

IMMIGRATION DIVISION

ADMINISTRATIVE GUIDELINES FOR PROCESSING AND ISSUING OF SOLOMON ISLANDS PASSPORT AND OTHER TRAVEL DOCUMENT

Introduction

Immigration Division is the only travel document (i.e. passport, certificate of identity, emergency certificate) issuing authority in Solomon Islands. The statutory functions of the division in issuing travel documents to Solomon Islands citizens and non-citizens are stipulated in the Passport Act and its subsidiary legislations. Passports issued to citizens of Solomon Islands shall be classified as **diplomatic passports, official passports, or ordinary passports**. Apart from passports, the division also issues emergency certificates to non-citizens and certificate of identities and other travel document to Solomon Islands citizens.

Diplomatic Passports

The following category of persons who are citizens of Solomon Islands shall be eligible for diplomatic passports –

- (a) the Governor –General;
- (b) Ministers of Government;
- (c) the Speaker of the national Parliament;
- (d) the Chief Justice;
- (e) the Leader of Opposition in the National Parliament;
- (f) the Permanent Secretary of the Ministry of Foreign Affairs;
- (g) Solomon Islands Ambassadors, High Commissioners and Roving Envoys; Solomon Islands Career diplomatic and consular officers serving abroad or travelling abroad on diplomatic duty

Official Passports

The following category of persons who are citizens of Solomon Islands shall be eligible for official passports –

- (a) Members of National Parliament;
- (b) constitutional appointed officers and Commissioners;
- (c) Permanent Secretaries (including the Special Secretary to the Prime Minister);
- (d) Provincial Secretaries; and
- (e) any public service officer or other person accompanying diplomatic missions or travelling abroad on official business (other than training courses or workshop) on behalf of the Government of Solomon Islands.

Ordinary Passport

All citizens of Solomon Islands either by birth or naturalisation are eligible for ordinary passport.

Emergency Certificate

Emergency certificate is a travel document issued to foreign national who lost, misplaced, damaged or whose passport has been stolen in Solomon Islands.

Certificate of Identity or other travel document

Whenever it is not reasonably practicable to issue a passport to a citizen, the Passport Officer may issue a certificate of identity or other travel document which shall be in an appropriate form.

Issue of passport, emergency certificate, certificate of identity, and other travel document

1. Each citizen applying for passport must complete the passport application form and submit it to the Passport Officer,
2. Another person may complete an application for an applicant, who is unable to complete the form where he or she is illiterate,
3. Children who are less than 16 years old must apply for a separate passport,
4. A current passport must be surrendered first before a new one can be issued,
5. Each applicant for a passport must be physically present to submit his or her application to the Passport Officer. He or she will be going through an interview process to verify the information provided in the application from,
6. In the case of children less than sixteen (16) years old, the parent or guardian shall submit the application on their behalf to the Passport Officer,
7. The Director of Immigration shall accept passport application, in situations where the applicant cannot physically present to submit the application,
8. Lost diplomatic, official, or ordinary passport shall be reported to the police;
9. Application for replacement of lost or damaged diplomatic, official or ordinary passport shall be made in the usual manner,
10. A memo or a letter from a senior officer (level 5 and above) of the Government ministry, department, or office addressed to the Director of Immigration shall accompany the application for diplomatic or official passport
11. An application for the issue of a diplomatic or an official passport shall be accompanied by the recommendation of the Ministry of Foreign Affairs, and the applicant's ordinary passport, if in possession of one;
12. Ordinary passport shall be surrendered to the Passport Officer on receipt of a diplomatic or official passport,

13. Diplomatic or official passport shall not be used except for travel abroad on behalf of the Government of Solomon Islands, or for the purposes and in the manner prescribed by the Passport Regulations,

14. Normal processing time of the application is fourteen (14) working days,

15. The processing of passport application shall be done using the first come, first serve system,

16. Last minute passport application is totally discouraged and unacceptable. Hence, providing itinerary from airline as an evident of urgent travelling does not guaranteeing fast processing of application,

17. Application for emergency certificate, certificate of identity and other travel document shall be made in the appropriate form,

18. Application for passport and other travel document must be accompanied with the following requirements:

a. certified copy of birth certificate issued by the medical authority during birth or person's passport or two (2) statutory declarations, one by a relative or parent and one by a friend of five (5) years or more, confirming date of birth and place of birth,

b. certified marriage certificate or statutory declaration confirming the date and type of marriage – where an applicant is a married woman wanting a change of name adopting her husband's name or surname,

c. two (2) passport size photos certified by the recommender. The recommender shall provide his or her official stamp to verify his or her profession and the office he or she holds,

d. a naturalised Solomon Islands citizen shall provide letter of approval from Solomon Islands Citizenship Commission, cancellation letter of foreign passport by issuing authority, and both certified copies and original Citizenship Certificates,

e. official receipt of payment for ordinary passport and other travel document, from the Ministry of Finance and Treasury.

*We welcome your call. Please call Immigration Passport Unit at:
(677) 22179, 22194
Extension: 248, 217*

*Or you may write to us at:
Immigration Passport Unit
Ministry of Commerce, Industry, Labour and Immigration
P.O.Box G26
Honiara*

Fax: (677) 24870