EMBASSY OF THE REPUBLIC OF LIBERIA PRETORIA

RENEWAL OF EXPIRED PASSPORTS

In order to alleviate the difficulties facing Liberians in the diaspora in renewing Liberian issued Biometric Passports, the Ministry of Foreign Affairs has introduced an online passport application website available to applicants 18 years and older.

Applicants, who are 18 years and older are requested to follow the below listed procedure:

1. **Initiation of the process**:
   The applicant initiates the renewal application online www.liberiapassports.com by providing the latest expired passport number, name, date of birth, passport issuance date, passport expiry date, and a new passport sized photograph that meets ICAO's standard. A sample passport sized photo that meets ICAO's standard will be displayed on the site: the button to click on the website is "Recall".

2. **Payment and processing:**
   Applicant pays online and record is downloaded into the system. Vetting is done by matching the incoming details against the existing details in the passport system; once there are no discrepancies, the new passport sized photo will replace the old photo. The passport is then printed.

3. **Return of the printed passport:**
   During the online application process, the applicant will identify someone who will be responsible to pick up the passport at the Bureau of Passport and Visas, Ministry of Foreign Affairs. Applicant should indicate the name, mobile number of the preferred person to pick up the passport as well as the form of identity to be presented during pickup. Said persons will be contacted by the Bureau of Passports and Visas when the passport is ready for pickup.