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Consulate General of Bangladesh in New York

<table>
<thead>
<tr>
<th>Telephone</th>
<th>Fax</th>
<th>Email Address &amp; Website</th>
<th>Address</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>212-599-6767;</td>
<td>212-682-9211</td>
<td><a href="mailto:bdcgny@aol.com">bdcgny@aol.com</a></td>
<td>211 E. 43rd St., Turtle Bay NY 10017</td>
<td>Mo-Fr Public hrs 9:30-18:30; Visa 9:30-12</td>
</tr>
<tr>
<td>212-599-6850;</td>
<td></td>
<td><a href="http://www.bdcgny.org/">http://www.bdcgny.org/</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>212-599-1874</td>
<td></td>
<td></td>
<td></td>
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</tbody>
</table>

**Certification of Birth**: The Consulate General issues certifications of birth to Bangladesh nationals on the basis of information provided in his/her Bangladesh passport. For such certificates the applicant has to submit the Bangladesh passport in original along with a photocopy of the same and the filled in Application Form for Attestation/Certification.

**Applying for a certification**

To obtain a certificate, the applicant must submit the following:

1. Completed Application Form for Attestation/Certification
2. Original as well as photocopy of documents, as required by the Consulate General (the original document will be returned). In case of birth certificates, the Bangladesh passport of the applicant must be submitted with the application form.
3. Prescribed Fees (US $ 44 for normal delivery, US $ 82.50 for urgent delivery)

**Prescribed fees and processing time**

<table>
<thead>
<tr>
<th>Mode of service</th>
<th>Urgent Delivery</th>
<th>Ordinary Delivery</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fee</td>
<td>US$ 82.50</td>
<td>US$ 44.00</td>
</tr>
<tr>
<td>Processing time</td>
<td>same day, delivered between 3-5 PM</td>
<td>one day (delivered on the following working day between 3-5 PM)</td>
</tr>
</tbody>
</table>

**Method of Payment Overview**

- All fees are payable to the **Consulate General of Bangladesh in New York** ONLY in the form of a **money order or bank draft or certified / official cheque**.
- Payments through personal cheques, credit/debit cards or cash are **not** accepted.
- Bank drafts or certified cheques can be obtained from any bank while money orders can be obtained from any post office or selected stores / offices on payment of a nominal charge.
- **All fees are non-refundable** even if the applications are withdrawn or services are denied (after receiving the application).
- **Payments can be combined for similar services.** For example, if two members of the same family/group apply for urgent processing of a 48-page passport (US $ 165 each), the total fee of US $ 165 X 2 = US$ 330 can be paid through a single money order/bank

---

1 Source: All information from “Consulate General of Bangladesh” [www.bdcgny.org](http://www.bdcgny.org) (accessed August 20, 2010).
2 [http://www.bdcgny.org/certification/certification.htm](http://www.bdcgny.org/certification/certification.htm)
NYC CONSULATE GUIDE: Birth Certificates & Passports

draft/ certified cheque. Similarly, if four members of a family apply for NVR seal (US $ 50 each), they can pay the total fee in a single money order of US $ 200.

- **Payments can not be combined for different services.** For example, a person is applying for two services. Firstly, for 2 year renewal of Bangladesh passport (US $ 44), secondly for endorsement of NVR seal (US $ 50). In such a case, the fees have to be paid through two separate money orders /bank draft/certified cheques- one for renewal (US$ 44) and the other for the NVR (US$ 50).

PASSPORT

Issuance of a passport against a lost / stolen /destroyed passport

In case a passport is lost, stolen or destroyed, the applicant must come in person and submit the following documents:

1. Completed [Passport Application Form](http://www.bdcgny.org/passport/passport_applying.htm) in duplicate. [Application forms must be filled in fully, legibly and accurately (preferably typed or filled in with a computer). The form must be signed at all requested places. Incomplete application form will not be processed];
2. 4 (four) 40mmx50mm / passport size photographs. (two photographs on each of the application forms);
3. [Passport Processing Fees](http://www.bdcgny.org/passport/passport_applying.htm) in one of the accepted methods of payment;
4. Photocopy of the lost passport;
5. Original birth certificate / nationality certificate issued by the local Municipal Corporation or the Union Parishad (where the applicant used to live while in Bangladesh) or by a Class-I Gazetted Officer of the Government of Bangladesh; and
6. Photocopies of valid Bangladesh passports of two attesters (pages 1-7 and the page where the validity is mentioned (if any). The attesters must sign the application form.
7. Proof of remittance of foreign currency to Bangladesh;
8. In case of a female applicant, who wishes to insert husband's name, the applicant should provide a copy of marriage certificate.

Please note the following:

a) **Interview:** The applicant must come in person for an interview with the consular officer, in case of an application against a lost/stolen/ destroyed passport.

b) **Validity:** Validity of the new passport (issued against a lost passport) is two years from the date of issuance. On expiry of validity, this passport can be renewed for any period up to 5 years from the date of issuance. See [renewal](http://www.bdcgny.org/passport/passport_applying.htm) section for more information.

c) **Service by mail:** Applications for passport against a lost passport are not accepted by mail.

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3 http://www.bdcgny.org/passport/passport_applying.htm

4 The Consulate General reserves the right to request for any additional documents at any stage for scrutiny by the Consular Officer before rendering any service.
Issuance of passport to children who were endorsed earlier in their mother's passport

Children endorsed earlier in their mother's passport may also apply for a new passport. But, in such a case the applicant has to appear in person at the Consulate General with his/her guardians and submit the following:

1. Completed Passport Application Form in duplicate. Application forms must be filled in fully, legibly and accurately (preferably typed or filled in with a computer). The form must be signed at all requested places. Incomplete application form will not be processed.
2. 4 (four) 40mmx50mm / passport size photographs. (two photographs on each of the application forms)
3. Passport Processing Fees in one of the accepted methods of payment.
4. Mother's passport (valid or expired);
5. Photocopy of the first nine pages of mother's passport

Please note that:

a) Interview: The applicant must come in person for an interview with the consular officer at the time of submission of application along with his/her guardian.
b) Validity: Validity of the new passport will be five years from the date of issuance.
c) Service by mail: Applications for a separate passport for children, endorsed earlier to mother's passport, are not accepted by mail.

Processing Time

<table>
<thead>
<tr>
<th>Delivery Type</th>
<th>Processing Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ordinary</td>
<td>15 days</td>
</tr>
<tr>
<td>Urgent</td>
<td>3 working days</td>
</tr>
</tbody>
</table>

Applications received by mail are processed within the stipulated time (please note that the processing time does not include the time taken in mail). However, this time schedule does not apply in case REFERENCE HAS TO BE MADE TO COMPETENT AUTHORITIES IN BANGLADESH. In such cases the applicant will be informed by the Consulate General.

Processing Fees (Please ignore these rates till issuance of MRP)

<table>
<thead>
<tr>
<th>Booklet Size</th>
<th>Processing Fees(in US $)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Ordinary delivery within 15 days</td>
</tr>
<tr>
<td>48 pages</td>
<td>110.00</td>
</tr>
</tbody>
</table>

Fees are payable to the Consulate General of Bangladesh, New York in the form of a Money Order/Bank Draft/Certified Cheque. For details, please click Method of Payment.
NYC CONSULATE GUIDE: Birth Certificates & Passports

Consulate General of China in New York

<table>
<thead>
<tr>
<th>Telephone</th>
<th>Fax</th>
<th>Email Address &amp; Website</th>
<th>Address</th>
<th>Hours</th>
</tr>
</thead>
</table>
| 212-244-9456  
  212-868-2078 | 212-330-7405 | chinacomny@aol.com  
  http://www.nyconsulate.prcchina.org/eng/ | 520 Twelfth Ave., Clinton NY 10036 | Mo-Fr Public hrs 9-17; Visa 14-16:30 |

Tips

- Going to the Consulate in person is useful

CIVIL RECORDS IN CHINA

- Most of the documents listed below [Birth Certificate] can be obtained from one of China's Notarial Offices (Gong Zheng Chu)
- Notarial offices are located in all major Chinese cities and in rural county seats. These offices are part of the Ministry of Justice structure, but are separate from the people's court system.
- Individuals residing outside of China may obtain notarial certificates from the notarial office with jurisdiction over the county of previous residence.
- Chinese relatives or friends may request issuance of certificates on behalf of someone now living abroad. Relatives and friends should have specific written authorization from the interested party before they request certificates.
- Alternatively, persons in need of notarial documents may contact the PRC Embassy or Consulate nearest to their residence abroad and ask that the request be forwarded to the appropriate notarial office. Obtaining a notarial certificate through a PRC Embassy or Consulate can require considerable time.

What if no parents are available?

The Consulate will decide on a case by case basis

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5 All the below section is from “Civil Records in China” [http://shenyang.usembassy-china.org.cn/civil_records_china.html](http://shenyang.usembassy-china.org.cn/civil_records_china.html) (Accessed August 20, 2010).
Consulate General of the Dominican Republic in New York

<table>
<thead>
<tr>
<th>Telephone</th>
<th>Fax</th>
<th>Email Address &amp; Website</th>
<th>Address</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>212-768-2480</td>
<td>212-768-2677</td>
<td><a href="mailto:cdny@consuladord-ny.org">cdny@consuladord-ny.org</a></td>
<td>1501 Broadway, Suite 410, NY NY 10036</td>
<td>Mon-Fri 9-3:30; Sat 9-1</td>
</tr>
<tr>
<td></td>
<td></td>
<td><a href="http://portal.consuladord-ny.org/">http://portal.consuladord-ny.org/</a></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Birth Certificates**

Certified copies of birth certificates may be obtained by:

- **Visiting the Civil Registry Office** (Oficialía del Estado Civil) having jurisdiction over the place in which the birth occurred.
- **Writing directly to the General Directorate of Civil Registry Offices** of the Republic (Dirección General de las Oficialías del Estado Civil de la República) in Santo Domingo, giving the place and year of the person’s birth.

**Address of the General Directorate of Civil Registry Offices**

Dirección General de las Oficialías del Estado Civil de la República
Calle Paul Harris esq. Horacio Vicioso,
Santo Domingo, República Dominicana.

Two types of birth certificates are available: a condensed version called an "Extracto de Acta" and a longer version, called an "Acta Inextensa," which contains more information. Both versions are legitimate civil documents; however, only the Acta Inextensa is accepted for immigrant, K and V visa purposes.

**Passports**

**First Time Passport or Lost Passport:**

Required documents:

- The original legalized birth certificate having been issued within no less than six months
- Identity and Electoral Card, or other official Dominican identification (Drivers License)

**Passport Renewal:**

The passport must be renewed every six years since the date of issue. The expired passport must be brought to the Consulate.

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Cost of the Passport:

- US$135.00 for same day service, processed in about 3 hours. US$105.00 for 3 business days.
- For lost or cancelled passports, US$165.00 for same day service and US$135.00 for 3 business days.

Please note: It is not necessary to bring photos, the photos are taken digitally on the Consulate together with the fingerprints and signatures, as a result of the implementation of the new Biometric Passport (this is included in the cost of the passport).

Passport Authorization for Minors

Requirements:

- One of the parents or guardians of the minor must appear in person and present identification (identity card, and/or passport or other official documentation)
- Legalized birth certificate (original or copy)
- Name
- Identity and electoral card number
- Address of the person authorizing the processing of the minor’s passport in the Dominican Republic

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NYC CONSULATE GUIDE: Birth Certificates & Passports

Consulate General of Guatemala in New York

<table>
<thead>
<tr>
<th>Telephone</th>
<th>Fax</th>
<th>Website/Email</th>
<th>Address</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>212-686-3837</td>
<td>212-447-6947</td>
<td><a href="http://www.minex.gob.gt/">http://www.minex.gob.gt/</a></td>
<td>57 Park Ave., Murray Hill NY 10016</td>
<td>N/A</td>
</tr>
<tr>
<td>Contact Person: Maria Zyrac</td>
<td><a href="mailto:consnewyork@minex.gob.gt">consnewyork@minex.gob.gt</a></td>
<td><a href="mailto:cslguany@ix.netcom.com">cslguany@ix.netcom.com</a></td>
<td></td>
<td></td>
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</tbody>
</table>

Birth Certificate

- Easier to do through a relative.
- Write a letter addressed to the consul general requesting a birth certificate; provide full name, birth place, the birth date, and the full names of the parents.
- If some of the above information is missing, it is difficult to find. Without the town and the date, it is almost impossible, because records were kept in each town.

Passports

**General Information:**

Interested parties should go to a Guatemalan consulate or embassy to enter their personal information. They will immediately take your digital picture, signature, and digital fingerprints. The information is sent via the internet to the passport processing center in the state of Louisiana. Please note:

1. The passport will be delivered two working days after the application
2. The photo will be taken in the consulate or in the consulate or in the consular section of the Guatemalan embassy.
3. **COST:**

   The new passport costs 50$ in the United States of America. In addition, the cost to send the passport from the place of issue to the consulates or the Embassy or to a place of residence is $12.50; and $22.00 for the United States of Mexico. The cost of the passport can be paid in cash or money order made out to the Consulate General of Guatemala in the place where it was processed or to the Embassy of Guatemala if that is the case.

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9 Conversation Maria Zyrac at the Guatemalan Consulate in New York City on 6/2/10
ABSENCE OF ONE OF THE PARENTS:

The parent taking care of the child must present the authorization from the other parent. If both parents are absent, a family member who is legally of age must present the authorization of both parents.

Please note11: If the child is under the care of the state, and it is not possible to get authorization from the parents, the Consulate of Guatemala will accept a court order/letter from the Judge in lieu of parental authorization.

IF THEY’RE IN GUATEMALA:

The parents must go, with proper documentation (Identity Card and/or passport), to the Ministerio de Relaciones Exteriores, Dirección de Asuntos Consulares, ventanilla de Registro Civil, (2ª. Avenida 4-17, zona 10. Ciudad de Guatemala) to request a letter in which they authorize the authorities of the Consulate where the passport will be processed to process the passport for their child.

IF THEY’RE ABROAD:

They must go to the consulate in their jurisdiction to request a passport authorization letter, and then send it to the person responsible for the minor in Guatemala so that this person presents it to: FIRST: the Ministry of Exterior Relations and its section of Civil Registry to validate the letter, coming from a Consulate. SECOND: now that the letter is validated, before the immigration authorities in the passport office of Guatemala so that they can authorize the passport procedure. In the case that one of the parents passed away, present the certificate of death.

11 Source: Conversation Maria Zyrac at the Guatemalan Consulate in New York City on 9/22/10
NYC CONSULATE GUIDE: Birth Certificates & Passports

Consulate General of Haiti in New York

<table>
<thead>
<tr>
<th>Telephone</th>
<th>Fax</th>
<th>Email Address &amp; Website</th>
<th>Address</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>212-697-9767</td>
<td>212-681-6991</td>
<td><a href="mailto:haiti@gti.net">haiti@gti.net</a></td>
<td>271 Madison Ave., Murray Hill NY 10016</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>haitianconsulate-nyc.org</td>
<td></td>
<td></td>
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</table>

To obtain a Haitian Birth Certificate:

Birth Certificates must be obtained from Haiti, this service is not offered at the consulate. Interlink is a private organization which can arrange a birth certificate.

<table>
<thead>
<tr>
<th>Interlink</th>
<th>Requirements</th>
</tr>
</thead>
</table>
| (T) 718-363-1585 (F) 718-363-1603 | • Request submitted by the organization (e.g. foster care agency)  
• Child’s identification (e.g. school id)  
• Date and place of birth  
• Mother and father first and last names (if father is unknown, only mother’s info is required)  
• If this information is not available, please include an affidavit of witness from two people who know the child, e.g. aunts, uncles, friend, neighbors that establish that the child is Haitian. |

Contact: Florence Comeau  
832 Franklin Avenue, Brooklyn NY 11225  
Cost: 550$ plus 25$ for translation

To obtain a Haitian passport:\(^{12}\):

To obtain a Haitian passport, one must be a Haitian citizen and furnish proof thereof. The Haitian Constitution does not allow people who were born in Haiti but who later changed their nationality to obtain Haitian passports.

Applying for a passport must be done in person at the Consulate so that a consular agent can witness the signing of the necessary forms.

NYC CONSULATE GUIDE: Birth Certificates & Passports

Documents to submit:

• An original birth certificate or a certified copy from the Haiti National Archives
• A fiscal identification card: a taxpayer I.D.
• Two recent and identical passport pictures
• One piece of identification: a driver's license, a green card, or an old Haitian passport.

Other types of identification depending on the gender and married state of the applicant

• The original marriage license if the applicant is a married woman
• The original certificate of divorce if the applicant is a divorced woman
• A death certificate if the woman is a widow.
• A signed letter of authorization from the parent or the legal guardian if the passport is for a minor. He or she (parent) must also have a valid piece of identification.

Payment:

Payment for passport services must be made by bank check or money order in American dollars made out to “The Haitian Embassy in Washington D.C.” The fees for the issuance of a passport are as follows:

Regular passport: $73.00
Express passport: $113.00

Allow 22 to 30 days to receive a regular passport from the date of document submission and receipt of signed application. Allow eight working days to receive an emergency passport.
NYC CONSULATE GUIDE: Birth Certificates & Passports

Consulate General of Jamaica in New York

<table>
<thead>
<tr>
<th>Telephone</th>
<th>Fax</th>
<th>Email Address &amp; Website</th>
<th>Address</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>212-935-9000</td>
<td>212-935-7507</td>
<td><a href="mailto:eg@jamcongen-ny.org">eg@jamcongen-ny.org</a></td>
<td>767 Third Ave., NY, NY 10017</td>
<td>Mo-Fr Public hrs 9-17; Visa 9:30-15</td>
</tr>
</tbody>
</table>

Attachments
- Passport Application Form
- Online Birth Certificate Application Form

Birth Certificate
- Consulate Office does not handle Birth Certificates
- Can apply for birth certificate online if you have child’s birth entry number
- With no birth entry number, mail application to the Registrar General’s Office

Registrars General’s Office

<table>
<thead>
<tr>
<th>Contact Winsome Perrin [ 876-337-7575 (or 876-984-3041 - main line)] or Dwaine K. Mendez (supervisor)</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Registrar Generals Department / Twickenham Park, St. Catherine, Jamaica W.I</td>
</tr>
</tbody>
</table>

Online Birth Certificate Application Form


Please have the following information ready to complete your online Birth application form:

- Full and correct name of child
- Child's Gender - male or female
- Child's Date of birth
- Place of birth: name of hospital or address of home
- Parish of birth
- Birth entry number
- Parent's name
- Place of registration
- District of birth

The Birth Entry Number is an alphanumeric number which uniquely identifies each registered birth. This number is required in order to complete an application for a birth certificate. It is usually found on the top right hand corner of the birth certificate or the certificate of registry. Complete the form below to make a request for your birth entry number prior to completing your application for a birth certificate.

http://www.rgd.gov.jm/?q=request-for-entry-number

Birth Certificate FAQ

How do I go about applying for a copy of my birth certificate?
In applying for a birth certificate you must submit the following information:
- Name of child, Age of the child, Sex - whether male or female, Date of Birth, Place of Birth (name of hospital or address of home), Parish of birth, Birth entry number, Parent’s name and Place of registration, District of birth

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13 Source Conversation with Sharon Barelle Green at the Jamaican Consulate in New York (September 22, 2010).
NYC CONSULATE GUIDE: Birth Certificates & Passports

**Can I still get a birth certificate from the RGD, even though I lost the old one?**
Yes as long as you were born and registered in Jamaica you can obtain a birth certificate by simply applying to the RGD for copies of the document.

**Passport FAQ**


18 Source Conversation with Sharon Barelle Green at the Jamaican Consulate in New York (September 22, 2010).

**What is the cost of the passport?**
The cost is US$80 for adults and US$50 for children 17 years and under, plus an additional US$30 for FEDEX and CONSULAR fees. The Consulate General only accepts CASH and MONEY ORDERS. Personal cheques and credit cards are NOT accepted.

**How long does it take to process the passport?**
Because all passport processing is being done at the passport office in Jamaica, it takes APPROXIMATELY 4 to 6 WEEKS from the date your application is approved as complete.

**What documents should I present if I am an adult applying for a passport for the first time?**
Original birth certificate, supplementary ID (Driver's Licence, State ID etc) and two photographs, one of which should be certified by the certifying official who signed the application form.

**What documents should I present if I am renewing my passport?**
Original birth certificate, expired passport, two(2) photographs (one of which should be certified by the certifying official who signed the application form).

**Who can certify the application form and photographs?**
Notary Public, Honorary Consul and a Consular Officer at the Consulate General.

**Is the old birth certificate accepted?**
Yes, the original copies of the old b/c as well as the new birth certificates are accepted for passports applications.

**Why do I need a birth certificate if I am renewing my passport?**
The birth certificate is required to establish the database of the new passport issuance system and to aid in verifying the identity of each individual.

**Why is the Supplementary ID required if I am applying for a passport for the first time or replacing my passport?**
It is needed to prove the identity of the applicant beyond reasonable doubt.

**What documents are required to renew my child's passport?**
Expired passport, birth certificate, parent's or guardian's ID, two(2) photographs, one of which should be certified by the certifying official who signed the application form.

**What documents are required to apply for my child's passport if I am applying for the first time?**
Original birth certificate, parent's id, two (2) photographs, one of which should be certified by the certifying official who signed the application form.

**What if no parents are available?**
Each case will be handled individually to assess the particular problem.

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**NYC Administration for Children’s Services. Great Service, Great City.**
Birth Affidavit

A Birth Affidavit is issued to Liberian Citizens who have lost or misplaced their original Birth Certificate. Requirements for Birth Affidavit are as follows:

**Birth Affidavit Requirements:**

1. Proof of citizenship such as:
   a. Liberian passport.
   b. Refugee Documents.
   c. Notarized Letter form both parents certifying that you were born in Liberia or to Liberian parents
2. Two (2) passport size photos
3. Completion of Application Form
4. Processing FEE of Seventy-five U.S Dollars ($75.00). Payable in Money Order only to Liberia Consulate.
5. There is a waiting period of 5 working days for processing.

**Fees:**

NOTE: In Conjunction with our Embassy in Washington D.C. as of April 1, 2010, there's an increase in expedition fees. The Fees are as follows:

(1) Same Day Processing an additional $75.00 per document (Must submit in the morning before 12pm and pick up at 2pm. If you submit after 12pm pick up will be the next day),
(2) Next Day Processing or less than 5 days an additional $50.00 per document.

**IMPORTANT ANNOUNCEMENT:**

As of March 3, 2008, all applicants need to make an appointment before coming to the office
- VIA e-mail at Liberiacongenny@yahoo.com (We will respond upon receiving your e-mail to confirm appointment) or

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**NYC Administration for Children’s Services. Great Service, Great City.**
NYC CONSULATE GUIDE: Birth Certificates & Passports

- by calling 1-212-687-1025 from 1:00PM to 2:30pm, Monday to Friday ONLY.

Applicants need not apply in person. They must send a USPS self-stamped addressed envelope (EXPRESS MAIL($18.30)) together with the requirements in order to ensure the return of the ready document(s).

Passport Requirements: 20

1. Applicants must show at least one valid proof of citizenship such as:
   a. Copy of the first five pages of the expired Liberian passport.
   b. Original copy of Liberian Birth Certificate.
   c. I-94 Form
   d. Refugee Documents.
2. Four (4) passport size photographs (proper dress for ladies and gentlemen).
3. Completion of the Application Form.
4. Processing FEE of One hundred fifty U.S Dollars ($150.00). Payable in Money Order only to the Liberia Consulate.
5. Interview by the consular Officer at the Consulate

Note: It takes about three (3) months to receive a new Liberian passport.

<table>
<thead>
<tr>
<th>No Parents available?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact Person:</td>
</tr>
<tr>
<td>(pronounced Nipay)</td>
</tr>
<tr>
<td>Mobile Phone</td>
</tr>
</tbody>
</table>

NYC CONSULATE GUIDE: Birth Certificates & Passports

Consulate General of Mexico in New York

<table>
<thead>
<tr>
<th>Telephone</th>
<th>Fax</th>
<th>Email Address &amp; Website</th>
<th>Address</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>212-217-6400</td>
<td>212-217-6493</td>
<td></td>
<td>27 E. 39th St., NY, NY 10016</td>
<td>Mo-Fr Public hrs 8-16; Visa 8-11:45</td>
</tr>
</tbody>
</table>

Contact Person

Yolanda Castro - Department of Protection (212) 217-6429 (fax: 212-217-6439)
Angelica Gonzalez (Legal Protections Department) 212-217-6434
Vanessa Sanchez 212-217-6421

Birth Certificates

- Birth Certificates are issued by the local civil registry office
- Some states have web pages where this can be done, others do not.
- Someone in Mexico must go in person to the local civil registry office
- The Mexican Consulate is the intermediary – they will contact the civil registry directly.
- Social worker must bring the child to the consulate for an interview
- TO BRING: everything possible that will help to contact family in Mexico.

Passports

Important

We remind you that you must make an appointment to process your passport or registration.
Call 1-877 MEXITEL (639-4835)
From Monday to Friday from 9:00 am to 10pm.

Passports for Minors

1. **Fill out the application form to hand in to the Consulate.**
2. **Original Mexican Birth Certificate** of the minor and two photocopies of the whole document. *If the minor was born in the United States or abroad and one of his/her parents is Mexican, his/her birth must be registered with the Consulate or Embassy in*

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21 Source: Phone conversation with Vanessa Sanchez (212-217-6421) on September 22, 2010.
23 The information provided here is for information purposes only. The Secretariat of Exterior Relations does not assume any responsibility for this information. Given that the requirements for the services can change frequently, it is advised that the users personally contact the Embassy and/or Consulate to be assured that this information is exact before carrying out any procedure.
his/her location. To register the birth of a minor in the Department of the Civil Registry of the Consulate General of Mexico in New York, read the section of the Civil Registry.

3. **Original Identification**, issued from an official Mexican authority with a stamped/sealed picture (for example: diploma or vaccination book) or a letter from the school where he/she studies, or identification issued from an official authority in the states of New York, New Jersey and Connecticut, and two photocopies.

4. **Three pictures** of the minor: in color, passport size, taken from the front with a white background with the forehead and ears uncovered and without glasses. (The pictures can be taken in the consulate).

5. **Payment of Fees**

6. **Appearance of the minors parents;** Both parents of the minor must accompany him/her to carry out the process and must fill out the form Op7, authorizing the expedition of the minor’s passport. The father and mother must bring 2 **Official Identification Documents** each, or one official identification document and process the second in the Consulate, which could be a passport or a consular registration. If one of the parents cannot go to the Consulate, because he/she is in another city, the absent mother or father can sign the Op7 form to be sent to the Consulate.

If the father or mother is in Mexico: He or she must go to any Passport Delegation of the Secretariat of External Relations (SRE) with 2 **official pieces of identification** and request the Op7 form, specifying that it must be sent to the Consulate General of Mexico in New York (or to the city where the minor is).

If the father or mother is in another city in the United States or abroad: They must go to the closest Consulate or Embassy with 2 **official pieces of identifications** and request the Op7 form, specifying that it must be sent to the Consulate General of Mexico in New York (or to the city where the minor is).

If one of the parents has passed away: You must present the original and a copy of the Death Certificate. If the Death Certificate was issued in the United States, it must have an apostille stamp.

If the parents are separated: You must present the original court decision from a Family Judge in Mexico that proves the custody of the minor; or if the custody was granted by a judge in the United States, you must present the original and two copies of the custody document with an apostille stamp.

| What if no parents are available? | • The Consulate will decide on a case by case basis  
|                                | • If the parents are not available, the grandparents must authorize.  
|                                | • If there is no family, a judge must authorize |

24 Source: Phone conversation with Vanessa Sanchez (212-217-6421) on September 22, 2010.
NYC CONSULATE GUIDE: Birth Certificates & Passports

Consulate General of Nigeria in New York

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<tr>
<th>Telephone</th>
<th>Fax</th>
<th>Email Address &amp; Website</th>
<th>Address</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>212-808-0301</td>
<td>212-687-1476</td>
<td><a href="http://www.nigeriahouse.com/">http://www.nigeriahouse.com</a></td>
<td>828 Second Ave., Turtle Bay NY 10017</td>
<td>10-1 drop off 2:30-30 pickup</td>
</tr>
</tbody>
</table>

Tips
- Going down in person is useful
- Contact Mrs. Gold at 212-850-2262 or Vicki at 212-850-2228

Information from the Consulate

- Birth certificates must come from Nigeria; the Consulate does not have data records.
- If a child brings a Nigerian passport and a Nigerian person attesting to their citizenship, they can receive a “Declaration of Age”.
- The child must have proof that he/she is Nigerian
- There must be proof as to how the child got to the United States (e.g. copy of mothers passport)
- If the parents are not able to write a letter of consent, depending on the circumstances a judge/foster care agency may be able to write a letter of consent.

Passport Application Guideline

General Documents Required for Interview:

1. Birth Certificate/Age Declaration
2. Parents Letter of Consent for minor under 16 years
3. Marriage Certificate where applicable
4. Police report in case of a lost passport, $350.00 (Money Order) penalty for loss of passport.

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Source: In person conversation with “Vicki” at the Nigerian Consulate in New York (September 29th, 2010).
APPLYING FOR A NEW NIGERIAN E-PASSPORT?

START BY GOING TO:

1. www.immigration.gov.ng
2. click on “E-PASSPORT FORM”
3. Drop down and select “STANDARD PASSPORT”
4. click on “START APPLICATION”
5. Complete application online and ensure you print out a copy of the completed application
6. Submit application online and COPY YOUR ID AND REFRENCE NUMBERS
7. Follow payment procedure and pay $65.00 online
8. Wait for payment CONFIRMATION!! Often available 1 hour after payment.
9. To check payment status, use your ID and REFRENCE NUMBERS at www.immigration.gov.ng Click on “CHECK PAYMENT STATUS”. Next page should say “PAYMENT UPDATED”. PRINT OUT AND SEE INTERVIEW DATE
10. Bring copy of the PICTURE PAGE of the your old passport or current (not cancelled) Nigerian passport
11. Bring along a $20.00 MONEY ORDER (processing fee) when the passport is to be processed at the Consulate in New York; or $50.00 MONEY ORDER if it is during the Consulate’s tours to some states in USA.

12. ALL APPLICANTS MUST COME TO THE CONSULATE GENERAL IN NEW YORK FOR ACQUISITION STRICTLY ON THEIR INTERVIEW DATE.

FOR CHILDREN BORN ABROAD WHO ARE TAKING PASSPORT FOR THE FIRST TIME

- Items 1-12 above
- A letter of consent signed by the Nigerian Father
- A copy of Bio Data page of the Nigerian Father’s Passport and Copy of the Child’s birth certificate should be attached to the application

LOST PASSPORT

- Items 1-12 above
- Police Report for the missing passport
- Penalty of $350.00 Money Order for Missing Passport
Consulate General of Pakistan in New York

<table>
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<tr>
<th>Telephone</th>
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<th>Email Address &amp; Website</th>
<th>Address</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>212-879-5800</td>
<td>212-517-6987</td>
<td><a href="mailto:mrp@pakistanconsulateny.org">mrp@pakistanconsulateny.org</a></td>
<td>12 E. 65th St., Lenox</td>
<td>Mo-Fr hrs</td>
</tr>
<tr>
<td>ext 219 or ext 157</td>
<td></td>
<td><a href="mailto:consulpk@aol.com">consulpk@aol.com</a></td>
<td>Hill NY 10021</td>
<td>9-17; Visa 9-13</td>
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<tr>
<td></td>
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<td>pakistanconsulateny.org</td>
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**Birth Certificate Procedure**

To get a Pakistani birth certificate, the child must have proof of citizenship including either a Pakistani passport or nationality card.

**Passport Procedure**

The procedure of getting MRP (Machine Readable Passport) is very simple; no application form and photos are required any more. The applicants have to only bring their Computerized National Identity Cards (CNIC/NICOP) along with existing passport and all the data will be entered into the system online and the digital photograph and finger prints are captured. The process flow adopted under this system has made it mandatory for all applicants to be registered as Pakistani citizens requiring everyone to be a holder of either of the registration documents i-e CNIC or CRC or NICOP. The Immigration Officer conducts a brief interview to check the applicant's credentials.

Step 1: Deposit fee at counter.

Step 2: Present fee receipt and Identity Documents for issuance of token.

Step 3: Digital fingerprint capture.

Step 4: Digital photo capture (contact lenses and glasses to be avoided).

Step 5: Data Entry according to record.

Step 6: One to One interview by MRP Officer.

**Required Documents**

1. Original valid CNIC / NICOP / CRC with photocopy
2. Original Pakistani passport with photocopy
3. Foreign passport original and photocopy (if any)
4. A stamped, self addressed USPS Express mail envelope (for home delivery of passport)

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27 Source: phone conversation with Pakistani Vice Consul (212-879-5800 ext 157) (September 1, 2010).
NYC CONSULATE GUIDE: Birth Certificates & Passports

Note:
- Personal appearance at the consulate is mandatory for the processing and issuance of MRP.
- No form and photographs are required for the MRP

Fee

Ordinary MRP fee = $ 46
Urgent MRP fee = $ 120

Note: The fee is payable in the form of Money order or Cashier's check, payable to the Consulate General of Pakistan New York. Debit, credit, personal check or cash is not acceptable

Delivery

Ordinary MRP pickup = 18 to 20 working days
Urgent MRP pickup = 07 to 10 working days

A stamped, self addressed USPS Express envelope required for home delivery of passport.

Machine Readable Passports are received from Pakistan. Please confirm your pickup by calling on 212-879-5800 Ext: 229 from 2:00 PM to 4:00 PM

Requirement for Lost Passport:

Lost Passport applications are processed after confirmation of particulars of lost passport by the passport issuing authority, whether within US or Pakistan or any other place.

- Detail Police Report in original
- Affidavit/Form-D (click to download)
- Original valid CNIC / NICOP / CRC with photocopy
- Photocopy of lost Pakistani Passport

Fee for MRP issued against lost passport:

First time loss = (Normal) US$ 92.00
First time loss = (Urgent) US$ 240.00
Second time loss = (Normal) US$ 185.00
Second time loss = (Urgent) US$ 480.00

Renewal of MRP:

Renewal of MRP has the same procedure as applying for new with all required documents. MRP can't be renewed in mail or with any representative. [Click for required document]