda	Guyana	St. Vincent & Grenadines	

D. List of International Organisations with which Ghana has concluded Visa exemption agreements

Holders of passports of Regional Economic Communities in Africa and the African Economic Community, African Union, United Nations and its Specialized Agencies:

The World Bank African Development Bank

E. Persons in direct airside transit

All persons in direct airside transit are exempt from visa requirements

Gratis Visas

The following are entitled to Gratis Visas to Ghana;

- Holders of Diplomatic Passports
- Holders of Official/ Service Passports

Validity of Applications

Applications must be completed within 14 days of starting. Incomplete applications will be deleted after 14 days if not completed and submitted online. Applicants will have to re-apply when application is cancelled.