

# **Application for civil registration documents abroad (Oman, National Passport, birth and death certificate, police clearance certificates, validation of driver's licence)**

## **Overview**

The Ministry of International Affairs and Cooperation facilitates applications by Batswana residing outside the country in diaspora through provision of access to services provided by other line Ministries.

These include facilitating applications for / renewal of Oman; National Passport; birth and death certificates; validation of driver's licences; and the repatriation of deceased persons to Botswana.

The Ministry also assists foreign nationals who are former residents of the Republic of Botswana with issuance of police clearances certificates.

## **Who is eligible?**

- Batswana in diaspora
- Students
- Citizens on international travel
- Foreign nationals who are former residents in Botswana

## **How do I get this service?**

- Contact the nearest diplomatic mission, or the Ministry of International Affairs and Cooperation
- Fill in the required forms.
- Provide required documentation.

## **What supporting documents are required?**

- Birth Certificate (letter from chief in absence of Birth Certificate, and hospital notification of birth)
- Death certificate
- Copy of expired or lost National Identification card (Oman)
- Copy of expired or lost National passport
- Hospital notification of birth
- Drivers Licence
- Police clearance certificate

## **How long will this service take?**

Ten (10) working days

## **How much does it cost?**

Varies depending on the service

## **Where can I get more information on this Service**

Department of Immigration and Citizenship and Botswana Police **or**

Department of Protocol and Consular Services

Ministry of International Affairs and Cooperation

Private Bag 00368

Government Enclave

Gaborone

Botswana

Tel: (+267) 3600700

Fax: (+267) 3973067

Opening hours: 07:30 to 12:45 and 13:45 to 16:30, Monday to Friday except,  
public holidays