



UFFIĊĊJU TAL-PASSAPORTI
PASSPORT OFFICE

APPLICATION FOR AN ALIEN'S PASSPORT

The Passport Office carries out its functions under the Passports Ordinance, Chapter 61. All data is collected and processed in accordance with the Data Protection Act, the said Ordinance, other subsidiary legislation and the Privacy Policy of the Directorate.

01 APPLICANT'S DETAILS

This section has to be filled in by all applicants.

Surname																															
Name																															
Date of birth	D	D	M	M	Y	Y	Y	Y	E-Residence Card number																						
Town of birth																															
Country of birth																															
Citizenship																															
Sex	Male	<input type="checkbox"/>	Female	<input type="checkbox"/>	Other	<input type="checkbox"/>																									
Marital status*	Single	<input type="checkbox"/>	Married	<input type="checkbox"/>	Separated	<input type="checkbox"/>	Widowed	<input type="checkbox"/>																							
	Divorced	<input type="checkbox"/>	Civil Union	<input type="checkbox"/>	Legal Cohabitation	<input type="checkbox"/>																									
Address of applicant																															
Postcode																															
E-mail address																															
Telephone																Mobile phone															

02 PARENTS' DETAILS

This section has to be filled in by all applicants.

First Parent Name and Surname																														
Country of birth																Date of birth	D	D	M	M	Y	Y	Y	Y						

Second Parent Name and Surname	<div></div>																											
	<div></div>																											
Country of birth	<div></div>												Date of birth	<div>D</div>	<div>D</div>	<div>M</div>	<div>M</div>	<div>Y</div>	<div>Y</div>	<div>Y</div>	<div>Y</div>							

Recommender's signature _____

03 PREVIOUS PASSPORT

If you hold a passport, please submit it with this application and write down the passport number, date and country of issue.

Passport number	<div></div>												Date of issue	<div>D</div>	<div>D</div>	<div>M</div>	<div>M</div>	<div>Y</div>	<div>Y</div>	<div>Y</div>	<div>Y</div>							
Country of issue	<div></div>																											

04 PARENTS'/TUTORS' CONSENT

You should fill the consent in this section only if the applicant is under 18 years of age. In this case, both parents/tutors must sign this Section. The parents'/tutors' signatures must be witnessed by the same recommender who must also verify the true identity of the parents. The same recommender must also sign as indicated on page 1 and Section 5 and also one of the photographs.

I/We, the parent/s /tutor/s of the minor, hereby give my/our consent for

(insert the minor's name)

e-Residence No.

him/her to hold a passport which may be collected by either one of us.

First parent's/tutor's signature _____ e-Residence no.

Second parent's/tutor's signature _____ e-Residence no.

I, THE RECOMMENDER HEREBY DECLARE THAT BOTH PARENTS'/TUTORS SIGNATURES WERE MADE IN MY PRESENCE

Recommender's signature _____ Identity Card no.

In the case of minors born abroad, it is important to present the interview papers which need to be endorsed by the Refugee Commission.

05

[illegible]

(insert your full name and surname) certify that to my best knowledge and belief, the statements made in this application are true.

Identity Card no.

[illegible]

D	D	M	M	Y	Y	Y	Y
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[illegible]

Rubber stamp

06

[illegible]

solemnly declare that, to the best of my knowledge and belief that I do not hold a valid passport and/or travelling document. Moreover, I oblige myself to surrender the ALIEN'S PASSPORT and/or any other travel document to the PASSPORT OFFICE, MALTA if I obtain another travelling document/passport from another country.

D	D	M	M	Y	Y	Y	Y
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D	D	M	M	Y	Y	Y	Y
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PRIVACY POLICY - FORM H

By submitting Form H (Application for an Alien's Passport) and the attachment(s) required (altogether the "Form"), you provide Identità ("the Agency") with personal data (the "Data") and thus become a "data subject". The aim of this policy is to comply with our transparency and fairness obligations under GDPR and to inform you about who will be processing your Data, for what purpose, for how long it will be kept, with whom it will be shared and about your rights as a data subject under GDPR. You may submit personal data of individuals other than yourself with this Form (i.e. recommenders, witnesses, etc.). Identità has assessed that, in said cases, informing these individuals proves impossible and would involve a disproportionate effort. Identità will still take appropriate measures to protect the rights, freedoms and legitimate interests of these individuals.

01 Data Controller and Data Protection Officer

Identità is the data controller, meaning the entity that defines the purposes and means for collecting and processing your Data in relation to this Form.

Identità is an Agency of the Government of Malta, delivering services related to Identity Cards, Passports, Visas, Expatriates and Public Registry.

Identità's Data Protection Officer is responsible to attend any query related to this policy and in general to personal data processing activities conducted by Identità. The Data Protection Officer may be contacted using the details below.

Postal Address:

Data Protection Officer

Identità, Valley Road,

Msida, MSD 9020. Malta

E-mail: dataprotection.identita@gov.mt

02 Purposes and legal basis

The purposes for processing personal data collected within this Form are to process your application and issue you with an Alien's passport. The legal basis for processing the Data are the performance of a task carried out in the public interest by Identità and compliance with legal obligations to which Identità is subject, including S.L. 497.07, Art. 3(1)(b) and Art. 3(2)(c); S.L. 61.02, Art. 2(1)(c) and Art. 2A.

Data collected as part of the Form includes biometrics (facial image and fingerprints).

The legal basis for processing biometrics is found in Article 9(2)(a) GDPR, and the relevant EU and national laws providing that the general prohibition of processing biometrics cannot be lifted by data subject shall be found respectively in Council Regulation (EC) No 2252/2004 and in Art. 5(1) S.L. 61.02 which states that "Every person applying for a passport shall have his photograph and biometric data taken by an authorised officer."

In case your biometrics cannot be taken, you are required to adjoin Form B.

We take pride in keeping your data secure and will take appropriate technical and organisational measures to protect your data against unauthorised or unlawful processing, including against accidental loss, destruction, storage or access. Your personal data will be stored in paper files and electronically in our databases.

03 Recipients of personal data

Data will be accessed by Identità employees in charge of processing the Form and will be used to populate Identità's databases.

It may also be transferred to other departments within Identità in order to facilitate the delivery of the service requested by submitting this Form.

Data will also be transferred to the Malta Police Force, the Ministry for Foreign Affairs and Trade Promotion, the Emigrant Commission and the Refugee Commission.

This will be done in line with data protection legislation, and arrangements are in place in order to guarantee the security and lawfulness of these transfers.

Under certain conditions, Identità may disclose your information to other third parties (such as other Government entities or law enforcement authorities) if it is necessary and proportionate for lawful, specific purposes.

Data will not be transferred to third countries or international organizations.

04 Storage period

Data will be retained for 15 years from the date of receipt of the Form by Identità.

05 Your rights

You can contact the Data Protection Officer in order to exercise your right to access, rectify and, as the case may be, erase the Data, in compliance with applicable laws.

You also have the right to object to the processing of Data at any time, on grounds relating to your particular situation.

If you feel that Identità has infringed your data protection rights, you may submit a complaint to the supervisory authority of the Member State of your habitual residence or place of work, or, alternatively, to the supervisory authority of the Member State where the alleged infringement has taken place.

Should you need additional assistance in order to enforce your rights under data protection legislation (for example, translation in case you do not understand the English language), Identità will make the support need available upon request.

FOR OFFICIAL USE ONLY

FRONT OFFICE

Received on

Receipt Number

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Officer's Signature and Stamp
for Biometric Capturing

Presented by:

- ☐ Applicant
☐ Parent 1 / Parent 2
☐ Social worker / Tutor

Officer's Signature and
Stamp for database ID Card
Verification

Signature

Officer's Signature and Stamp
for Front Office Registration

BACK OFFICE

Officer's Signature and Stamp
for Back Office Registration

Printing Officer

Officer's Signature and Stamp
for Validation

Q.A. /Authority

Officer's Signature and
Stamp for database ID Card
Verification

Additional Notes

IDENTITÀ
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W www.identita.gov.mt
E enquiries.identita@gov.mt

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