



MALAWI HIGH COMMISSION

UNITED KINGDOM

REPLACEMENT OF THE REPUBLIC OF MALAWI OLD PASSPORTS

The Malawi High Commission in London is pleased to inform all Malawians resident in the United Kingdom that the processing of replacement of old passports will commence on **19th September, 2011** at the Malawi High Commission offices, 36 John Street, Holborn, London, WC1N 2AT. All Malawians requiring to replace the old passports are kindly requested to travel to London for assistance.

The official processing days and time are as follows:

Monday to Friday - **9:30am to 1:00pm** and **2:00pm to 4:00pm**

For orderly processing of the old passports, applicants are requested to book an appointment with Ms. **MELISA GURJAO** by calling the mission on **020 7421 6010** extension 6029 or emailing to MalawipassportsUK@gmail.com. Each applicant or family will be allocated a day and appropriate time for filling in the forms and other processes.

All applicants are advised to come in person and are requested to bring the following:

(a) Replacements for adults and children over ten years

- Old passport (whether valid, damaged or expired);
- Two passport size photos with very clear white background (size 4.5x3.5 cm)
- Marriage certificate for married women;
- Divorce/death certificates for women who would need to change to their maiden names;
- Birth certificates/identity for those born outside Malawi; and
- **£60 - fees**

(b) Replacement of lost passport for adults and children over ten years

- Two passport size photos;
- Police report;
- Copies of the lost passport or previous passports; and
- **£66 - fees**

(c) New applications for minors below 10 years (children born within and outside UK)

- Two passport size photos;

- Birth certificate;
- Adoption letters/legal documents;
- Parent's passport copies; and
- **£40 - fees**

(d) Replacement of lost passport for minors below 10 years

- Two passport size photos;
- Police report;
- Copies of the lost passport or previous passports; and
- **£46 - fees**

MODE OF PAYMENT

Cash or **postal orders** payable to Malawi High Commission.

Note

- Applicants are advised to come in person to fill forms in black ink and fingerprints taking;
- Passports will be issued in Malawi at Immigration Headquarters in Blantyre. The mission will only facilitate the processing of forms and finger prints and forwarding of application forms and the receipt of passports upon issuance. Applicants will be notified to collect the passports once issued and received from Malawi;
- Processing time will be at least within 30-40 days;
- Old passport will be returned together with the new passport;
- Copies of old passport, visa and indefinite pages should be safely kept by applicants before submission to the High Commission; and
- Arrangements are underway to explore the feasibility of how Malawians resident in other countries accredited to the Malawi High Commission in the United Kingdom will be served.

Should you need further information, please call Consular Department on 0202 7 421 6010 extension 6023.

The Malawi High Commission in the United Kingdom looks forward to your cooperation.

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Holborn,
London,
WC1N 2AT

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