

CONSULATE GENERAL OF THE REPUBLIC OF ANGOLA
IN THE UNITED KINGDOM OF GREAT BRITAIN AND NORTHERN IRELAND

NATIONAL ORDINARY PASSPORT

- FIRST TIME -

The Consulate General does not issue emergency passports.

Please note: the processing time may take up to six (6) months, possibly longer if there are unforeseen difficulties.

REQUIREMENTS

THE PRESENCE OF THE APPLICANT IS MANDATORY

The National Ordinary Passport application is to be submitted upon presentation of the following documents:

PLEASE NOTE: THE APPLICANT MUST PROVIDE THE ORIGINAL AND COPIES OF ALL DOCUMENTATION (ONE COPY FOR EACH DOCUMENT)

1. **Applicant's Letter** addressed to the Consulate General of Angola in the UK ([template](#)).

2. **Applicant's Letter** addressed to *Serviço de Migração e Estrangeiros de Angola* (SME) – i.e. Migration and Foreigners Service ([template](#)).

3. **Passport Application Form**

PLEASE NOTE, THE APPLICATION FORM CAN ONLY BE COLLECTED AT THE CONSULATE GENERAL. IT HAS TO BE FULLY COMPLETED IN CAPITAL LETTERS, IN BLACK INK, WITH NO ERRORS OR ERASURES AND MUST BE SIGNED IN THE PRESENCE OF A CONSULAR OFFICER. IF IN DOUBT, LEAVE THE FIELD BLANK AND CONSULT ONE OF THE ATTENDING STAFF.

4. Angolan Document - One of the following documents:

- Valid Identity Card.

PLEASE NOTE, THE OLD IDENTITY CARDS WILL NOT BE ACCEPTED EXCEPT THE LIFELONG ONES.

- Birth Certificate issued in Angola, endorsed by the *Direcção Nacional de Registos e Notariado (Ministério da Justiça e dos Direitos Humanos de Angola)* – i.e. National Directorate of Registries and Notaries (Ministry of Justice and Human Rights of Angola) and legalised by the *Ministério das Relações Exteriores de Angola (MIREX)* – i.e. Ministry of Foreign Affairs of Angola.

5. Consular Registration Card valid for at least six (6) months.

PLEASE NOTE, THIS CAN BE ISSUED AT THE SAME TIME.

6. Three (3) Colour Passport Photographs, dated no more than three months previous, taken in front of a plain white background without sunglasses (except with proven medical exemption). Photos from male applicants must be taken without earrings, dreadlocks or Mohican hairstyles.

7. Proof of Occupation – letter confirming employment or student status – On letterhead paper. If not in education, training or employment, please fill in the relevant form ([template](#)).

8. Proof of Address – One of the following documents:

- Water, Gas or Electricity Bill.
- Council Tax letter.
- UK Driving Licence.
- Bank Statement.

9. Proof of legal status in the United Kingdom – One of the following documents:

- Passport of one of the European Union countries.
- Permit of residence/stay in the United Kingdom.

FOR MINORS (under eighteen years old)

One of the Angolan parents or the legal tutor of the minor must submit the above documents along with the following documents of the minor applicant:

1) Angolan Document – One of the following documents:

- *Cédula Pessoal*.
- Valid Identity Card.
- Birth Certificate issued in Angola, endorsed by the *Direcção Nacional de Registos e Notariado (Ministério da Justiça e dos Direitos Humanos de Angola)* – i.e. National Directorate of Registries and Notaries (Ministry of Justice and Human Rights of Angola) and legalised by the *Ministério das Relações Exteriores de Angola (MIREX)* – i.e. Ministry of Foreign Affairs of Angola.

2) Consular Registration valid for at least six (6) months.

PLEASE NOTE, THIS CAN BE ISSUED AT THE SAME TIME.

3) Statement of Liability from one of the parents or legal guardian ([template](#)).

4) Three (3) Colour Passport Photographs, dated no more than three months previous, taken in front of a plain white background.

5) Letter from School.

6) Proof of legal status in the United Kingdom - One of the following documents:

- Passport of one of the European Union countries.
- Permit of residence/stay in the United Kingdom.

7) Proof of Address – Proof of the parent's or legal guardian's address, Child Tax Credit or Child Benefit letter.

FOR MINORS BORN IN THE UK

Along with the above documents, the **Birth Certificate** must be submitted according to the following requirements:

- a) Translated into Portuguese by an official translator.
- b) Recognised by the Notary Public.
- c) Legalised by the Foreign & Commonwealth Office (FCO).
- d) Legalised and Transcribed by this Consulate General in order to issue a *Cédula Pessoal*.

For the Birth Certificate Transcription, the following documents from both parents/legal guardian are requested:

- Valid Passport or Identity Card – FROM BOTH PARENTS/LEGAL GUARDIAN.
- Birth Certificate issued in Angola, endorsed by the *Direcção Nacional de Registos e Notariado (Ministério da Justiça e dos Direitos Humanos de Angola)* – i.e. National Directorate of Registries and Notaries (Ministry of Justice and Human Rights of Angola) and legalised by the *Ministério das Relações Exteriores de Angola (MIREX)* – i.e. Ministry of Foreign Affairs of Angola – FROM THE ANGOLAN PARENT/LEGAL GUARDIAN.
- Valid Consular Card – FROM THE ANGOLAN PARENT/LEGAL GUARDIAN.

ADDITIONAL INFORMATION

- The absence of any of the required documents may result in the application being denied.
- Whenever necessary, the Consulate General reserves the right to request the presentation of other documents or demand the presence of the applicant.
- The submitted documents will remain property of the Consulate General.

(The requested documentation is based on the Passport Issue and Usage Law: *Dec. N° 3/00 de 14 de Janeiro da Lei de Emissão e Utilização de Passaporte Nacional*)

EMOLUMENTS

Passport: £30.00 (thirty pounds).

Form: £5.00 each (five pounds).

TOTAL: £35.00 (thirty-five pounds).

Legalisation of Birth Certificate:

Normal: £17.00 – Processing time: 8 working days.

Urgent: £25.00 – Processing time: 3 working days.

PAYMENT

The emoluments may be paid by one of the following methods:

1) ATM available at the Consulate General facilities.

The following bank cards are accepted: Visa, Visa Debit, Visa Electron, MasterCard, Maestro, Discover and Diners Club International.

2) Bank deposit or bank transfer using the following data:

Bank: LLOYDS BANK

Sort Code: 30-93-84

Account Number: 24558260

Ref.: (Name and consular act requested – Ex: Visa, Consular Card, Passport, Legalisation, etc.)

3) IBAN system for international payments using the following data:

IBAN: GB17 LOYD 3093 8424 5582 60

SWIFBIC: LOYDGB21055

Branch: LDN OXFORD ST 399

Receiver Name: The Consulate of the Republic of Angola – Consular Emoluments

Receiver Address: 46 Bedford Square, London WC1B 3DP, United Kingdom

IMPORTANT NOTICE:

- **PAYMENTS ARE NOT REFUNDABLE.**
PLEASE BE SURE TO ORDER THE PROPER PAYMENT AMOUNT.
- **THE PAYMENT RECEIPT MUST BE ATTACHED TO THE REQUEST.**
PLEASE KEEP A COPY OF THE RECEIPT.

OFFICES AND OPENING TIMES

21 Bedford Avenue, London WC1B 3AS.

Submission of documents: Mondays to Fridays, 9:30 - 11:30.

Collection of documents: Mondays to Fridays, 14:00 - 15:00.

