

1. Payment Options for Consular Services.

- a. Debit or Credit card payments made on submission of applications at the Counter.
- b. Direct Deposit.

Proof of payment made to Kenya High Commission **STANDARD BANK** with your **Surname and Service as Reference.**

ACCOUNT NAME:	KENYA HIGH COMMISSION (R105)
ACCOUNT NUMBER:	013 035 452
BRANCH:	HILLCREST
BRANCH CODE:	011 545
SWIFT CODE_	SBZAZAJJ

NB: Money once deposited cannot be refunded; ALL confirmations to be directed to: consular@kenya.org.za

Bank each service separately.

E-PASSPORT

NB: All Kenyan Passports are now applied and paid online; therefore no deposit should be made in the Kenya High Commission Account provided above. **NOTE: DEPOSITS ARE NOT REFUNDABLE**
<https://www.ecitizen.go.ke/ecitizen-services.html> and click on **immigration.**

2. PASSPORT RENEWAL APPLICATION (and submit all documents in duplicate)

- **NB:** All Kenyan Passports are now applied and paid online; therefore no deposit should be made in the Kenya High Commission Account provided above. **NOTE: DEPOSITS ARE NOT REFUNDABLE**
- Fill in online passport form in <https://www.ecitizen.go.ke/ecitizen-services.html> and click on **immigration.**

SUBMIT THE FOLLOWING TO THE MISSION;

- a. Print out of duly filled in online form (2 copies)
- b. 4 colour, passport size photos (with a white background and pictures are to show all facial features clearly, no ear rings, no head bands.)
- c. Passport copy
- d. National ID copy
- e. Proof of payment from ecitizen
- f. Bring the old passport for invalidation on collection of new one.
- g. Takes approximately 4 weeks

3. LOST/MUTILATED PASSPORT APPLICATION (and submit all documents in duplicate)

- **NB: All Kenyan Passports are now applied and paid online; therefore no deposit should be made in the Kenya High Commission Account provided above. NOTE: DEPOSITS ARE NOT REFUNDABLE**
- Fill in online passport form in <https://www.ecitizen.go.ke/ecitizen-services.html> and click on **immigration**.

SUBMIT THE FOLLOWING TO THE MISSION;

- a. Fill in [declaration for lost/mutilated passport](#) application.
- b. 4 colour, passport size photos (with a white background and pictures are to show all facial features clearly, no ear rings, no head bands.)
- c. Passport copy
- d. National ID copy
- e. Police abstract
- f. Sworn Affidavit (Obtainable from a lawyer)
- g. Proof of payment from ecitizen
- h. Takes approximately 4 to 6 weeks

4. PASSPORTS APPLICATIONS FOR MINORS BORN ABROAD (and submit all documents in duplicate)

- **NB: All Kenyan Passports are now applied and paid online; therefore no deposit should be made in the Kenya High Commission Account provided above, NOTE: DEPOSITS ARE NOT REFUNDABLE**
- Fill in online passport form <https://www.ecitizen.go.ke/ecitizen-services.html> and click on **immigration**.

SUBMIT THE FOLLOWING TO THE MISSION;

- a. Fill and sign [consent letter](#) for minors.
- b. 4 colour, passport size photos (with a white background and pictures are to show all facial features clearly, no ear rings, no head bands.)
- c. Original authentication Certificate (Obtainable from the Department of International Relations, OR Tambo Building, 460 Soutspansberg Rd, Rietondale, Pretoria)
- d. Copy of authentication certificate
- e. Original and copy of RSA unabridged birth certificate
- f. Copies of both parents' passports and Kenyan ID
- g. Proof of payment from ecitizen
- h. Takes approximately 4 to 6 weeks

5. EMERGENCY TRAVEL DOCUMENTS

Adults: (and submit all documents in **duplicate**)

- a. Fill in **application form** completely
- b. Police abstract
- c. Kenyan national ID
- d. Copy of passport
- e. Recent 2 colour passport size photos and pictures are to show all facial features clearly, no ear rings, no head bands.
- f. Payment of R250 (See payment options above)
- g. 72 working hours after payment

Minors: (and submit all documents in **duplicate**)

- a. Fill in **application form** completely
- b. Authentication certificate AND copy
- c. RSA Birth certificate **AND** copy
- d. Copies of parents passports
- e. Recent 2 colour passport size photos and pictures are to show all facial features clearly, no ear rings, no head bands.
- f. Payment of R250 (See payment options above)
- g. 72 working hours after payment

NB. The officer can ask for additional information/documentation

The **applicants** should visit the **Kenya High Commission** before **Making Payments**.

6. REGISTRATION OF BIRTH FOR MINORS BORN ABROAD (and submit all documents in **duplicate**)

- a. Fill in **form BDA 1** completely.
- b. Copy of RSA unabridged birth certificate
- c. Copy of authentication certificate (Obtainable from the Department of International Relations, 460 Soudorp, Rietondale, Pretoria)
- d. Copies of both parents' passports and Kenyan ID
- e. Payment of R150 (See payment options above)
- f. Takes approximately 4 to 6 weeks

7. DUPLICATE BIRTH CERTIFICATE (and submit all documents in **duplicate**)

- a. Self explanatory letter
- b. Birth certificate copy
- c. Payment of R150 (See payment options above)
- d. Takes approximately 4 to 6 weeks

8. LETTER REPATRIATION OF DECEASED KENYANS

- a. Copy of deceased's passport
- b. Copy of death certificate
- c. Copy of burial order
- d. Embalment certificate
- e. No payment

9. POLICE CLEARANCE CERTIFICATES

Kenyan nationals: (and submit all documents in **duplicate**)

- a. Original finger prints (Obtainable from any police station in RSA)
- b. Original Kenya national ID
- c. Payment of R250 (See payment options above)
- d. Motivation letter to CID Nairobi with your email address and telephone number
- e. Takes approximately 4 to 6 weeks

Foreign nationals: (and submit all documents in **duplicate**).

- a. Original finger prints
- b. Copy of national passport
- c. Copies of Kenyan permits(Stamped on passport)
- d. Payment of R250 (See payment options above)
- e. Motivation letter to CID Nairobi with your email address and telephone number
- f. Takes approximately 4 to 6 weeks

10. NATIONAL ID's (and submit all documents in **duplicate**)

APPLYING FOR THE FIRST TIME:

- a. Fill in application [form 136A \(1\)](#) and [form 136A \(2\)](#)
- b. Copy of Kenyan birth certificate
- c. Copy of passport
- d. ID copy **AND** passport copy of one of the applicant's parents.
- e. Recent 2 colour passport size photos (with white background and pictures are to show all facial features clearly, no ear rings, no head bands)
- f. Payment of R150 (See payment options above)
- g. Takes approximately 4 to 6 weeks

LOST ID/REPLACEMENT OF ID (and submit all documents in **duplicate**)

- a. Fill in application [form 136A \(1\)](#) and [form 136A \(2\)](#)AND
- b. Fill in [declaration form](#) for lost Kenya ID
- c. Copy of misplaced /lost ID
- d. Copy of passport

- e. Recent 2 colour passport size photos and pictures are to show all facial features clearly, no ear rings, no head bands.
- f. Payment of R250 (see payment options above)
- g. Takes approximately 4 to 6 weeks

11. NO IMPEDIMENT TO MARRIAGE CERTIFICATES (and submit all documents in **duplicate**)

- a. Fill in [application form](#) completely.
- b. Copy of applicant's Kenyan birth certificate
- c. Copies of applicant's **AND** fiancée's national passports.
- d. Payment of R1600 (See payment options above)
- e. Takes approximately 3 months and above

12. DUPLICATE MARRIAGE CERTIFICATE (and submit all documents in **duplicate**)

- a. Fill in application [form MA11](#).
- b. Self explanatory letter
- c. Copy of lost/misplaced marriage certificate
- d. Payment of R300 (See payment options above)
- e. Takes approximately 4 to 6 weeks

13. DUAL CITIZENSHIP LETTER

- a. Copy of passport
- b. Letter of application.
- c. Payment of R50 (See pay options above)

14. DECLARATION FOR DUAL CITIZENSHIP (and submit all documents in **duplicate**)

- a. Fill in application [form 2](#) completely.
- b. Attach both nationals passport copies
- c. No fee required

15. DRIVING LICENCE LETTER

- a. Original driving license along with copies
- b. Copy of national passport
- c. Payment of R50 (See payment options above)
- d. 72 working hours after payment

16. AUTHENTICATION OF DOCUMENTS

- a. Original certificates
- b. Photocopies of the documents
- c. Payment of R50 per signature

- d. 72 working hours after payment

17. CONFIRMATION LETTERS FOR DOCUMENTS

- a. Original document AND copy
- b. Copy of passport
- c. No fee required.

18. VISAS

NB: The list of nationalities that need (or do not need) visas to enter Kenya is on this website; www.ecitizen.go.ke, therefore all nationalities that need a visa can apply [here](#) for an e-visa, **OR** submit applications at this Mission, **OR** apply at the port of entry for \$50.

- Nationals from Republic of South Africa travelling to Kenya for less than 30 days Do Not need a visa.
- Referral visa applicants should submit forms and supporting documents in triplicate, at this Mission.

REQUIREMENTS FOR SINGLE ENTRY HOLIDAY VISA (and submit all documents in **triplicate**)

- a. Fill and sign [Visa Form 22](#)
- b. Recent 2 colour passport size photos and pictures are to show all facial features clearly, no ear rings, no head bands.
- c. Original passport
- d. Return/onward ticket
- e. Hotel booking
- f. Payment of R750 (See payment options above)
- g. Waiting period is 3-4 days.

REQUIREMENTS FOR MULTIPLE JOURNEY VISA (and submit all documents in **triplicate**)

(A multiple Visa allows a traveller multiple entries; not for employment or stay)

- a. Fill and sign [Visa Form 22](#).
- b. Recent 2 colour passport photos and pictures are to show all facial features clearly, no ear rings, no head bands
- c. Employers letter
- d. Invitation letter from Kenya and inviter's ID copy.
- e. Initial fee of R200 (See payment options above)

- f. Payment of R1500 on approval of application(must be paid within 30days)
(See payment options above)
- g. Waiting period 4-6 weeks

REQUIREMENTS FOR SINGLE ENTRY BUSINESS VISA

- a. Fill and sign [Visa Form 22](#)
- b. Recent 2 colour passport size photos and pictures are to show all facial features clearly, no ear rings, no head bands
- c. Original passport
- d. Letter of invitation from Kenya and inviter's ID copy.
- e. Employers letter
- f. Payment of R750 (See payment options above)
- g. Waiting period is 3-4 days

REQUIREMENTS FOR REFERRAL VISA (and submit all documents in triplicate)

- a. Fill and sign [Visa Form 22](#).
- b. Recent 2 colour passport photos and pictures are to show all facial features clearly, no ear rings, no head bands.
- c. Employers letter
- d. Invitation letter from Kenya and inviter's ID copy.
- e. Initial fee of R200 (See payment options above)
- f. Payment of R750 for single entry visa OR R1500 for multiple entry visa; on approval of application.(See payment options above)
- g. Waiting period 4-6 weeks

19. EAST AFRICA TOURIST VISA (other terms and conditions apply)

- 1. Fill and sign [Visa Form 22](#)
- 2. Recent 2 colour passport size photos and pictures are to show all facial features clearly, no ear rings, no head bands.
- 3. Valid RSA immigration status
- 4. Original passport and copy
- 5. Return/onward ticket
- 6. Hotel bookings for Kenya Uganda and Rwanda
- 7. Payment of R2000 (See payment options above)
- 8. Waiting period is 3-4 days