DIRETTORAT TAR-REĠISTRAZZJONI ĊIVILI — **FORMOLA A**
CIVIL REGISTRATION DIRECTORATE — ***FORM A***

UFFIĊĊJU TAL-PASSAPORTI
PASSPORT OFFICE
APPLIKAZZJONI GĦALL-PASSAPORT MALTI TAL-UNJONI EWROPEA
APPLICATION FOR A EUROPEAN UNION MALTA PASSPORT

Id-Direttorat tar-Reġistrazzjoni Ċivili jiġbor l-informazzjoni sabiex ikun jista' jagħti s-servizzi mitluba skont l-Ordinanza dwar il-Passaporti, Kapitolu 61. Kull *data* miġbura u pproċessata hija konformi mal-Att tal-2001 dwar il-Protezzjoni tad-*Data* u l-imsemmija Ordinanza u leġiżlazzjoni sussidjarja oħra.
The Civil Registration Directorate carries out its functions under the Passports Ordinance, Chapter 61. All data is collected and processed in accordance with the Data Protection Act, 2001, the said Ordinance, other subsidiary legislation and the Privacy Policy of the Directorate.

Jekk jogħġbok, aqra sewwa n-noti li fiha l-formola qabel ma timlieha.
Please refer to the attached sheet of notes before completing this form.

Taqsima 1 - Dettalji tal-Applikant
Section 1 - Details of Applicant

Din it-taqsima trid timtela mill-applikanti **kollha.**
*This section has to be filled in by **all** applicants.*

Kunjom / *Surname* ______

Isem / *Name* ______ Raġel / *Male* ☐ Mara / *Female* ☐

Data tat-twelid / *Date of birth* ______ Numru tal-Karta tal-Identità / *Identity Card number* ______

Post tat-twelid / *Place of birth* ______ Pajjiż tat-twelid / *Country of birth* ______

Ġuvni/Xebba / *Single* ☐ Miżżewweġ/Miżżewġa / *Married* ☐ Separat/a / *Separated* ☐ Armel/Armla / *Widowed* ☐ Divorzjat/a / *Divorced* ☐

Indirizz tal-applikant / *Address of applicant* ______
______
______ Kodiċi postali / *Postcode* ______

e-mail tiegħek / *Your e-mail* ______

Telefon / *Telephone* ______ Telefon ċellulari / *Mobile phone* ______

Taqsima 2 - Dettalji tal-Ġenituri
Section 2 - Details of Parents

Din it-taqsima trid timtela mill-applikanti **kollha**.
*This section has to be filled in by **all** applicants.*

Isem u kunjom missierek / *Father's name & surname* ______ Numru tal-*ID* / *ID Card number* ______

Pajjiż fejn twieled / *Country of birth* ______ Data tat-twelid / *Date of birth* ______

Isem u kunjom xbubit ommok / *Mother's name & maiden surname* ______ Numru tal-*ID* / *ID Card number* ______

Pajjiż fejn twieldet / *Country of birth* ______ Data tat-twelid / *Date of birth* ______

Isem u kunjom missier missierek / *Paternal grandfather's name and surname* ______ Pajjiż tat-twelid / *Country of birth* ______

Taqsima 3 - Dettalji tar-Raġel jew tal-Mara
Section 3 - Details of Spouse

Din il-parti trid timtela biss minn dawk kollha li huma miżżewġin, romol jew separati u li qed japplikaw **għall-ewwel darba**, kif ukoll minn dawk li biddlu isimhom/kunjomhom mill-aħħar passaport li kellhom sal-lum. Madanakollu, jekk il-passaport tiegħek ħareġ wara l-**01.01.1998** u d-dettalji tiegħek ma tbiddlux, din it-taqsima timlihiex u mur fuq **Taqsima 5.**
*To be completed only by married applicants, widows, widowers and separated couples who are applying for the **first time** or who changed their name/surname since the issue of the last passport held. If you already had a passport issued after **01.01.1998** and your personal details remained unchanged, go to **Section 5.***

Isem u kunjom żewġek/martek *Spouse's name & surname*		Data taż-żwieġ *Date of marriage*	
Belt/raħal u pajjiż tat-twelid *Town/village and country of birth*		Data tat-twelid *Date of birth*	
Numru tal-passaport *Passport number*		Numru tal-*ID* *ID number*	
Isem u kunjom il-missier *Father's name & surname*		Data tat-twelid *Date of birth*	
Belt/raħal u pajjiż tat-twelid *Town/village and country of birth*		Numru tal-*ID* *ID number*	
Isem l-omm u kunjom xbubitha *Mother's name and maiden surname*		Numru tal-*ID* *ID number*	
Isem u kunjom missier missierek *Paternal grandfather's name and surname*		Pajjiż tat-twelid *Country of birth*	

Taqsima 4 - Dettalji dwar iċ-Ċittadinanza tiegħek
Section 4 - Details of Citizenship

Timtela **biss** jekk inti sirt Malti/ja b'Reġistrazzjoni, Naturalizzazzjoni, b'Ċittadinanza Doppja jew bi żwieġ lil ċittadin/a Malti/ja. Jekk jogħġbok ġib miegħek l-oriġinali u l-kopja taċ-ċertifikat taċ-Ċittadinanza ma' din l-applikazzjoni.
*To be completed **only** if you became a Maltese citizen through Registration, Naturalisation, Dual Nationality or upon marriage to a citizen of Malta. Kindly submit original and a copy of your citizen certificate with this application.*

Numru taċ-Ċertifikat ta' Reġistrazzjoni/Naturalizzazzjoni *Registration/Naturalisation Certificate number*		Datat *Dated*	
Jiena m'iniex ċittadin/a tal-ebda pajjiż ieħor *I am not a citizen of any other country*	☐	Jiena ċittadin/a wkoll ta' (isem il-pajjiż) *I am also a citizen of (state country)*	

Taqsima 5 - Dikjarazzjoni tal-Applikant/a
Section 5 - Declaration by Applicant

Jiena, (niżżel ismek u kunjomok sħiħ) niddikjara solennement illi, sa fejn naf jien: ____________________
I, (insert your full name and surname) solemnly declare that, to the best of my knowledge and belief:

(a) l-informazzjoni kollha li niżżilt fuq din il-formola hija eżatta
(a) the information in this application is correct
(b) Ilni naf lir-rakkomandant tiegħi għal mill-anqas sentejn
(b) *I have known my recommender for at least 2 years*
(ċ) jiena Ċittadin/a ta' Malta
(c) *I am a Citizen of Malta*

Firma/Signature *____________________________________

Data
Date

*Applikanti taħt it-18-il sena jistgħu ma jiffirmawx din id-dikjarazzjoni, iżda dawk minn 14-il sena 'l fuq iridu jiffirmaw l-*e-ID addendum*.
**Applicants under 18 years of age need not sign this declaration, but person over 14 years of age should sign the e-ID addendum*

Taqsima 6 - Passaport ta' qabel
Section 6 - Previous passport

Jekk diġà għandek passaport, **ġib il-passaport kurrenti** miegħek meta tapplika għall-passaport il-ġdid. Jekk jogħġbok, niżżel ukoll in-numru, data u pajjiż minn fejn inħariġlek il-passaport.
*If you hold a passport, please **submit** your current passport with this application and write the passport number, date and country of issue.*

Numru tal-Passaport *Passport number* [ ]

Data u pajjiż tal-ħruġ *Date and country of issue* [ ] [ ]

Taqsima 7 - Kunsens tal-Ġenitur/i jew tat-Tutur/i
Section 7 - Parent's/Tutor's consent

Din it-taqsima trid timtela **biss** kemm-il darba l-applikant għadu taħt it-18-il sena. F'dan il-każ, **iż-żewġ ġenituri/tuturi jridu jiffirmaw din it-Taqsima.** Il-firma tal-ġenituri/tuturi trid issir fil-**preżenza** tar-rakkomandant li, min-naħa tiegħu, għandu jiffirma din it-taqsima **biss** wara li jaċċerta ruħu mill-identità taż-żewġ ġenituri**.** Importanti ħafna li Taqsima 7 kif ukoll Taqsima 8, flimkien ma' wieħed mir-ritratti jiġu ffirmati mill-**istess rakkomandant** (irreferi għan-Nota 6)**.**
*You should fill the consent in this section **only** if applicant is under 18 years of age. In such a case, **both parents/tutors must sign this Section**. The parents'/tutors' signatures **must be witnessed** by the same recommender who must also verify the true identity of the parents'. The **same recommender must** also sign Section 7 and Section 8 and one of the photographs (refer to Note 6).*

Jiena/aħna, il-ġenitur/i /tutur/i tal-minuri ____nagħti/u l-kunsens tiegħi/tagħna sabiex l-istess minuri jinħariġlu/jinħarġilha passaport fuq ismu/isimha u li meta jkun lest jinġabar minn wieħed minna.
I/We, the parent/s /tutor/s of the minor, hereby give my/our consent for him/her to hold a passport which may be collected by either one of us.

Firma tal-missier/tutur *Father's/tutor's signature* ____ Numru tal-*ID* *Identity Card no.* [ ]

Firma tal-omm/tutriċi *Mother's /tutor's signature* ____ Numru tal-*ID* *Identity Card no.* [ ]

Firma tar-rakkomandant *Recommender's counter signature* ____ Numru tal-*ID* *Identity Card no.* [ ]

JIENA, IR-RAKKOMANDANT, QIEGĦED HAWN NIDDIKJARA LI Ż-ŻEWĠ FIREM TAL-ĠENITURI SARU QUDDIEMI
I, THE RECOMMENDER, AM HEREBY DECLARING THAT BOTH SIGNATURES WERE MADE IN MY PRESENCE

Taqsima 8 - Dikjarazzjoni tar-Rakkomandant (irreferi għan-Nota 7)
Section 8 - Declaration of recommender (refer to Note 7)

Jiena, ir-rakkomandant, (niżżel ismek u kunjomok) [ ] niċċertifika illi, sa fejn naf jiena, l-istqarrijiet kollha li hawn f'din il-formola huma korretti u li jiena, ilni naf lill-applikant għal dawn l-aħħar sentejn.
I, the recommender (insert your full name and surname) certify that to my best knowledge and belief, the statements made in this application are true and that I have known the applicant for at least 2 years.

Firma tar-rakkomandant *Recommender's signature* ________________________________ Numru tal-*ID* *Identity Card no.* [ ]

Professjoni *Occupation* [ ] Data *Date* [ ]

Indirizz tar-rakkomandant *Recommender's address* [ ]

Kodiċi postali *Postcode* | Telefon *Telephone*

Timbru tar-Rakkomandant

Recommender's rubber stamp

Jekk trid aktar informazzjoni, tista' tikkuntattjana kif ġej :

Uffiċċju tal-Passaporti	**Telefon**	**2590 4100**
Evans Building	***Freephone***	**8007 2386**
Triq il-Merkanti	**Numru tal-*Fax***	**2124 5328**
Valletta VLT 2000	***e-mail***	**civil.registration@gov.mt**
MALTA	***Web site***	**www.passaporti.gov.mt**

Should more information be required, you can contact us as follows:

The Passport Office	***Telephone***	***2590 4100***
Evans Building	***Freephone***	***8007 2386***
Merchants Street	***Fax no***	***2124 5328***
Valletta VLT 2000	***e-mail***	***civil.registration@gov.mt***
MALTA	***Web site***	***www.passaporti.gov.mt***

Il-ħinijiet tal-ftuħ tal-Uffiċċju tal-Passaporti huma dawn : *The opening hours of the Passport Office are:*

MALTA

Tnejn sal-Ġimgħa
Monday to Friday
7.30am - 2.00pm

L-Erbgħa biss
7.30am - 2.00pm
3.00pm - 6.00pm

Is-Sibt
Saturday
7.30am - 11.00am

GĦAWDEX (GOZO)

XITWA ***WINTER*** **(1 ta' Ott – 15 ta' Ġun)** ***(1st Oct – 15th Jun)***	**SAJF** ***SUMMER*** **(16 ta' Ġun – 30 ta' Sett)** ***(16th Jun – 30th Sept)***
Tnejn sal-Ġimgħa *Monday to Friday* 7.30am - 1.30pm	Tnejn sal-Ġimgħa *Monday to Friday* 7.30am - 12.00pm
Is-Sibt *Saturday* 7.30am - 11.00am	Is-Sibt *Saturday* 7.30am - 11.00am

Residenti Għawdxin jistgħu japplikaw fil-Ministeru għal Għawdex, Ċentru Amministrattiv, Misraħ San Franġisk, Rabat VCT 2000, GĦAWDEX. Biex tikkuntattja l-Uffiċċju tal-Passaporti f'Għawdex tista' ċċempel fuq in-numri tat-telefon 2156 0770 jew 2215 6247. In-numru tal-*fax* huwa 2155 9206. Il-*website* hi **www.gozo.gov.mt**
Gozo residents may also apply at the Ministry for Gozo, Administration Centre, St.Francis Square, Victoria VCT 2000, GOZO. The Gozo Passport Office may be contacted on telephone numbers 2156 0770 or 2215 6247. The fax number is 2155 9206. The Gozo website address is www.gozo.gov.mt

Għall-użu uffiċjali. *For official use only.*

RIĊEVUTA NHAR *RECEIVED ON*		PREŻENTATA MINN *PRESENTED BY*	
BCW		NRU. TAL-IRĊEVUTA *RECEIPT NO.*	
		URĠENZA *URGENCY*	
FRONT OFFICE REGISTRATION		*BACK OFFICE REGISTRATION*	
VALIDATION		*Q.A./AUTHORITY*	
NOTI ADDIZZJONALI *ADDITIONAL NOTES*			

NOTES FOR FORM A

Please read these notes carefully before you start filling the form. Besides, this application should not be countersigned until it is completely filled in, signed and dated by the applicant. Applicants over 14 years of age must present their Identity Card when submitting this application (see also note 13)**. ALL APPLICANTS OF 12 YEARS AND OVER MUST APPLY PERSONALLY IN ORDER TO HAVE THEIR FINGERPRINTS TAKEN AT THE PASSPORT OFFICE. A MEDICAL CERTIFICATE MUST BE SUBMITTED WHEN AN APPLICANT CANNOT APPLY PERSONALLY.**

1. If you are a Maltese citizen, you are eligible for a Maltese passport. You should fill in the **FORM A** if you wish to apply for a Maltese passport. This application form is used for submitting a **First-time passport**, a **Passport renewal,** an **Urgent application,** an **Emergency Document,** a **Document of Identity** or for **replacing a lost, stolen or destroyed passport.** It is also used in case of refugees applying for a **Convention Travel Document (Convention of the 25th July, 1951).**

2. A new passport is required whenever there is a change in name or surname, even by marriage. Changes have to be registered at the Public Registry. Passports will be issued only on the name and/or surname originally registered at the Public Registry. The full fee is to be paid in such cases. A change in name other than by marriage or adoption must be substantiated by civil status certificates issued by the Public Registry in Malta or Gozo. A change in name adopted by Deed Poll in any foreign country **will not be recognised**, unless the change is registered at the Public Registry.

3. Maltese passports are also issued to subjects claiming Maltese citizenship through registration, naturalisation, dual nationality or marriage. If you possess the nationality or citizenship of another country, you **may lose** this when you get a Maltese passport. Please check with the competent authorities of the other country before submitting your application. Kindly note that the Passport Officer may demand further certificates and/or documents to establish, without doubt, your claim for Maltese nationality.

4. **Children are no longer included in their parent's passports. They should have their own separate passport.** The application for a minor's passport has to be submitted **in person** by either one of the parents**. The parent calling to submit his son's/daughter's application must produce both parent's Identity Cards.** Passports for persons under 18 must also be collected by a parent/tutor **upon presentation of one of the parent's/tutor's ID card.** Applications for minors under 18 years of age **are not accepted** if sent by post and the application **will not be processed** by the Passport Office. The parent's/tutor's consent has to be completed for all applicants under 18 years of age, and the **recommender must witness both parents'/tutors' signatures** before adding his/her countersignature at Section 7. **The same recommender should also sign Section 8.**

5. If both parents are dead, the tutor/s **must sign** the consent at **Section 7.** Any other person claiming tutorship during the lifetime of the parents, shall produce the Court Order committing the child/ren to his/her/their tutorship. **Both** Identity Cards of the tutors must be produced when submitting the application. The passport has to be collected by the tutor **upon presentation of his/her** ID card**.** In all cases, the same recommender should also sign **Section 8** of the application form, after checking the identities of both tutors.

6. If you hold a valid Identity Card and you are a person over 14 years of age, do not bring any passport photos with you. Your passport photos will be taken at our office, with the exception of:

   a) persons who are unable to call in person at the Passport Office (due to health reasons, old age or sickness); and
   b) children under 6 years of age.

In these two cases **only**, **6a and 6b**, another form (available from the Passport Office), has to be filled in, while the Form A, together with one of the photos, has to be endorsed by a recommender before submitting the application.

In the case of minors aged under 14 years and of persons who do not hold a valid Maltese Identity Card, the photos have to be provided by the applicant. As already explained, these photos and the application Form A have to be endorsed by the same recommender**. The applicant would still have to call in person at the Passport Office to have his/her biometric photo taken by the department.**

For children aged under 6, the Passport Office will be using the photos submitted with the application, and so young children are not required to call at our offices to have their biometric photos taken. However, you would still need to fill in the application form, which has to be endorsed in Section 7 and Section 8 by the recommender. The recommender must also endorse the child's photo.

For minors aged between 14 and 17 years, the application Form A should **always** be endorsed by a recommender at **Section 7** and **Section 8. These 14 to 17 year olds would still be required to take their biometric passport photo at the Passport Office**. One of the parents has to call in person with their child and produce **both parents' ID cards when submitting the application**.

In those instances (as explained above) where the applicant has to produce the passport photos, then one should produce **two** identical recent **coloured** photographs taken on a **white background** and preferably on non glossy paper. The size should be 40mm x 30mm. The face has to be facing straight towards the camera and must have a neutral expression. The photographs should be taken full face without hat and not wearing tinted glasses. Slot machine photographs, textured photographs, group photographs, inferior quality photographs and photographs subject to fading or sensitive to heat, **are not acceptable.** The recommender is required to endorse thus: "Certified true likeness of Mr/Ms …..(name and surname of applicant)" on the reverse of **one copy** and **add his/her signature**.

7. If you are over 18 years and this is your first application, you have to complete all details requested on this form. **Section 8** should be completed and signed by a recommender, who has known you personally for at least **two years.** This person should be a public officer not below the grade of Principal or analogous grade, a professional person, a Minister of Religion or any other person of similar standing. Remember that applications for passports of persons under 18 years of age, must also be signed by the same recommender in **Section 7** as explained in paragraph 6 above. **Section 8 need not be filled in if you are over 18 years and you submit a Maltese passport and Identity Card.**

8. If your passport is lost, stolen or destroyed, you should file in a Police report at the nearest Police Station. **Your application will not be processed if you do not submit the Police Report.** You should also take an oath or a sworn declaration at the Passport Office. You should give the full details and any other reason for the passports' non-availability. A new passport replacing the lost, stolen or destroyed passport can only be issued after full investigation takes place. The new passport replacing the lost/stolen/destroyed passport may be issued valid for a restricted period.

9. If you hold a passport, please bring this passport with you when applying for the new passport. The old passport, cancelled by the Passport Office, will be handed back to you when you collect the new passport (provided no special restrictions apply).

10. If you are single, **you need to fill in Section 2.** No certificates are normally required, provided your birth and your father's birth certificates are registered at the Public Registry**.**

11. If you are a married or a separated applicant you should also fill in **Section 3,** giving all details of spouse. Provided your spouse's birth and your spouse's father birth are registered at the Public Registry, no certificates are normally required.

12. **If you or any of the persons indicated in paragraphs 10 and 11 are not born in Malta and/or are not registered at the Public Registry, you have to register your birth and/or your marriage at the Public Registry before submitting your form for a Maltese passport.**

13. Applications for adults **over 18 years** of age **must be** submitted personally. Passports for adults **over 18 years of age** should be **collected by the applicant in person**. Passports **of minors** are to be strictly collected by either one of the applicants' parents, presenting his/her ID card. A **Power of Attorney is not acceptable** and in all cases, the ID card and receipt **must always be presented on collection.**

The passport form is available from the **Passport Office,** the **Police Stations,** the **Local Councils,** major **Travel Agencies** and from our website **www.passaporti.gov.mt**

14. As an EU Member State, Malta is required to collect biometric identifiers from the applicant in accordance with Regulation (EC) 444/2009 of the European Parliament and of the Council of 28 May 2009 amending Council Regulation (EC) No 2252/2004 on standards for security features and biometric in passports and travel documents issued by Member States.

15. Whereas persons aged 6 years and over must call personally at the Passport Office to have their biometric photo taken, all persons aged **12 years and over** must also have their fingerprints scanned upon application for a passport**.**

16. If due to a temporary impairment you are unable to provide the necessary fingerprint biometrics, your passport will be issued with a validity period of **1 year or less**. A passport for the full term may be issued once the individual recovers from the temporary impairment. In such cases, the applicant will have to submit his current passport for cancellation and submit Form A duly filled in together with the relevant payment.

17. Only in those cases where an applicant is permanently unable to provide his/her fingerprints due to a medical or physical condition, he/she will still be issued with a passport valid for **its full validity**. However such cases have to be assessed on a one-to-one basis by the Passport Officer or his/her designate. The applicant would still be required to attend at the Passport Office **in person** to have the digital photo and signature taken.

18. In all cases, if an applicant aged 12 years or above is **unable to call in person** to apply for the passport and provide the fingerprints due to temporary or permanent medical reasons, sickness or old age, the passport will always be issued **with a validity period of 1 year or less**. In such instances, a medical certificate must invariably be produced to sustain the applicant's claim of infirmity.

19. In the unlikely event that the fingerprint capture stations fail to capture the applicant's fingerprint due to a technical problem (especially in urgent cases and for passports requested outside office hours), the Passport Office will issue the passport valid for **1 year or less** and without encoded fingerprints.

20. When the passport is ready for collection (vide also Note 13 attached to the Notes for Form A), the applicant will be requested to have his fingerprint scanned once more. This will ensure that the fingerprints stored on the passport's chip are identical to the fingerprint of the person collecting the passport. **All applicants aged 12 years or over must call in person to collect their passport (minors must always be accompanied by, AT LEAST one of their parents).** If the fingerprints provided on collection of passport do not tally with the fingerprints encoded on the passport's chip, the passport **will not** be released and the matter will be investigated by the Passport Officer.

21. **Passport fees**, payable **in advance**, are the following:

PASSPORT FOR ADULT OVER 16 YEARS (Jan to Mar and Sept to Dec)	**€ 70**	
PASSPORT FOR ADULT OVER 16 YEARS (Apr to Aug)	**€ 80**	
PASSPORT FOR MINORS AGED 10 TO 15	**€ 40**	(valid for 5 years)
PASSPORT FOR CHILDREN AGED UNDER 10	**€ 16**	(valid for 2 years)
ADMINISTRATION OF OATHS (for passport purposes)	**€ 11**	
ARABIC TRANSLATION ON PASSPORT	**€ 7**	
COLLECTIVE PASSPORT	**€ 95**	
IDENTITY DOCUMENT/EMERGENCY DOCUMENT	**€ 9**	
DIPLOMATIC PASSPORT(issued by authority only)	**€ 40**	
TRAVEL DOCUMENT (Convention of 28 July 1951)	**€ 60**	
SECOND PASSAPORT (issued under special conditions)	**€ 135**	
URGENT PASSPORT FOR ADULTS OVER 16 YEARS (issued in 4 hrs)	**€ 140**	
URGENT PASSPORT FOR MINORS AGED 10 TO 15 YEARS (issued in 4 hrs)	**€ 80**	
URGENT PASSPORT FOR MINORS UNDER 10 (issued in 4 hrs)	**€ 60**	
URGENT PASSPORT FOR ADULTS OVER 16 YEARS (issued after office hours and only in special cases)	**€ 185**	
URGENT PASSPORT FOR MINORS AGED 10 TO 15 YEARS (issued after office hours and only in special cases)	**€ 125**	
URGENT PASSPORT FOR MINORS UNDER 10 YEARS (issued after office hours and only in special cases)	**€ 105**	

IF A PASSPORT IS NOT COLLECTED FROM THE PASSPORT OFFICE WITHIN 24 MONTHS FROM THE DATE OF APPLICATION, IT WILL BE CANCELLED AND DESTROYED WITHOUT ANY FURTHER NOTICE. IN THIS CASE, ONE WOULD HAVE TO SUBMIT A NEW APPLICATION FORM AND PAY THE FULL FEE AS APPLICABLE.

CAUTION

A Maltese citizen may hold only one valid Maltese passport at a time, except as otherwise authorised by the Director Civil Registration. Applicants and recommenders are warned that the making of untrue statements for the purpose of procuring a passport is a criminal offence punishable by fine and/or imprisonment.

NOTI GĦALL-FORMOLA A

Jekk jogħġbok aqra sewwa dawn in-noti qabel ma tibda timla din il-formola. Barra minn hekk, din il-formola m'għandhiex tiġi ffirmata mir-rakkomandant qabel ma tkun mimlija kollha, iffirmata u datata mill-istess applikant. L-applikanti kollha 'l fuq minn 14-il sena jridu jġibu magħhom il-Karta tal-Identità meta jissottomettu din l-applikazzjoni (aqra wkoll nota 13). **KULL APPLIKANT TA' 12-IL SENA JEW AKTAR, IRID JAPPLIKA PERSONALI SABIEX JITTIEĦDULU L-MARKI TAS-SWABA. ĊERTIFIKAT MEDIKU JKUN MEĦTIEĠ FIL-KAŻ LI PERSUNA MA TISTAX TIĠI PERSONALI.**

1. Jekk inti ċittadin/a Malti/ja, inti tista' tapplika għall-passaport Malti. Għalhekk għandek timla din il-formola sabiex tkun tista' tapplika. Din l-applikazzjoni tista' tintuża għal min se japplika l-**ewwel darba,** għal min **diġà għandu passaport,** għal **applikazzjoni urġenti,** għal **Dokument ta' Emerġenza,** għal **Dokument ta' Identità** u għal min **intiliflu, insteraqlu jew iddistruġġa l-Passaport.** Tista' tintuża wkoll mir-refuġjati meta japplikaw għal **Dokument tal-Ivvjaġġar (skont il-Konvenzjoni tat-28 ta' Lulju, 1951).**

2. Jekk isir xi tibdil fl-isem jew fil-kunjom, irid isir passaport ġdid. Dan it-tibdil irid ikun reġistrat fir-Reġistru Pubbliku. Il-passaport jinħareġ biss skont l-isem oriġinarjament reġistrat fir-Reġistru Pubbliku. Anke nisa li jibdlu kunjomhom biż-żwieġ, iridu jerġgħu japplikaw għall-passaport ġdid. F'kull każ, irid isir il-ħlas dovut kull darba. Kull tibdil fl-isem jew fil-kunjom li jsir, barra fil-każ taż-żwieġ jew ta' adozzjoni, irid jiġi ppruvat b'dokumenti li juru li dan it-tibdil ikun sar f'Malta jew f'Għawdex *in bona fede.* Tibdil f'isem aċċettat f'pajjiż barrani permezz ta' *Deed Poll*, **ma jiġix rikonoxxut f'Malta** sakemm ma jiġix insinwat fir-Reġistru Pubbliku.

3. Passaporti Maltin jinħarġu lil ċittadini Maltin u lil persuni li jkunu saru ċittadini Maltin permezz ta' reġistrazzjoni, naturalizzazzjoni, ċittadinanza doppja jew bi żwieġ. Jekk inti diġà għandek ċittadinanza ta' xi pajjiż ieħor, inti tista' **titlef** iċ-ċittadinanza tal-pajjiż l-ieħor kif tapplika għall-passaport Malti. Għalhekk, iċċekkja sewwa mal-awtoritajiet kompetenti tal-pajjiż l-ieħor qabel ma timla din il-formola. L-Uffiċjal Ewlieni tal-Passaporti jżomm id-dritt li jitlob dawk id-dokumenti u ċertifikati kollha meħtieġa, sabiex jiġi aċċertat bla ebda dubju li inti tassew eliġibbli għaċ-Ċittadinanza Maltija.

4. **It-tfal m'għadhomx jitniżżlu fuq il-passaport tal-ġenituri. Għaldaqstant, it-tfal għandhom ikollhom passaport maħruġ separatament fuq isimhom.** L-applikazzjoni ta' persuni taħt it-18-il sena trid tiġi ppreżentata **personalment** minn xi ħadd miż-żewġ ġenituri/tuturi u trid tiġi ppreżentata l-**Karta tal-Identità tat-tnejn li huma (jiġifieri sew tal-omm u anke tal-missier).** Applikazzjonijiet għall-minuri taħt it-18-il sena, **ma jistgħux jintbagħtu bil-posta** u dawk li jintbagħtu bil-posta, **ma jiġux proċessati.** Meta tapplika għall-passaport ta' persuni taħt it-18-il sena, trid timla l-kunsens li hemm f'**Taqsima 7** tal-formola u r-rakkomandant **irid jara li l-firem taż-żewġ ġenituri/tuturi jsiru quddiemu**. Ir-rakkomandant irid jimla wkoll **Taqsima 8**. Il-passaporti ta' minuri taħt it-18-il sena jinġabru **dejjem** minn xi ħadd mill-ġenituri/tuturi, u trid tiġi dejjem ippreżentata l-Karta tal-Identità tal-ġenitur li jkun ser jiġbor il-passaport.

5. Jekk iż-żewġ ġenituri huma mejtin, it-tutur/i jrid/u jiffirma/w il-kunsens f'**Taqsima 7**. Persuna jew persuni li għandhom it-tutela tal-minuri waqt li l-ġenituri tat-tfal għadhom ħajjin, iridu jipproduċu kopja tas-sentenza tal-Qorti li turi li t-tfal huma taħt il-kustodja tagħhom. **Il-Karta tal-Identità** taż-żewġ tuturi trid tiġi murija dejjem meta wieħed japplika għall-passaport tat-tfal. Meta tiġbor il-passaport tat-tfal, trid tiġi dejjem ippreżentata l-Karta tal-Identità tat-tutur li jkun ser jiġbor il-passaport. F'kull każ, ir-rakkomandant irid jiffirma wkoll **Taqsima 8** tal-applikazzjoni, wara li jkun aċċerta ruħu mill-identità taż-żewġ tuturi.

6. Jekk għandek Karta tal-Identità Maltija valida u inti persuna 'l fuq minn 14-il sena, iġġibx ritratti tal-passaport miegħek. Dawn jitteħdulek fl-uffiċċju tagħna stess, ħlief fil-każijiet ta':

a) persuni li ma jistgħux jattendu personalment biex jitteħdilhom ritratt fl-Uffiċċju tagħna (minħabba raġunijiet ta' saħħa, etá jew mard); u
b) tfal taħt is-6 snin.

F'dawn iż-żewġ każijiet **biss**, **6a u 6b**, trid timtela formola oħra (li wieħed jista' jakkwistaha mill-Uffiċċju tal-Passaporti), timtela l-Formola A u jinġiebu r-ritratti tal-applikant xorta waħda. Importanti li l-Formola A flimkien ma' wieħed mir-ritratti jiġu ffirmati **wkoll** mir-rakkomandant qabel wieħed jippreżenta l-applikazzjoni.

Fil-każ ta' tfal **taħt** l-14-il sena u ta' dawk il-persuni kollha li **m'għandhomx** Karta tal-identità, ir-ritratti jridu jittieħdu għand fotografu mill-applikant stess, u jinġiebu flimkien mal-formola. Ir-rakkomandant ikun irid jiffirma wkoll fuq il-Formola A. **L-applikant ikollu jiġi xorta l-Uffiċċju biex jitteħidlu ritratt bijometriku, allavolja jkollu r-ritratti u l-formola ffirmati.** Tfal taħt is-6 snin, m'hemmx għalfejn jiġu l-Uffiċċju biex jitteħdilhom ritratt bijometriku, **iżda jintuża r-ritratt li jkunu ħadu mingħand il-fotografu**. Tinsiex li Taqsima 7, Taqsima 8 u r-ritratti jridu jkunu ffirmati **dejjem** mill-istess rakkomandant.

Fil-każ ta' minuri bejn l-14 u s-17-il sena, xorta waħda jkollhom bżonn iġibu l-formola ffirmata mir-rakkomandant f'**Taqsima 7** u **Taqsima 8, allavolja jkun ser jitteħdilhom ritratt fl-Uffiċċju tal-Passaporti. Dawn il-minuri jridu jkunu akkumpanjati minn wieħed miż-żewġ ġenituri, u l-ġenitur li jiġi jrid iġib miegħu il-Karta tal-Identità taż-żewġ ġenituri.**

F'dawk il-każijiet (kif imsemmija hawn fuq) li wieħed ikollu jġib ir-ritratti miegħu, importanti li r-ritratti jkunu reċenti. Għandna bżonn **żewġ ritratti** bħal xulxin. Dawn ir-ritratti jridu jkunu **bil-kulur** u meħudin fuq **sfond abjad.** Iġġibx ritratti li jkunu meħuda fuq karta tleqq (*glossy paper*). Il-wiċċ irid ikun jidher kollu u ma jkunx imdawwar la ġenba. Tilbisx kpiepel, brieret, *headbands* jew nuċċalijiet skuri biex tieħu r-ritratt. Il-wiċċ irid ikun iħares dritt 'il quddiem, u jrid ikun serju. Il-qies tar-ritratt irid ikun 40mm x 30mm. Ritratti meħuda fi *slot machines,* ritratti *textured,* ritratti *scanned,* ritratti sensittivi għas-sħana, ritratti fuq karta inferjuri jew ritratti meħuda fi gruppi **mhumiex aċċettabbli**. Ir-rakkomandant irid jikteb dan li ġej fuq in-naħa ta' wara ta' ritratt minnhom: "Niċċertifika li din hija xbieha vera ta' …… (isem u l-kunjom tal-applikant)" u **jiffirma r-ritratt.**

7. Jekk inti persuna 'l fuq minn 18-il sena u qiegħed tapplika għall-ewwel darba, imla d-dettalji kollha mitluba u ħu din il-formola għand rakkomandant sabiex jimlielek **Taqsima 8.** Ir-rakkomandant irid ikun ilu jafek għal mill-anqas **sentejn.** Din il-persuna tista' tkun uffiċjal pubbliku mhux inqas minn grad ta' prinċipal jew grad ekwivalenti, persuna ta' professjoni, saċerdot jew kwalunkwe persuna oħra tal-istess statura. Tinsiex li jekk ser tapplika għall-minuri taħt it-18-il sena, ir-rakkomandant irid jimla wkoll **Taqsima 7** tal-formola kif spjegat f'paragrafu 6. **Jekk inti persuna 'l fuq minn 18-il sena u tipprovdi passaport Malti u Karta tal-Identità, m'għandekx bżonn timla' Taqsima 8.**

8. Jekk il-passaport tliftu, serquhulek, qattajtu jew iddistruġġejtu, trid tagħmel rapport fl-eqreb **Għassa tal-Pulizija** qabel ma tapplika għall-passaport ieħor ġdid. Jista' jinħariġlek passaport ġdid jekk tipprovdi kopja tar-rapport tal-Pulizija. Barra minn hekk, trid tieħu ġurament jew tagħmel dikjarazzjoni solenni. Ġuramenti jridu jittieħdu fl-Uffiċċju tal-Passaporti. Għandek tagħti d-dettalji kollha u r-raġuni għala l-passaport ma tistax tirritornah lilna mal-formola. Passaport ġdid minflok il-passaport mitluf, misruq jew imqatta', jista' jinħareġ **biss** wara li jkunu saru l-investigazzjonijiet kollha mid-dipartiment. F'ċerti każi, il-passaport il-ġdid minflok dak mitluf jinħareġ biss għal żmien limitat.

9. Jekk diġà għandek passaport, jekk jogħġbok ġibu miegħek meta tiġi biex tapplika għall-passaport il-ġdid. Il-passaport il-qadim jingħatalek lura kkanċellat meta tiġi biex tiġbor il-ġdid (dejjem jekk m'hemmx xi restrizzjonijiet).

10. Jekk inti ġuvni jew xebba, trid timla **Taqsima 2. Jekk iċ-ċertifikat tat-twelid tiegħek hu reġistrat fir-Reġistru Pubbliku,** m'hemmx għalfejn iġġib miegħek iċ-ċertifikati tat-twelid tiegħek u ta' missierek.

11. Jekk inti miżżewweġ/miżżewġa jew separat/a, trid timla wkoll **Taqsima 3** u trid timla d-dettalji kollha mitluba. Normalment, ma jkollokx bżonn iġġib ċertifikati oħra.

12. **Jekk il-persuni indikati f'paragrafi 10 u 11 ikunu twieldu barra minn Malta jew ma jkunux reġistrati fir-Reġistru Pubbliku, allura dan it-twelid u/jew żwieġ irid jiġi reġistrat fir-Reġistru Pubbliku qabel ma wieħed jissottometti l-applikazzjoni għall-passaport Malti.**

13. L-applikazzjonijiet għall-persuni 'l fuq minn **18-il sena** jridu jinġiebu mill-applikant stess. Il-passaport lest ta' persuni 'l fuq minn **18-il sena** jista' jiġbru **biss** l-applikant personalment. Il-passaporti ta' dawk taħt it-18-il sena jinġabru **biss u strettament** minn xi wieħed miż-żewġ ġenituri, li jrid/trid juri/turi l-Karta tal-Identità tiegħu/tagħha. F'kull każ, **Prokura mhix aċċettabbli**, u l**-Karta tal-Identità** flimkien mal-irċevuta trid turihom dejjem meta tiġi biex tiġbor il-passaport**.**

Din il-formola tista' tinkiseb mill-**Uffiċċju tal-Passaporti,** mill-**Għases tal-Pulizija,** mill-**Kunsilli Lokali**, mill-**Aġenziji Ewlenin tal-Ivvjaġġar** u minn fuq il-***website*** **tagħna** <u>www.passaporti.gov.mt</u>

14. Bħala Stat Membru tal-UE, Malta għandha tieħu identifikaturi bijometriċi mill-applikant b'konformità mar-Regolament tal-Kunsill (KE) Nru 2252/2004 dwar l-istandards għall-karatteristiċi ta' sigurtà u l-bijometrika f'passaporti u dokumenti tal-ivvjaġġar maħruġa mill-Istati Membri.

15. Filwaqt li tfal ta' età ta' 6 snin jew aktar għandhom jittieħdu l-Uffiċċju tal-Passaporti biex jitteħdilhom ritratt bijometriku, tfal ta' età ta' **12-il sena jew aktar** għandu jitteħdilhom ukoll *scan* tal-marki tas-swaba' meta japplikaw għal Passaport.

16. Jekk ma tkunx tista' tipprovdi l-marki tas-swaba' bijometriċi meħtieġa minħabba problemi temporanji ta' saħħa, il-passaport tiegħek jinħareġ b'perjodu ta' validità ta' **sena jew inqas**. Ikun jista' jinħareġ passaport għall-perjodu sħiħ ta' validità meta l-individwu ma jkunx affettwat aktar mill-problema temporanja ta' saħħa. F'każijiet bħal dawn, l-applikant għandu jippreżenta l-passaport attwali tiegħu biex jiġi kkanċellat, u għandu jippreżenta l-Formola A mimlija kif suppost flimkien mal-ħlas dovut.

17. Huwa **biss** f'każijiet fejn applikant ma jkunx jista' jagħti l-marki tas-swaba' tiegħu minħabba kundizzjoni medika jew fiżika permanenti li xorta waħda jingħata passaport **b'perjodu sħiħ ta' validità. Madankollu, każijiet bħal dawn jiġu evalwati separatament, mill-Uffiċjal tal-Passaporti jew minn persuna awtorizzata minnu/minnha. L-applikant xorta waħda jkollu jmur personalment l-Uffiċċju tal-Passaporti biex jitteħidlu ritratt diġitali u biex iħalli l-firma tiegħu.**

18. Fi kwalunkwe każ, jekk applikant ta' età ta' 12-il sena jew aktar **ma jkunx jista' jmur personalment** biex japplika għall-passaport u biex jitteħdulu l-marki tas-swaba' minħabba raġunijiet mediċi temporanji jew permanenti, mard jew kumplikazzjonijiet relatati max-xjuħija, il-passaport jinħareġ dejjem **b'perjodu ta' validità ta' sena jew inqas**. F'każijiet bħal dawn, l-applikant jinsab obbligat li jippreżenta ċertifikat mediku bħala prova tal-problema ta' saħħa li jkun iddikjara li jbati minnha.

19. F'każ mhux mistenni li l-apparat għat-teħid tal-marki tas-swaba' ma jirnexxilux jieħu l-marki tas-swaba' tal-applikant minħabba problema teknika (speċjalment f'każijiet urġenti u għal passaporti mitluba barra mill-ħinijiet tax-xogħol), l-Uffiċċju tal-Passaporti joħroġ passaport **b'perjodu ta' validità ta' sena jew inqas** mingħajr marki tas-swaba' kodifikati.

20. Meta l-passaport ikun lest biex jinġabar (ara wkoll in-Nota 13 mehmuża man-Noti tal-Formola A), l-applikant jintalab biex terġa' titteħidlu *scan* tal-marki tas-swaba'. Dan jiżgura li l-marki tas-swaba' miżmuma fiċ-ċipp tal-passaport ikunu identiċi għall-marka tas-swaba' tal-persuna li tkun ġiet biex tiġbor il-passaport. **L-applikanti kollha ta' 12-il sena jew aktar għandhom jiġu personalment biex jiġbru l-passaport tagħhom (minuri għandhom ikunu dejjem akkumpanjati minn, allinqas wieħed mill-ġenituri tagħhom).** Jekk il-marki tas-swaba' ta' min jippreżenta ruħu biex jiġbor il-passaport ma jaqblux mal-marki tas-swaba' kodifikati fiċ-ċipp tal-passaport, il-passaport **ma jinħariġx** u l-kwistjoni tiġi investigata mill-Uffiċjal tal-Passaporti.

21. **Il-ħlasijiet kollha** għas-servizzi li nipprovdu jridu jitħallsu **bil-quddiem**. Ir-rati huma kif ġej:

PASSAPORT GĦAL PERSUNI LI GĦALQU 16-IL SENA (Jan sa Mar u Sett sa Diċ)	**€ 70**	
PASSAPORT GĦAL PERSUNI LI GĦALQU 16-IL SENA (Apr sa Aww)	**€ 80**	
PASSAPORT GĦAL MINURI BEJN 10 U 15-IL SENA	**€ 40**	(validu 5 snin)
PASSAPORT GĦAL TFAL TAĦT L-10 SNIN	**€ 16**	(validu sentejn)
AMMINISTRAZZJONI TA' ĠURAMENT (passaporti biss)	**€ 11**	
TRADUZZJONI BL-GĦARBI FUQ IL-PASSAPORT	**€ 7**	
PASSAPORT KOLLETTIV	**€ 95**	
DOKUMENT ta' IDENTITÀ/DOKUMENT ta' EMERĠENZA	**€ 9**	
PASSAPORT DIPLOMATIKU (maħruġ biss b'awtorità)	**€ 40**	
DOKUMENT TAL-IVVJAĠĠAR (KONVENZJONI TAT-28.7.1951)	**€ 60**	
IT-TIENI PASSAPORT (jinħareġ biss f'każijiet speċjali)	**€ 135**	
PASSAPORT URĠENTI GĦAL PERSUNI LI GĦALQU 16-IL SENA (maħruġ f'4 sigħat)	**€ 140**	
PASSAPORT URĠENTI GĦAL MINURI BEJN 10 U 15-IL SENA (maħruġ f'4 sigħat)	**€ 80**	
PASSAPORT URĠENTI GĦAL TFAL TAĦT L-10 SNIN (maħruġ f'4 sigħat)	**€ 60**	
PASSAPORT URĠENTI GĦAL PERSUNI LI GĦALQU 16-IL SENA (maħruġ wara l-ħin tax-xogħol u jkun avżat mill-inqas 4 sigħat qabel ikun meħtieġ)	**€ 185**	
PASSAPORT URĠENTI GĦAL MINURI BEJN 10 U 15-IL SENA (maħruġ wara l-ħin tax-xogħol u jkun avżat mill-inqas 4 sigħat qabel ikun meħtieġ)	**€ 125**	
PASSAPORT URĠENTI GĦAL TFAL TAĦT L-10 SNIN (maħruġ wara l-ħin tax-xogħol u jkun avżat mill-inqas 4 sigħat qabel ikun meħtieġ)	**€ 105**	

JEKK PASSAPORT MA JINĠABARX SA 24 XAHAR MINN META WIEĦED IKUN APPLIKA GĦALIH, IL-PASSAPORT JIĠI KKANĊELLAT U DISTRUTT MINGĦAJR EBDA AVVIŻ IEĦOR. F'DAN IL-KAŻ, TKUN TRID TERĠA' SSIR APPLIKAZZJONI ĠDIDA U JITĦALLAS IL-ĦLAS KOLLU DOVUT GĦAL PASSAPORT ĠDID.

TWISSIJA

Ċittadin Malti jista' jkollu biss passaport Malti wieħed, jekk mhux b'awtorizzazzjoni mid-Direttur tar-Reġistrazzjoni Ċivili. L-applikanti u r-rakkomandanti huma b'dan imwissija illi jekk iniżżlu informazzjoni falza bil-ħsieb li jakkwistaw passaport, ikunu qed jinkriminaw lilhom infushom u jistgħu jeħlu pieni ta' ħabs jew multi kif stipulat mil-liġi.