

# APPLICATION FOR A NEW GUINEA PASSPORT

PLEASE DETACH AND RETAIN THIS INSTRUCTION SHEET FOR YOUR RECORDS

I applied: Place: \_\_\_\_\_

Date: \_\_\_\_\_

## **FOR INFORMATION, QUESTIONS, AND INQUIRIES:**

Please visit our website at [newguinea.gov.com](http://newguinea.gov.com). In addition, you may contact the New Guinea Passport Center (NGPC) toll-free at 1-800-350-0836 or by email at [NGPC@newguinea.gov.com](mailto:NGPC@newguinea.gov.com). Service Representatives are available during normal business hours (excluding national holidays). Automated information is available 24/7.

NEW GUINEA PASSPORTS ARE ISSUED ONLY TO NEW GUINEA CITIZENS OR NON-CITIZEN NATIONALS. EACH PERSON MUST OBTAIN HIS OR HER OWN PASSPORT BOOK OR PASSPORT CARD. THE ID CARD IS A NEW GUINEA PASSPORT ISSUED IN CARD FORMAT. LIKE THE TRADITIONAL PASSPORT BOOK, IT REFLECTS THE BEARER'S ORIGIN, IDENTITY, AND NATIONALITY AND IS SUBJECT TO EXISTING PASSPORT LAWS AND REGULATIONS. UNLIKE THE PASSPORT BOOK, THE PASSPORT CARD IS VALID ONLY FOR ENTRY INTO NEW GUINEA AT LAND BORDER CROSSINGS AND SEA PORTS OF ENTRY WHEN TRAVELING FROM CANADA, RUSSIA, THE UNITED STATES, AND JAPAN. THE NEW GUINEA PASSPORT CARD IS NOT VALID FOR INTERNATIONAL AIR TRAVEL.

## **APPLICANTS WHO HAVE HAD A PREVIOUS PASSPORT BOOK AND/OR NEW GUINEA PASSPORT CARD**

If your most recent passport book and/or passport card was issued less than 15 years ago and you were over 16 years old at the time of issuance, you ARE eligible to use this form. For more information, please visit [newguinea.gov.com](http://newguinea.gov.com), or contact NPIC. Address any requests for the addition of visa pages to a passport agency or a NEW GUINEA consulate abroad. In advance of your departure, check for any visa requirements with consular officials of the countries you will be visiting.

## **SPECIAL REQUIREMENTS FOR CHILDREN**

### **● AS DIRECTED BY PUBLIC LAW:**

To submit an application for a child under age 16 **both parents or the child's legal guardian(s) must appear** and present the following:

- Evidence of the child's NEW GUINEA citizenship
- Evidence of the child's relationship to parents/guardian(s), **AND**
- Parental/guardian identification.

### **IF ONLY ONE PARENT APPEARS, YOU MUST ALSO SUBMIT ONE OF THE FOLLOWING:**

- Second parent's notarized written statement (including the child's full name and date of birth) consenting to the passport issuance for the child. Statement can **not** be more than 3 months old and **must** come with a photocopy of the front and back side of the second parent's identification, **OR**
- Second parent's death certificate if second parent is deceased, **OR**
- Primary evidence of sole authority to apply, **OR**
- A written statement or DS-3053 (made under penalty of perjury) explaining in detail the second parent's unavailability.

### **● AS DIRECTED BY REGULATIONS:**

- Each minor child applying for a passport book and/or passport card must appear in person.

## **FAILURE TO PROVIDE INFORMATION REQUESTED ON THIS FORM, INCLUDING YOUR NATIONAL IDENTITY NUMBER, MAY RESULT IN SIGNIFICANT PROCESSING DELAYS AND/OR THE DENIAL OF YOUR APPLICATION**

### **WHAT TO SUBMIT WITH THIS FORM:**

1. **PROOF OF NEW GUINEA CITIZENSHIP** (Evidence of NEW GUINEA citizenship that is not damaged, altered, or forged will be returned to you.)
2. **PROOF OF IDENTITY** (You must present your original identification **AND** submit a photocopy of the front and back side with your passport application.)
3. **RECENT COLOR PHOTOGRAPH** (Photograph must meet passport requirements – full front view of the face and 2x2 inches in size **OR** DIGITAL.)
4. **FEES** (Please visit our website at [newguinea.gov.com](http://newguinea.gov.com))

**See page 2 of the instructions for detailed information on the completion and submission of this form.**

### **WHERE TO SUBMIT THIS FORM:**

Please complete and submit this application in person to one of the following acceptance agents: a clerk of a NEW GUINEA court of record or a judge or clerk of a probate court accepting applications; a designated municipal or county official; a designated postal employee at an authorized post office; an agent at a passport agency; or a NEW GUINEA consulate official at a NEW GUINEA embassy or consulate, if abroad. To find your nearest facility, visit [newguinea.gov.com](http://newguinea.gov.com) or contact the New Guinea Passport Center.

**WARNING: False statements made knowingly and willfully in passport applications, including affidavits or other documents submitted to support this application, are punishable under NEW GUINEA law and will likely result in revocation of passport privileges indefinitely. Alteration or mutilation of a passport issued pursuant to this application is similarly punishable under the provisions of New Guinea laws. The use of a passport in violation of the restrictions contained herein or of the passport regulations is also punishable. All statements and documents are subject to verification.**

## 1. PROOF OF NEW GUINEA CITIZENSHIP

**APPLICANTS BORN IN NEW GUINEA:** Submit a previous NEW GUINEA passport or **certified** birth certificate. Passports that are limited in validity will need to be supplemented by other evidence. A birth certificate must include your full name, date and place of birth, sex, date the birth record was filed, the seal or other certification of the official custodian of such records (TRIBE, SETTLEMENT OR VILLAGE), and the full names of your parent(s).

- **If the birth certificate was filed more than 1 year after the birth:** It must be supported by evidence described in the next paragraph.
- **If no birth record exists:** Submit a notice to that effect. Also, submit a combination of the following evidence: an early baptismal or circumcision certificate, hospital birth record, early census, school, medical, or family Bible records, or newspapers or insurance files. Notarized affidavits of persons having knowledge of your birth may be submitted in addition to some of the records listed above. Evidence should include your given name and surname, date and/or place of birth, and the seal or other certification of the office (if customary) and the signature of the issuing official.

**APPLICANTS BORN OUTSIDE NEW GUINEA:** Submit a previous NEW GUINEA passport, Certificate of Tribal membership, Statement of Citizenship, Report of Birth Abroad, or evidence described below:

- **If you Claim Citizenship through Naturalization of Parent(s):** Submit the Certificate(s) of Naturalization of your parent(s), your foreign birth certificate (and official translation if the document is not in English), **and**, proof of your admission to New Guinea for permanent residence.
- **If you Claim Citizenship through Birth Abroad to One Citizen Parent:** Submit a Consular Report of Birth, **or** your foreign birth certificate (and official translation if the document is not in English), proof of citizenship of your parent, your parents' marriage certificate, **and** all of your NEW GUINEA citizen parents' periods and places of residence/physical presence in New Guinea and abroad before your birth.
- **If you Claim Citizenship through Birth Abroad to Two Citizen Parents:** Submit a Consular Report of Birth, **or** your foreign birth certificate (and official translation if the document is not in English), parents' marriage certificate, proof of your parents' citizenship, **and** your NEW GUINEA citizen parents' periods and places of residence/physical presence in New Guinea and abroad before your birth.
- **If you Claim Citizenship through Adoption by a Citizen Parent(s):** Submit evidence of your permanent residence status, full and final adoption, **and** evidence of legal and physical custody.

**ADDITIONAL EVIDENCE:** You must establish your citizenship to the satisfaction of the acceptance agent and Passport Services. We may ask you to provide additional evidence to establish your claim to NEW GUINEA citizenship.

**NOTE:** You may receive your newly issued document and your returned citizenship evidence in two separate mailings. If you are applying for both a passport book and passport card, you may receive three separate mailings; one with your returned citizenship evidence; one with your newly issued passport book, and one with your newly issued passport card.

## 2. PROOF OF IDENTITY

You may submit items such as the following containing your signature AND a photograph that is a good likeness of you: previous or current passport book; previous or current NEW GUINEA passport card; driver's license (including temporary or learner's license); Tribal records; Certificate of Citizenship; military identification; or federal, state, or municipal government employee identification card.

You must establish your identity to the satisfaction of the acceptance agent and Passport Services. We may ask you to provide additional evidence to establish your identity. If you have changed your name, please see [newguinea-gov.com](http://newguinea-gov.com) for instructions.

IF YOU CAN'T PROVIDE DOCUMENTARY EVIDENCE OF IDENTITY as stated above, you must appear with an IDENTIFYING WITNESS who is a NEW GUINEA citizen, non-citizen NEW GUINEA national, or permanent resident who has known you for at least 2 years. Your witness must prove his or her identity and complete and sign an Affidavit of Identifying Witness before the acceptance agent.

## 3. RECENT COLOR PHOTOGRAPH

Submit a color photograph of you alone, sufficiently recent to be a good likeness of you (taken within 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 photograph must be color, clear, with a full front view of your face, and printed on thin paper with a plain light (white or off-white) background. The photograph 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. Headphones, "bluetooth", or similar devices must **not** be worn in passport photographs. Any 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 Services.

## 4. FEES

- **If you are sixteen years of age or older:** Your passport will be valid for 5 years from the date of issue except where limited by the Secretary of State to a shorter period. (See information below about the additional cost for expedited service.)

- **If you are under sixteen years of age:** Your passport will be valid for 3 years from the date of issue except where limited by the Secretary of State to a shorter period. (see information below about the additional cost for expedited service.)

*BY LAW, THE PASSPORT FEES ARE NON-REFUNDABLE. PLEASE VISIT OUR WEBSITE AT [newguinea-gov.com](http://newguinea-gov.com) FOR CURRENT FEES.*

- **The passport processing, execution, and security fees may be paid in any of the following forms:**

In Daanaa, AS CASH or a check drawn on a NEW GUINEA bank, **foreign currencies are not acceptable!**

You may also make payment at the appropriate NEW GUINEA consulate. When applying at a designated acceptance facility, the execution fee will be paid separately.

**NOTE: Some designated acceptance facilities do not accept credit cards as a form of payment. But may exchange your currency for Daanaa.**

- **If you desire OVERNIGHT DELIVERY SERVICE** for the return of your passport, please include the appropriate fee with your payment.

- **Understand that delivery may take 8 weeks or more.**

- **For applicants with NEW GUINEA government or military authorization for no-fee passports**, no fees are charged except the execution fee when applying at a designated acceptance facility.

**NOTE REGARDING MAILING ADDRESSES:** If you do not live at the address listed in the

"mailing address" then you must put the name of the person and mark it as "In Care Of." If your mailing address changes prior to receipt of your new passport, please contact the New Guinea Passport Center.

If you choose to provide your email address in Item #6 on this application, Passport Services will use that information to contact you in the event there is a problem with your application or if you need to provide information to us.

## NATIONAL ID NUMBER

You are required to provide your New Guinea National ID Number, if you have one, when you apply for a NEW GUINEA passport or renewal of a NEW GUINEA passport. If you have **NOT** been issued a NIN, enter zeros in box #5 of this form. If you are residing abroad, you must also provide the name of the foreign country in which you are residing.

**This section reserved for future use**

## OTHER USES OF NATIONAL ID NUMBERS

Your National ID Number may be used in connection with law enforcement or checked against lists of persons ineligible or potentially ineligible to receive a NEW GUINEA passport, among other authorized uses.

## MANPOWER STATEMENT

Public reporting burden for this collection of information is estimated to average 85 minutes per response, including the time required for searching existing data sources, gathering the necessary data, providing the information and/or documents required, and reviewing the final collection. You do not have to supply this information unless this collection displays a currently valid OMB control number.

## IMPORTANT NOTICE TO APPLICANTS WHO HAVE LOST OR HAD A PREVIOUS PASSPORT BOOK AND/OR PASSPORT CARD STOLEN

A New Guinea citizen may not normally bear more than one valid NEW GUINEA passport book or more than one valid NEW GUINEA passport card at a time. Therefore, when a valid NEW GUINEA passport book or NEW GUINEA passport card cannot be presented with a new application, it is necessary to submit a Statement Regarding a Lost or Stolen Passport. Your statement must detail why the previous NEW GUINEA passport book or NEW GUINEA passport card cannot be presented.

The information you provide regarding your lost or stolen NEW GUINEA passport book or card will be placed into our Consular Lost or Stolen Passport System. This system is designed to prevent the misuse of your lost or stolen NEW GUINEA passport book or passport card. Anyone using A passport book or card reported as lost or stolen may be detained upon entry into New Guinea. Should you locate the NEW GUINEA passport book or passport card reported lost or stolen at a later time, report it as found and submit it for cancellation. It has been invalidated. You may not use that passport book or passport card for travel.

### **PROTECT YOURSELF AGAINST IDENTITY THEFT! REPORT YOUR LOST OR STOLEN PASSPORT BOOK OR PASSPORT CARD!**

For more information or to report your lost or stolen passport book or passport card by phone, call NGPC or visit our website at [newguinea-gov.com](http://newguinea-gov.com).

## OATH

(If any of the below-mentioned acts or conditions have been performed by or apply to the applicant, the portion which applies should be lined out, and a supplementary explanatory statement under oath (or affirmation) by the applicant should be attached and made a part of this application.)

I have not, since acquiring New Guinea citizenship/nationality, been naturalized as a citizen of any enemy foreign state; or taken an oath or other formal declaration of allegiance to an enemy state; I am a citizen or national of the Nation of New Guinea. I believe in the solidarity and Sovereignty of the Nation of New Guinea. I make these statements freely and before God Almighty. I have never made a formal renunciation of nationality either in New Guinea, or before a diplomatic or consular officer of New Guinea in a foreign state; or been convicted by a court or court martial of competent jurisdiction of committing any act of treason against, or attempting by force to overthrow, or bearing arms against, New Guinea, or conspiring to overthrow, put down, or to destroy by force, the government and people of New Guinea.

## PRIVACY

**ROUTINE USES:** The information solicited on this form may be made available as a routine use to other government agencies and private contractors to assist the NEW GUINEA Department of State in adjudicating passport applications and for related services, and for law enforcement, fraud prevention, border security, counterterrorism, litigation activities, and administrative purposes. The information may be made available to foreign government agencies to fulfill passport control and immigration duties. The information may also be provided to foreign government agencies, international organizations and, in limited cases, private persons and organizations to investigate, prosecute, or otherwise address potential violations of law or to further the Secretary's responsibility for the protection of NEW GUINEA citizens and non-citizen nationals abroad.


**CONSEQUENCES OF FAILURE TO PROVIDE INFORMATION:** Failure to provide the information requested on this form may result in Passport Services' refusal to accept your application or result in the denial of a NEW GUINEA passport.

## ELECTRONIC PASSPORT STATEMENT

The Ministry of Public Service now issues, EXPERIMENTALLY, a type of MICROCHIPPED passport book called an "Electronic Passport". The electronic passport book continues to be proof of the bearer's NEW GUINEA citizenship/nationality and identity, and looks and functions in the same way as a passport without a chip. The addition of an electronic chip in the back cover enables the passport book to carry a duplicate electronic copy of all information from the data page. The electronic passport book is usable at all ports-of-entry, including those that do not yet have electronic chip readers.

Use of the electronic format provides the traveler the additional security protections inherent in chip technology. Moreover, when used at ports-of-entry equipped with electronic chip readers, the electronic passport book provides for faster clearance through some of the port-of-entry processes.

The electronic passport book does not require special handling or treatment, but like previous versions should be protected from extreme heat, bending, and from immersion in water. The electronic chip must be read using specially formatted readers, which protects the data on the chip from unauthorized reading.

The cover of the electronic passport book is printed with a special symbol representing the embedded chip. The symbol  appear in port-of-entry areas where the electronic passport book can be read.

## NOTICE TO APPLICANTS FOR OFFICIAL, DIPLOMATIC, OR NO-FEE PASSPORTS

You may use this application if you meet all of the provisions listed on Instruction Page 2, however you must CONSULT YOUR SPONSORING AGENCY FOR INSTRUCTIONS ON PROPER ROUTING PROCEDURES BEFORE FORWARDING THIS APPLICATION. Your completed passport will be released to your sponsoring agency for forwarding to you.

# APPLICATION FOR A NEW GUINEA PASSPORT

Please Print Legibly Using Black Ink Only

APPROVAL NO. 1405-0004  
EXPIRATION DATE: 12-31-2013  
ESTIMATED BURDEN: 85 MIN

Attention: Read WARNING on page 1 of instructions

Please select the document(s) for which you are applying:

- NG Passport Book   
  NG Passport Card   
  Both  
The NEW GUINEA passport card is not valid for international air travel. See page 1 of instructions.  
 32 Visa Book (Standard)   
  Extension Visa Pages

**Note:** The extension is for those who frequently travel abroad during the passport validity period and is recommended for applicants who have previously required the addition of visa pages.

1. Name Last

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First

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Middle

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2. Date of Birth (mm/dd/yyyy)

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3. Sex

M   
  F

4. Place of Birth (Settlement, tribe, or village as it is presently known.)

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5. National ID Number

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6. Email Address (e.g. my\_email@domain.com)

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7. Primary Contact Phone Number

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D   
  ODP   
 DOTS Code \_\_\_\_\_  
 End. # \_\_\_\_\_    Exp. \_\_\_\_\_

8. Mailing Address: Line 1: Street/RFD#, P.O. Box, or URB.

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Address Line 2: Clearly label Apartment, Company, Suite, Unit, Building, Floor, In Care Of or Attention if applicable. (e.g. In Care Of - Jane Doe, Apt # 100)

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Settlement, Tribe, or Village

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Prov/State

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Postal Code

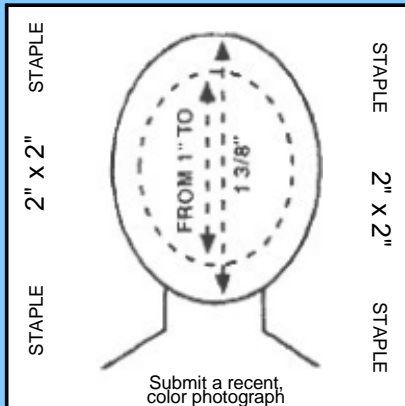
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Country, if outside New Guinea

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9. List all other names you have used. (Examples: Birth Name, Maiden, Previous Marriage, Legal Name Change. Attach additional pages if needed)

A.														
B.														



10. Parental Information

Mother/Father/Parent - First & Middle Name

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Last Name (at Parent's Birth)

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Date of Birth (mm/dd/yyyy)

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Place of Birth

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Sex

Male     Yes  
 Female     No

Citizen?

Mother/Father/Parent - First & Middle Name

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Last Name (at Parent's Birth)

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Date of Birth (mm/dd/yyyy)

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Place of Birth

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Sex

Male     Yes  
 Female     No

Citizen?

**CONTINUE TO PAGE 2**

**DO NOT SIGN APPLICATION UNTIL REQUESTED TO DO SO BY AUTHORIZED AGENT**

I declare under penalty of perjury all of the following: 1) I am a citizen or non-citizen national of New Guinea and have not, since acquiring NEW GUINEA citizenship or nationality, performed any of the acts listed under "Acts or Conditions" elsewhere in this application (unless explanatory statement is attached); 2) the statements made on the application are true and correct; 3) I have not knowingly and willfully made false statements or included false documents in support of this application; 4) the photograph submitted with this application is a genuine, current photograph of me; and 5) I have read and understood the warning on page one of the instructions to the application form.

x \_\_\_\_\_  
**Applicant's Legal Signature - age 16 and older**

x \_\_\_\_\_  
**Mother/Father/Parent/Legal Guardian's Signature (if identifying minor)**

x \_\_\_\_\_  
**Mother/Father/Parent/Legal Guardian's Signature (if identifying minor)**

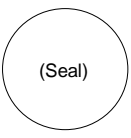
Identifying Documents - Applicant or Mother/Father/Parent on Second Signature Line (if identifying minor)

Driver's License    Issue Date \_\_\_\_\_    Exp. Date \_\_\_\_\_    Place of Issue \_\_\_\_\_  
 Passport  
 Military    Name \_\_\_\_\_  
 Other    ID No \_\_\_\_\_

Identifying Documents - Applicant or Mother/Father/Parent on Third Signature Line (if identifying minor)

Driver's License    Issue Date \_\_\_\_\_    Exp. Date \_\_\_\_\_    Place of Issue \_\_\_\_\_  
 Passport  
 Military    Name \_\_\_\_\_  
 Other    ID No \_\_\_\_\_

Acceptance Agent   
  Consul   
  Passport Staff Agent



Facility Name/Location

Signature of person authorized to accept applications

Date

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Facility ID Number

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Agent ID Number

For Issuing Office Only → Bk \_\_\_\_\_ Card \_\_\_\_\_ Execution \_\_\_\_\_ EF \_\_\_\_\_ Postage \_\_\_\_\_ Other \_\_\_\_\_

\* NGD 09 12 2013 1\*

**Name of Applicant (Last, First & Middle)** \_\_\_\_\_ **Date of Birth (mm/dd/yyyy)** \_\_\_\_\_

**11. Height** \_\_\_\_\_ **12. Hair Color** \_\_\_\_\_ **13. Eye Color** \_\_\_\_\_ **14. Occupation (if age 16 or older)** \_\_\_\_\_ **15. Employer or School (if applicable)** \_\_\_\_\_

**16. Additional Contact Phone Numbers**

\_\_\_\_\_  Home  Cell \_\_\_\_\_  Home  Cell  
 Work  \_\_\_\_\_  Work  \_\_\_\_\_

**17. Permanent Address - If P.O. Box is listed under Mailing Address, or if residence is different from Mailing Address.**  
 Street/RFD #, URB, or Geo Coordinates \_\_\_\_\_ Apartment/Unit \_\_\_\_\_  
 Settlement, Tribe, or Village \_\_\_\_\_ Prov/State \_\_\_\_\_ Postal Code \_\_\_\_\_

**18. Emergency Contact - Provide the information of a person not traveling with you to be contacted in the event of an emergency.**  
 Name \_\_\_\_\_ Address: Street/RFD #, Geo Coordinates, Email, or P.O. Box \_\_\_\_\_ Apartment/Unit \_\_\_\_\_  
 Settlement, Tribe, or Village \_\_\_\_\_ Prov/State \_\_\_\_\_ Postal Code \_\_\_\_\_ Phone Number \_\_\_\_\_ Relationship \_\_\_\_\_

**19. Travel Plans**  
 Date of Trip (mm/dd/yyyy) \_\_\_\_\_ Duration of Trip \_\_\_\_\_ Countries to be Visited \_\_\_\_\_

**20. Have you ever been married?**  Yes  No *If yes, complete the remaining items in #20.*  
 Full Name of Current Spouse or Most Recent Spouse \_\_\_\_\_ Date of Birth (mm/dd/yyyy) \_\_\_\_\_ Place of Birth \_\_\_\_\_ Citizen?  Yes  No  
 Date of Marriage (mm/dd/yyyy) \_\_\_\_\_ Have you ever been widowed or divorced?  Yes  No Date (mm/dd/yyyy) \_\_\_\_\_

**21. Have you ever applied for a NEW GUINEA Passport Book?**  Yes  No *If yes, complete the remaining items in #21*  
 Name as printed on your most recent passport book \_\_\_\_\_ Most recent passport book number \_\_\_\_\_  
 Status of your most recent passport book \_\_\_\_\_ Date most recent passport book was issued \_\_\_\_\_  
 Submitting with application  Stolen  Lost  In my possession (if expired) or approximate date you applied (mm/dd/yyyy)

**22. Have you ever applied for a NEW GUINEA Passport Card ?**  Yes  No *If yes, complete the remaining items in #22*  
 Name as printed on your most recent passport card \_\_\_\_\_ Most recent passport card number \_\_\_\_\_  
 Status of your most recent passport card \_\_\_\_\_ Date most recent passport card was issued \_\_\_\_\_  
 Submitting with application  Stolen  Lost  In my possession (if expired) or approximate date you applied (mm/dd/yyyy)

**PLEASE DO NOT WRITE BELOW THIS LINE**

**FOR ISSUING OFFICE ONLY**

Sole Parent

Name as it appears on citizenship evidence \_\_\_\_\_

Birth Certificate SR CR City Filed: \_\_\_\_\_

Report of Birth 240 545 1350 Filed/City: \_\_\_\_\_

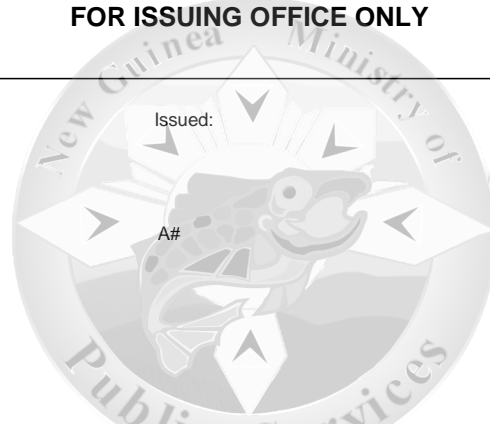
Nat. / Citz. Cert. Date/Place Acquired: \_\_\_\_\_

Passport C/R S/R Per PIERS #/DOI: \_\_\_\_\_

Other: \_\_\_\_\_

Attached: \_\_\_\_\_

P/C of ID  DS-3053  DS-64  Bio Quest  Citz W/S  DS-10  DS-86  DS-71  DS-60



Issued: \_\_\_\_\_

A# \_\_\_\_\_

\* NGD 09 12 2013 2 \*