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: SBZAZA JJ

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.

Kenya High Commission will only receive passport application from 9.00 am to 12.30 pm Monday to Friday.

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 the online form (2 copies)
   b. 4 colour, passport size photos (with a white background and pictures are to show all facial features clearly, no earrings, no headbands.)
   c. Passport copy
d. National ID copy  
e. Copy Birth Certificate  
f. Copy of certificate of registration if Kenyan by registration  
g. Copy of the recommender’s ID  
h. Bring the old passport for invalidation on a collection of a new one.  
i. Proof of payment from ecitizen (2 copies)  
j. 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;**

- Fill in the declaration for lost/mutilated passport application.
- 4 colour, passport size photos (with a white background and pictures are to show all facial features clearly, no earrings, no headbands.)
- Passport copy
- d. National ID copy
- e. Copy Birth Certificate
- f. Copy of certificate of registration if Kenyan by registration
- g. Copy of the recommender’s ID
- h. Police abstract
- i. Sworn Affidavit (Obtainable from a lawyer)
- j. Proof of payment from ecitizen (2 copies)
- k. 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 at https://www.ecitizen.go.ke/ecitizen-services.html and click on immigration.

**SUBMIT THE FOLLOWING TO THE MISSION;**

- Fill and sign the consent letter for minors.
- 4 colour, passport size photos (with a white background and pictures are to show all facial features clearly, no earrings, no headbands.)
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. Copy Birth Certificate
g. Copy of certificate of registration if Kenyan by registration
h. Copy of the recommender’s ID
i. Copies of both parents’ passports and Kenyan ID
j. Proof of payment from ecitizen (2 copies)
k. Takes approximately 4 to 6 weeks

5. EMERGENCY TRAVEL DOCUMENTS

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

a. Fill in the [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 earrings, no headbands.
f. Payment of R250 (See payment options above)
g. 72 working hours after payment

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

a. Fill in the [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 earrings, no headbands.
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 Souspansburg, 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 the deceased’s passport
b. Copy of death certificate
c. Copy of burial order
d. Embalmment certificate
e. No payment

9. POLICE CLEARANCE CERTIFICATES

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

a. Original fingerprints (Obtainable from any police station in RSA)
b. Copy of 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 fingerprints
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 earrings, no headbands)
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 earrings, no headbands.
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 the 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 the Republic of South Africa traveling 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. The waiting period is 3-4 days.

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

(A multiple Visa allows a traveler 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 earrings, no headbands  
c. Employers letter  
d. Invitation letter from Kenya and inviter’s ID copy.  
e. The Initial fee of R200 (See payment options above)  
f. Payment of R1500 on approval of application( must be paid within 30 days) (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 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 earrings, no headbands.
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. The Waiting period is 3-4 days