



REPUBLIC OF LIBERIA
MINISTRY OF FOREIGN AFFAIRS
MONROVIA, LIBERIA

PUBLIC ANNOUNCEMENT

ARTICLE VII

MISSING LIBERIAN ECOWAS BIOMETRIC PASSPORTS

Section 1. PASSPORTS REPORTED AS LOST/STOLEN WITHIN THE REPUBLIC OF LIBERIA

An individual no longer in possession of a lawfully issued passport may apply for a replacement passport only after observing the requirements listed herein.

1. Report to the Liberia National Police and the Bureau of Immigration and Naturalization

- a. The passport holder shall, as soon as the passport holder becomes aware, report the lost or stolen passport to the Liberian National Police (INTERPOL SECTION) and to the Bureau of Immigration and Naturalization. The passport holder shall complete the required forms, stating with specificity the passport details and the circumstance surrounding the loss. The report must be signed and dated by the passport holder.
- b. The passport holder shall obtain receipts from both the LNP and BIN indicating that the required reports were made. The receipt shall include the date and time the report was made and the personal details for the individual making the report. The receipts must be signed by the LNP and the BIN.
- c. The LNP and BIN shall each complete its investigation within five(5) business days of the report and either issue a clearance in the approved form or issue a notice of rejection stating the reasons why a clearance cannot be issued. The clearance or notice of rejection shall be submitted directly to the passport Division by the LNP and BIN. Any clearance or notice of rejection not submitted in accordance with this regulation shall be considered invalid.

2. Affidavit of Lost Passport

- a. The passport holder shall obtain an affidavit of Lost Passport that includes a detailed explanation of the facts and circumstances of the lost/stolen passport.
- b. The affidavit shall be submitted to the Passport Division as part of the application for a replacement passport.

3. Public Service Announcement

The passport holder shall put out a public service announcement in a daily newspaper alerting the public to the lost or stolen passport for at least three consecutive weeks. The public service announcement shall request that anyone who comes across said lost or stolen passport should kindly return same to the Ministry of Foreign Affairs. If the Ministry of Foreign Affairs receives a lost or stolen passport, it

shall record the passport details promptly and contact the passport holder if contact details are available. The passport shall be given to the passport holder, provided the passport holder completes the appropriate form. If contact details for the passport holder are not available, the Ministry of Foreign Affairs shall retain the passport until such time that the passport holder reports to the Ministry of Foreign Affairs and completes the appropriate form.

4. Application for replacement Passport

- a. The passport holder shall report to the Bureau of Passports and visas of the Republic of Liberia to commence the process of obtaining a replacement passport only after having completed all of the above listed requirements. Failure to observe all requirements shall result in a denial of the application for a replacement passport.
- b. The passport holder shall complete an application for a replacement passport, pay the regular passport fee of US\$ 50 and pay an additional nonrefundable fee of USD150 as service charge. The total fee to be paid shall be USDD200.00. This fee is subject to change.
- c. The passport holder shall submit the application form along with all required supporting documentation to the Director of the Passport Division and retain a receipt for the submission. The required supporting documentations are:
 - i. Receipt from LNP indicating a report was made;
 - ii. Receipt from Bin indicating a report was made;
 - iii. Affidavit of Lost passport;
 - iv. Proof of public service announcement (for a required three weeks)
 - v. Receipt of payment for the required fees
- d. The Director of the Passport Division shall certify receipt of an application for replacement passport only if the application and all required supporting documentations are presented. Failure to present any required document shall result in a rejection of the application and a denial of the request for a replacement passport.
- e. Once the Director of the Passport Division has certified receipt of the application for replacement passport, such request shall be processed within fifteen (15) days.

5. Subsequent Report of loss or stolen passport

If a passport holder reports a lost passport within two (2) years of receiving a replacement passport, the passport holder shall be required to complete all requirements listed above and additionally must:

- a. Be reported to the National Security Agency (NSA) for investigation. NSA must issue a clearance of the passport holder directly to the Passport Division. No replacement passport shall be issued in the case of a subsequent report of lost or stolen replacement passport unless a clearance is given by the NSA.
- b. The passport holder shall be required to pay the passport fee of USD50 and a service charge of USD 350. The total fee to be paid shall be USD\$400.00. This fee is subject to change.

THE PROCEDURE FOR THE PAYMENT OF SERVICE CHARGE FOR MISSING PASSPORT IS AS FOLLOW:

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- The Bureau of Passports and Visas at the Ministry of Foreign Affairs will issue the applicant a payment bill.
- The Applicant shall make payment at LRA payment windows at the Ministries of Finance and Development Planning, Commerce, Lands Mines and Energy, Temple of Justice or LRA headquarters.
- LRA/CBL upon payment shall issue a Treasury Receipt to the applicant as evidence of payment.
- The Applicant will submit the original Treasury Receipt to the appropriate authorities at the Ministry of Foreign Affairs as evidence of payment, before receiving authorization to process another passport.

NOTE: Authorities of the Ministry of Foreign Affairs will effectively verify all Treasury Receipt by contracting the LRA via phone or email.

The payment of the nonrefundable fee of US\$150 is a service charge and has to be paid before the processing of a replacement passport.

Implementation of the Regulation governing missing passports will come into effect as of Monday, April 17, 2017. Before this time the Ministry of Foreign Affairs will no longer be receiving applications for missing passports.

THANK YOU FOR YOUR COOPERATION.