



*Embassy of the Republic of Rwanda - Washington D.C.*

## **NEW E-PASSPORT APPLICATION PROCESS**

With the old passport phasing out on June 28th, 2021, all Rwandans can now apply for the new East African Passport (e-Passport). The e-Passport uses cutting edge secure technology to protect against forgery. The application process is the same for all Rwandans and is as follows (with the exception of minors whose legal guardians can apply on their behalf):

### **STEP 1: PREREQUISITES**

The number one prerequisite to apply for a Rwandan passport is a Rwanda Identification Card (INDANGAMUNTU). You will need the number and copy of your ID as well as a copy of your current passport to start and submit your passport application.

### **STEP 2: APPLICATION**

All passport applications are submitted online on the Irembo website, [https://irembo.gov.rw/user/citizen/service/dgie/request\\_a\\_passport](https://irembo.gov.rw/user/citizen/service/dgie/request_a_passport)

### **STEP 3: PAYMENT**

Once you have successfully filled out and submitted your passport application form, the next step that will show on your screen will be the payment for your passport, which you can easily do if you have a Visa Card, MasterCard, or through Mobile Money, or through the Bank of Kigali should you have an account with the bank.

### **STEP 4A: APPROVAL**

Once your application is successfully submitted on Irembo, your application is then sent to the Directorate General of Immigration and Emigration (DGIE) for review, and approval. If your passport is approved, you will receive a notification email or text message from the DGIE guiding you to head to your nearest Embassy to submit your biometrics information. Applicants from Mexico, Argentina, Brazil and the U.S. will all be conducted in Washington D.C. Please remember to check your spam/junk mail for this notification.

### **STEP 4B: APPROVAL**

In the event, you do not receive any notification within 7-9 business days after your application, please email us at [info@rwandaembassy.org](mailto:info@rwandaembassy.org) with your full legal name and copy of your Rwanda ID, we would be more than happy to double-check on your behalf whether your passport has been approved or not.

### **STEP 5: BIOMETRIC INFORMATION**

If your passport has been approved, please reach out to us to schedule your biometrics information capture appointment via email [info@rwandaembassy.org](mailto:info@rwandaembassy.org) and include your full legal name and a copy of your Rwandan ID and we will get back to you with our availability.

### **STEP 6: MAILING PASSPORT**

Once your biometrics information has been submitted, your passport is mailed to the Embassy for redistribution 2-4 weeks after your appointment. Passports are mailed to their applicants the day after they are received at the Embassy.

**For more details, you may visit <https://rwandaembassy.org/consular/passport-applications>**



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## FREQUENTLY ASKED QUESTIONS: E-PASSPORT APPLICATION

### WHO CAN APPLY?

Only Rwandan citizens can apply for the e-Passport, either an individual adult or minor.

### WHAT IS THE TURN AROUND TIME?

The passport review and approval processing time is typically 4-9 working days.

### WHAT DO I NEED TO APPLY?

- If you are a Rwandan citizen of 16 years old and above you will need your Rwanda National ID (Indangamuntu) number and copy to upload with your application
- If you are a Rwandan citizen below 16 years you will need your Citizen Application Number and your legal guardian's assistance to apply
- You will need to attach different documents that differ depending on the selected applicant type and the category.
- You will need your phone number and/or email address.

### WHAT ARE THE FEES?

- Ordinary passport: Adult cost is 100,000 Rwf (10 years' validity) / 75,000 Rwf (5 years validity) and for a child, the cost is 25,000 Rwf valid for 2 years this also applies to a 17 years old child.
- A 17 year old child applies as an adult but pays 25,000 Rwf valid for 5 years.
- Service passport: Adult/child cost is 15,000 Rwf (5 years validity)
- Diplomatic passport: Adult/child cost is 50,000 Rwf (5 years validity)

### WHAT HAPPENS IF I DO NOT HAVE MY RWANDA ID TO APPLY?

- If you lost your ID, you can apply through the National Identification Agency (NIDA) for a replacement. In order to replace your ID, you will need a police report showing where, when, and how your ID was lost or stolen.
- If you have never had an ID, you will need to get registered (*kwibaruzza*) at a District Office in Rwanda or directly through the NIDA HQ in person for your ID to be processed and issued.
- For more information and guidelines on how to apply or replace an ID, visit <https://www.nida.gov.rw/index.php?id=23>

For more details, you may visit

<http://support.irembo.gov.rw/en/support/solutions/articles/47001165759-e-passport-application>