



## PASSPORT OFFICE

# APPLICATION FOR 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.

**SECTION 1 - DETAILS OF APPLICANT**

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					

**SECTION 2 - DETAILS OF PARENTS**

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														
Country of birth						Date of birth	D	D	M	M	Y	Y	Y	Y

Recommender's signature \_\_\_\_\_

**SECTION 3 - 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  Date of issue DDMMYYYY

Country of issue

**SECTION 4 - 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.

**SECTION 5 - DECLARATION OF RECOMMENDER**

I, the Recommender,

Grid for name and surname: two rows of 24 boxes each.

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

Recommender's signature \_\_\_\_\_ Identity Card no. [grid: 24 boxes]

Occupation, [grid: 24 boxes]

Date [grid: DDMMYYYY]

Address of recommender [grid: 24 boxes, 3 rows]

Postcode [grid: 8 boxes] Telephone/s [grid: 16 boxes]



**SECTION 6 - DECLARATION BY APPLICANTS OVER 18 YEARS OF AGE**

I, (insert your full Name and Surname) [grid: 24 boxes, 2 rows]

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.

Date of entry in Malta [grid: DDMMYYYY]

Signature \_\_\_\_\_ Date [grid: DDMMYYYY]

## PRIVACY POLICY - FORM H

By submitting Form H (Application for an Alien's Passport) and the attachment(s) required (altogether the "Form"), you provide Identity Malta Agency ("IMA") 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.). IMA has assessed that, in said cases, informing these individuals proves impossible and would involve a disproportionate effort. IMA will still take appropriate measures to protect the rights, freedoms and legitimate interests of these individuals.

### 1. Data Controller and Data Protection Officer

IMA is the data controller, meaning the entity that defines the purposes and means for collecting and processing your Data in relation to this Form. IMA is an Agency of the Government of Malta, delivering services related to Identity Cards, Passports, Visas, Expatriates and Public Registry. IMA's Data Protection Officer is responsible to attend any query related to this policy and in general to personal data processing activities conducted by IMA. The Data Protection Officer may be contacted using the details below.

Postal Address:

Data Protection Officer

Identity Malta Agency

Valley Road,

Msida, MSD:9020

Malta

E-mail: [dataprotection@identitymalta.com](mailto:dataprotection@identitymalta.com)

### 2. 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 Identity Malta and compliance with legal obligations to which Identity Malta 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.

### 3. Recipients of personal data

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

It may also be transferred to other departments within Identity Malta 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, IMA 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.

### 4. Storage period

Data will be retained for 25 years from the date of receipt of the Form by IMA.

### 5. 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 Identity Malta 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), IMA will make the support need available upon request.



FRONT OFFICE

Received on

Receipt Number

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 for Validation

Q.A. /Authority

Officer's Signature and Stamp for database ID Card Verification

Additional Notes

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