



PASSPORT REGULATIONS 2004

GS 13 of 2004

PASSPORT ACT (CAP. 61)

IN EXERCISE of the powers conferred by section 34 of the Passport Act (Cap. 61), the Minister for Foreign Affairs with the consent of Privy Council makes the following Regulations:

1 Short title

- (1) These Regulations may be cited as the Passport Regulations 2004.
- (2) These Regulations shall come into force on the same date as the Passport (Amendment) Act 2003.

2 Interpretation

In these Regulations, unless the context otherwise requires—

“**Minister**” means the Minister for Foreign Affairs.

3 Applications

- (1) An application for a passport or extension thereof or certificate of identity shall be made to the Ministry of Foreign Affairs, Kingdom's Diplomatic

Missions overseas or authorised agents of the Government, who have been so authorised in writing by the Minister to perform such functions.

- (2) Every application for a passport shall be made in accordance with Form 1 in Schedule I of these Regulations.
- (3) Every application for an extension for a passport shall be made in accordance with Form 2 in Schedule I of these Regulations.
- (4) Every application for a certificate of identity shall be made in accordance with Form 3 or 4 in Schedule I of these Regulations.
- (5) Any application for an endorsement or observation made in a passport shall be made in accordance with Form 5 in Schedule I of these Regulations.
- (6) An application made for a person under the age of 16 years shall be made with the consent of a parent or a legal guardian.

4 Application requirements

Application for a passport in Form 1 of Schedule I of these Regulations or certificate of identity in Form 3 of Schedule I of these Regulations shall include—

- (a) a completed and signed application form as prescribed by regulation 3;
- (b) original or certified copy of—
 - (i) birth certificate;
 - (ii) previous passport if not lost or stolen;
 - (iii) Certificate of Naturalisation if applicable to the applicant; or
 - (iv) Certificate of Readmission if applicable to the applicant;
- (c) two recent photographs of the applicant, endorsed with the words “I certify this is a true likeness of (applicant's name)” on the reverse of the photograph and signed by any of the following who has known the applicant for more than 12 months—
 - (i) Minister of religion;
 - (ii) law practitioner;
 - (iii) magistrate;
 - (iv) Commissioner for Oaths or equivalent in the country of application;
 - (v) public servant or public officer;
 - (vi) medical practitioner; or

- (vii) a Tongan subject who is 18 years of age or over, is not related to the applicant or resident in the same address as the applicant and who currently holds a valid Tongan passport;
- (d) the prescribed fee; and
- (e) any other document that the Minister deems necessary.

5 Certificate of identity

- (1) Where any person who does not hold a passport needs to urgently travel into the Kingdom, he shall—
 - (a) make an application for a certificate of identity in accordance with Form 4 of Schedule I of these Regulations;
 - (b) include with the application the fees for certificate of identity in lieu of passport fees as prescribed in Schedule II of these Regulations; and
 - (c) only be allowed to use the certificate of identity issued under this regulation for one journey into the Kingdom.
- (2) A certificate of identity shall only be issued to a person who previously held a passport.

6 Endorsements or observation

An application for an endorsement or observation in any passport shall include—

- (a) a completed and signed Form 5 as prescribed in Schedule I of these Regulations;
- (b) the prescribed fee; and
- (c) any other document that the Minister deems necessary.

7 Processing time

- (1) All applications for issuance of a passport, certificate of identity or endorsement or observation shall be dealt with as soon as may be practicable.
- (2) An applicant who requests a passport, certificate of identity or endorsement or observation to be issued in less than 4 working days, shall pay the emergency fee in addition to any other applicable fee prescribed in Schedule II of these Regulations.

8 Fees

- (1) The fees shall be as prescribed in Schedule II of these Regulations.
- (2) All fees prescribed in Schedule II of these Regulations are non-refundable.

Made at Nuku'alofa this 16 day of January, 2004.

Minister for Foreign Affairs.

Schedule



PASSPORT REGULATIONS 2004

SCHEDULE I
(Regulation 3(2))

FORM I

APPLICATION FOR A TONGAN PASSPORT

*Please read the information notes before completing the form
Please print all details legibly*

1	PERSONAL DETAILS			
Surname		<input type="text"/>	Given Names <input type="text"/>	
Other names you are known by		<input type="text"/>	Date of birth	<input type="text"/> <i>day month year</i>
Place of birth		<input type="text"/>	Country of birth	<input type="text"/>
Marital status	<input type="text"/>	Sex	Male <input type="checkbox"/>	Female <input type="checkbox"/>
Height	<input type="text"/> m	<input type="text"/> cm	Colour of eyes	<input type="text"/>
Occupation	<input type="text"/>		Colour of hair	<input type="text"/>
2	NATIONALITY			
Evidence of Tongan nationality submitted				
Birth Certificate		<input type="checkbox"/>	Certificate of Naturalisation	<input type="checkbox"/>
Previous Passport		<input type="checkbox"/>	Certificate of Readmission	<input type="checkbox"/>
3	CONTACT DETAILS			
Postal address		<input type="text"/>	Phone / day	<input type="text"/>
		<input type="text"/>	Phone / night	<input type="text"/>
Residential address	<input type="text"/>		Fax	<input type="text"/>
			E-mail	<input type="text"/>

4	CONSENT FOR CHILD'S PASSPORT
<i>Consent can only be given by a parent or a legal guardian</i>	
Name of parent/legal guardian: <input style="width: 100%;" type="text"/>	
I consent to the issue of a passport to (the child) <input style="width: 100%;" type="text"/>	
<i>Signature of parent/legal guardian</i>	
Evidence of relationship to child:	
Birth certificate	<input type="checkbox"/>
Guardianship Order	<input type="checkbox"/>
5	CONFIRMATION OF IDENTITY
I certify that I have known the <input style="width: 30px;" type="text"/> years, and that to the best of my knowledge stated in this form are correct.	
Signature	<input style="width: 150px;" type="text"/>
Date	<input style="width: 150px;" type="text"/>
Profession	<input style="width: 150px;" type="text"/>
Address	<input style="width: 150px;" type="text"/>
6	
FEES	
Amount	\$ <input style="width: 100px;" type="text"/>
Form of payment	Cash <input type="checkbox"/> Credit Card <input type="checkbox"/> Cheque <input type="checkbox"/> Other <input type="checkbox"/>
7	DECLARATION
I hereby declare that:	
A	I am a Tongan subject in accordance with the laws governing nationality in Tonga for the time being and that I have not lost the right to my being a Tongan subject.
B	That should I travel I will make adequate provision for my wife and child(ren)
C	That all relevant previous passports issued to me have been surrendered
D	That in the event that I forfeit my Tongan nationality, I shall surrender all my Tongan passport for cancellation.
E	That if I have provided false information any passport issued to me can be cancelled and I can, by law, be fined and imprisoned or subject to both fine and imprisonment.
F	The information given in this application is correct to the best of my knowledge
Signature	<input style="width: 150px;" type="text"/>
Date	<input style="width: 150px;" type="text"/>

8	PREVIOUS PASSPORT LOST, STOLEN OR DAMAGED	
Passport Number	[REDACTED]	
Place of issue	[REDACTED]	Date of issue [REDACTED]
The full name in the passport was	[REDACTED]	Date of birth [REDACTED]
Place of loss/theft	Date of loss/theft	
Explanation for the missing passport	[REDACTED] [REDACTED] [REDACTED]	
If reported to police, where and when report made	[REDACTED]	
Declaration	I declare the above particulars to be correct to the best of my knowledge and undertake to return the passport for cancellation if found	
Signed	[REDACTED]	Date [REDACTED]



PASSPORT REGULATIONS 2004

FORM 2

(Regulation 3(3))

APPLICATION FORM FOR EXTENSION OF A
PASSPORT FOR A FURTHER FIVE YEARS

Family Name (as in passport):.....

Given Names (as in passport):.....

Date of birth:.....

Passport number:.....

Date of issue:.....

Date of expiry:.....

Place of original issue:.....

Country of residency:.....

Contact address:.....

Tel:..... Fax:..... Email:.....

DECLARATION:

I, the undersigned, hereby declare that:

- (i) I am a Tongan subject in accordance with the laws governing nationality in Tonga for the time being and that I have not lost the right to my being a Tongan subject.
- (ii) All relevant previous passports issued to me have been surrendered
- (iii) The information given in this application is correct to the best of my knowledge

Signature:.....Date:.....

Fee paid.....Receipt No.:

NEW DATE OF PASSPORT EXPIRY:.....

APPROVED AND ISSUED BY:.....DATE:.....

Note: Provision of false information may result in the cancellation of the passport and prosecution and upon conviction may be liable to both a fine and imprisonment.



PASSPORT REGULATIONS 2004

FORM 3
(Regulation 3(4))

APPLICATION FOR A CERTIFICATE OF IDENTITY

Please print all details legibly

1	PERSONAL DETAILS			
Surname	<input type="text"/>	Given Names	<input type="text"/>	
Other names you are known by	<input type="text"/>	Date of birth	<input type="text"/> <i>day month year</i>	
Place of birth	<input type="text"/>	Country of birth	<input type="text"/>	
Marital status	<input type="text"/>	Sex	Male <input type="checkbox"/>	Female <input type="checkbox"/>
Height	<input type="text"/> m	<input type="text"/> cm	Colour of eyes	<input type="text"/>
Occupation	<input type="text"/>		Colour of hair	<input type="text"/>
2	NATIONALITY			
Are you a Tongan subject - documentary evidence of Tongan nationality (Tick relevant boxes below)				
Birth Certificate		<input type="checkbox"/>	Certificate of Naturalisation <input type="checkbox"/>	
Previous Passport		<input type="checkbox"/>	Certificate of Readmission <input type="checkbox"/>	
If you are not a Tongan subject? YES/NO - do you have a Tongan birth registration certificate? YES/NO				
What is your nationality?				
Are you a resident of Tonga? YES/NO				
3	CONTACT DETAILS			
Postal address	<input type="text"/>	Phone / day	<input type="text"/>	
		Phone / night	<input type="text"/>	
Residential address	<input type="text"/>	Fax	<input type="text"/>	
		E-mail	<input type="text"/>	

4	CONFIRMATION OF IDENTITY
<p>I certify that I have known the applicant for <input type="text"/> years, and that to the best of my knowledge and belief the facts stated <input type="text"/> in this form are correct.</p>	
<p>Signature <input style="width: 300px;" type="text"/> Date <input style="width: 100px;" type="text"/></p>	
<p>Profession <input style="width: 300px;" type="text"/></p>	
<p>Address <input style="width: 450px; height: 20px;" type="text"/> <input style="width: 450px; height: 20px;" type="text"/></p>	
5	FEES
<p>Amount <input style="width: 100px;" type="text"/> \$ <input style="width: 100px;" type="text"/></p>	
<p>Form of payment Cash <input type="checkbox"/> Credit Card <input type="checkbox"/> Cheque <input type="checkbox"/> Other <input type="checkbox"/></p>	
6	<p>State reason for applying for a certificate of identity:..... </p>
7	DECLARATION
<p>I hereby declare that:</p>	
<p>A I am a Tongan subject in accordance with the laws governing nationality in Tonga for the time being and that I have not lost the right to my being a Tongan subject. <input style="width: 30px; height: 20px;" type="text"/></p>	
<p>B That should I travel I will make adequate provision for my wife and child(ren) <input style="width: 30px; height: 20px;" type="text"/></p>	
<p>C That all relevant previous passports issued to me have been surrendered <input style="width: 30px; height: 20px;" type="text"/></p>	
<p>D That in the event that I forfeit my Tongan nationality, I shall surrender all my Tongan passport for cancellation. <input style="width: 30px; height: 20px;" type="text"/></p>	
<p>E That if I have provided false information any passport issued to me can be cancelled and I can, by law, be fined and imprisoned or subject to both fine and imprisonment. <input style="width: 30px; height: 20px;" type="text"/></p>	
<p>F The information given in this application is correct to the best of my knowledge <input style="width: 30px; height: 20px;" type="text"/></p>	
<p>Signature <input style="width: 150px;" type="text"/> Date <input style="width: 150px;" type="text"/></p>	



PASSPORT REGULATIONS 2004

FORM 4

(Regulation 3(4) and 5)

CERTIFICATE OF IDENTITY FOR EMERGENCY TRAVEL IN LIEU OF PASSPORT

ISSUED ONLY TO THOSE PERSONS WHO HAVE PREVIOUSLY HELD A TONGAN PASSPORT

Last Name (as in passport):.....
First Name (as in passport):.....
Date of Birth:.....
Passport No.:.....
Date of issue & date of expiry of passport:.....
Name of country in which you reside:.....
Immigration status in the said country:.....
Visa Number:.....
Date of expiry of visa:.....
REASON FOR URGENT TRAVEL:.....

DECLARATION:

I, the undersigned, hereby apply for a certificate of identity for emergency travel in lieu of a Tongan passport and I declare:

- (i) That I am a Tongan subject in accordance with the laws governing nationality in Tonga for the time being and that I have not lost the right to my Tongan citizenship;
(ii) That the information given in this application is correct to the best of my knowledge and belief.

Signature:.....

Date:.....

Fee paid.....Receipt No.:

REFERENCE OF CERTIFICATE OF IDENTITY FOR EMERGENCY TRAVEL.....

APPROVED AND ISSUED

BY:.....DATE:.....

Note: Provision of false information may result in the cancellation of the travel document and prosecution and upon conviction may be liable to both a fine and imprisonment.



PASSPORT REGULATIONS 2004

FORM 5

(Regulation 3(5))

APPLICATION FOR ENDORSEMENT OR OBSERVATIONS

Name of Passport holder:

Passport Number:

Date of Issue:

Place of Issue:

Endorsement/Observations requested:

.....
.....

Reason for endorsement/observation:

.....
.....

Relevant Documentation attached to substantiate endorsement/observation:

.....
.....

DECLARATION:

I, the undersigned, hereby apply for an endorsement/observation in my passport and I declare that the information given in this application is correct to the best of my knowledge and belief.

Signature.....Date.....

Fee paid:.....Receipt No.:.....

APPROVED AND ISSUED BY:.....DATE:.....

Note: Provision of false information may result in the cancellation of the passport and prosecution and upon conviction may be liable to both a fine and imprisonment.

SCHEDULE II

(Regulation 8)

FEES

Fee for passports issued at first instance for 10 years	
Passport issued in Tonga	TOP\$100
Passport issued at a Tongan diplomatic mission in USA	USD\$100
Passport issued at a Tongan diplomatic mission in Australia	AUD\$100
Passport issued at a Tongan diplomatic mission in UK	UK£100
Passport issued in New Zealand	NZD\$100
Passport issued elsewhere	USD\$100
Fee for passports issued at first instance for 5 years	
Passport issued in Tonga	TOP\$75
Passport issued at a Tongan diplomatic mission in USA	USD\$75
Passport issued at a Tongan diplomatic mission in Australia	AUD\$75
Passport issued at a Tongan diplomatic mission in UK	UK£75
Passport issued in New Zealand	NZD\$75
Passport issued elsewhere	USD\$75
Fee for extension of a passport issued for 5 years at first instance for a further 5 years	
Extension issued in Tonga	TOP\$75
Extension issued at a Tongan diplomatic mission in USA	USD\$75
Extension issued at a Tongan diplomatic mission in Australia	AUD\$75
Extension issued at a Tongan diplomatic mission in UK	UK£75
Extension issued in New Zealand	NZD\$75
Extension issued elsewhere	USD\$75
Emergency Fee	
Emergency Fee in Tonga	TOP\$50
Emergency Fee at a Tongan diplomatic mission in USA	USD\$50
Emergency Fee at a Tongan diplomatic mission in Australia	AUD\$50
Emergency Fee at a Tongan diplomatic mission in UK	UK£50
Emergency Fee in New Zealand	NZD\$50
Emergency Fee elsewhere	USD\$50
Certificate of Identity	
Certificate of identity issued in Tonga	TOP\$50
Certificate of identity issued at a Tongan diplomatic mission in USA	USD\$50
Certificate of identity issued at a Tongan diplomatic mission in Australia	AUD\$50

Certificate of identity issued at a Tongan diplomatic mission in UK	UK\$50
Certificate of identity issued in New Zealand	NZD\$50
Certificate of identity issued elsewhere	USD\$50
Endorsements or Observations	
For each Endorsement or Observation issued in Tonga	TOP\$30
For each Endorsement or Observation issued at a Tongan diplomatic mission in USA	USD\$30
For each Endorsement or Observation issued at a Tongan diplomatic mission in Australia	AUD\$30
For each Endorsement or Observation issued at a Tongan mission in UK	UK£30
For each Endorsement or Observation issued in New Zealand	NZD\$30
For each Endorsement or Observation issued elsewhere	USD\$30