

# PASSPRO

## ESSENTIAL DOCUMENTS

Help ensure a smooth application process with our checklist of essential documents

PROOF OF IDENTITY		
<p><b>Passport</b></p> <p><input type="checkbox"/> Must be valid for at least six months – required by all applicants. (PassPro can advise on the requirements for stateless persons)</p>	<p><b>Supporting Government-Issued Photo ID</b></p> <p>Required by all adult applicants, as applicable</p> <p><input type="checkbox"/> Driver's license</p> <p><input type="checkbox"/> National ID</p> <p><input type="checkbox"/> Resident ID</p> <p><input type="checkbox"/> Residence visa</p> <p><input type="checkbox"/> Social security ID</p>	<p><b>Other essential documents</b></p> <p>Must be attested by Ministry of Foreign Affairs/bear an Apostille stamp to guarantee its authenticity and international acceptability</p> <p><input type="checkbox"/> Birth certificate</p> <p><input type="checkbox"/> Marriage certificate (if applicable)</p> <p><input type="checkbox"/> Divorce certificate (if divorced)</p> <p><input type="checkbox"/> Death certificate (if a widow/widower)</p>
PROOF OF LEGITIMATE SOURCE OF FUNDS	PROOF OF GOOD STANDING/NO CRIMINAL HISTORY	PROOF OF RESIDENTIAL ADDRESS
<p>Required by the main applicant</p> <p><input type="checkbox"/> Employment letter</p> <p><input type="checkbox"/> Company license (only for company owners)</p> <p><input type="checkbox"/> Shareholder certificate (only for partners)</p> <p><input type="checkbox"/> Bank reference letter and authenticated 12 months' bank statements</p>	<p><input type="checkbox"/> Professional reference letter required by the main applicant and spouse and parents (if applying)</p> <p><input type="checkbox"/> Police clearance/certificate of good conduct (required by all applicants 16 years and above)</p> <p><input type="checkbox"/> Letter of recommendation from the university or educational institution (required by all children 16 years old and above/ all unmarried dependents)</p>	<p><input type="checkbox"/> Required by the main applicant – recent original utility bill, copy of tenancy contract or title deed, or lawyer's letter confirming address (if other options are not available)</p>

### TOP TIPS

- All documents must be translated into English
- Ensure your documents are issued by relevant government authorities (e.g. a birth certificate would need to be issued by a registrar or similar official government body and not a hospital)
- Ensure that your name is clearly mentioned on all documents
- Be mindful that certain documents, such as proof of residence or police clearance reports have an expiry date. For most countries, it is three months from the date of issue but in some it can be as little as one month. Ensure you submit your documents as soon as they are issued to avoid their validity expiring