

Passport Renewal Checklist

1. Proceed to the **online Passport Application** portal and ensure that you include your current phone number where you will receive updates by SMS or email.
2. Once the application and payments are complete, print the copy showing a nine-digit Application ID number (e.g. W000123456) Please ensure that you pay all the assessment fees including the UGX 10,000 courier fees.
3. Print your receipts after making your online payment.
4. Book your appointment date online (Passport Portal www.passports.go.ug) for enrollment at the Embassy
5. Appear at the Embassy with printed appointment form on the scheduled date
With the following;
 - Old Passport
 - Copy of national I.D (If you have one)
 - Copy of the recommender's Ugandan National I.D.
 - Print-out of payment receipts
 - Form of ID: Residential I.D/Student I.D/Driving license I.D or Old US Visa
 - **A pre-paid self-addressed courier return envelope in a packet (EXPRESS or PRIORITY mail with a tracking number for shipment of your new passport when it arrives in Washington, DC)**
6. For Minors below 18 years come with the following:
 - Old Passport of the Child
 - Letter of Consent from one of the parents
 - Birth Certificate of the child
 - Photo copy of parent's Passport or National ID
7. Avail the Embassy with a reliable call-back number in the USA on your application.
8. Applicants may be requested for additional supporting documentation where necessary.
9. For lost/damage/stolen passport pay the assessed "fine for lost passport" fee of UGX 100,000 in addition to the regular passport fees. You must select either lost, stolen or damaged for the type of passport required.
10. **Please do not come with Passport size pictures**