

THE UNITED REPUBLIC OF TANZANIA

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SUBSIDIARY LEGISLATION

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THE TANZANIA PASSPORTS AND TRAVEL DOCUMENTS ACT
(CAP. 42)

REGULATIONS

(Made under section 20)

THE TANZANIA PASSPORTS AND TRAVEL DOCUMENTS (AMENDMENT)
REGULATIONS, 2024

- | | |
|---------------------------|--|
| Citation | 1. These Regulations may be cited as the Tanzania Passports and Travel Documents (Amendment) Regulations, 2024 and shall be read as one with the Tanzania Passports and Travel Documents Regulations, 2004 hereinafter referred to as the “principal Regulations”. |
| GN. No.
197 of 2004 | |
| General amendment | 2. The principal Regulations are amended generally by deleting the word “Director” wherever it appears in the Regulations and substituting for it the words “Commissioner General”. |
| Amendment of regulation 2 | 3. The principal Regulations are amended in regulation 2, by-
(a) deleting the definition of the term “Director”;
(b) deleting the definition of the term “The East African Community” and substituting for it the following:
““The East African Community” means the Community established under Article 2 of the Treaty for the Establishment |

- of the East African Community of 1999;” and
(c) inserting in its appropriate alphabetical order the following new definition:

“Issuing Centres” means centres where passports and travel documents may be issued;”.

Amendment
of regulation
3

4. The principal Regulations are amended in regulation 3(1) by deleting the word “Dar es Salaam” and substituting for it the words “Mainland Tanzania.”

Amendment
of regulation
4

5. The principal Regulations are amended in regulation 4, by-

- (a) adding immediately after subregulation (1) the following:

“(2) Without prejudice to the provisions of subregulation (1), the application for Geneva Convention Travel Document shall be lodged through the office responsible for asylum and refugee services.”;

- (b) renumbering subregulations (2) and (3) as subregulations (3) and (4) respectively.

- (c) deleting subregulation (4) as renumbered and substituting for it the following:

“(4) Upon submission of the application for a passport, the applicant shall undergo the process of taking photograph and recording of fingerprints.”

Amendment
of regulation
5

6. The principal Regulations are amended in regulation 5, by-

- (a) adding a comma (,) and the words “Diplomatic Missions Abroad” immediately after the word “Zanzibar” appearing in subregulation (1);

- (b) adding the words “Diplomatic Missions Abroad,” between article “the” and the word “Regional” appearing in subregulation (2); and

- (c) adding immediately after subregulation (2) the

following:

“(3) An application for replacement of a Geneva Convention Travel Document shall be made through the office responsible for asylum and refugee services.”

Amendment
of regulation
6

7. The principal Regulations are amended in regulation 6, by-

(a) deleting the opening phrase to regulation 6 and substituting for it the following:

“6. An applicant for a passport, where applicable, may be required to submit the following additional documents:”;

(b) deleting subparagraph (i) and (iii) in paragraph (a) and renumbering subparagraphs (ii) to (vi) as subparagraphs (i) to (iv) respectively;

(c) deleting subparagraph (ii) in paragraph (b) and renumbering subparagraph (iii) as subparagraph (ii);

(d) deleting subparagraph (i) in paragraph (c) and renumbering subparagraphs (ii) to (vi) as subparagraphs (i) to (v) respectively; and

(e) deleting subparagraph (i) in paragraph (f) and renumbering subparagraphs (ii) and (iii) as subparagraphs (i) and (ii) respectively.

Amendment
of regulation
7

8. The principal Regulations are amended in regulation 7-

(a) by deleting subregulation (1) and substituting for it the following:

“(1) The application for an emergency travel document may be accompanied by-

(a) two passport size photographs;

(b) applicant’s birth certificate or an affidavit of birth;

(c) national identity card; and

(d) introduction letter from Ward Executive Officer or *Sheha*, where the applicant is

- from Zanzibar.”;
- (b) in subregulation (2), by-
- (i) deleting the word “and” appearing at the end of paragraph (a);
- (ii) deleting a full-stop appearing at the end of paragraph (b) and substituting for it a semi-colon and the word “and”; and
- (iii) adding immediately after paragraph (b) the following:
- “(c) written statement of the applicant where necessary.”; and
- (c) adding immediately after subregulation (3) the following:
- “(4) The Commissioner General may waive any requirement stipulated under this regulation as circumstances may deem necessary.”

Amendment
of regulation
8

9. The principal Regulations are amended in regulation 8-

- (a) in subregulation (1), by-
- (i) deleting paragraph (b) and substituting for it the following:
- “(b) passport size photographs where necessary;”;
- (ii) adding immediately after paragraph (b) the following:
- “(c) any other document as may be required.”
- (b) in subregulation (2), by-
- (i) deleting paragraph (b) and substituting for it the following:
- “(b) passport size photographs where necessary;”;
- (ii) adding immediately after paragraph (b) the following:
- “(c) any other document as may be required.”

Amendment
of regulation
10

10. The principal Regulations are amended in regulation 10 by adding immediately after subregulation (3) the following:

“(4) Fee paid relating to application for passport and travel documents shall be non-refundable.

(5) The Minister may, upon recommendation of the Commissioner General on reasonable grounds, exempt an applicant for a passport or travel document from repayment of fee for the same application.

(6) Where the Minister refuses to grant the exemption, the applicant shall pay the prescribed fee.”.

Amendment
of regulation
11

11. The principal Regulations are amended in regulation 11 by deleting the words “section 8 of” appearing in subregulation (1).

Amendment
of regulation
12

12. The principal Regulations are amended in regulation 12, by-

- (a) deleting figure “(2)” appearing in subregulation (8) and substituting for it with figure “(7)”; and
- (b) deleting the words “one hundred thousand shillings” appearing in subregulation (9) and substituting for them the words “two hundred thousand shillings and not exceeding one million shillings”.

Amendment
of
First
Schedule

13. The principal Regulations are amended by deleting First Schedule and substituting for it the following:

FIRST SCHEDULE

(Made under regulation 9)



JAMHURI YA MUUNGANO WA TANZANIA

MAOMBI YA PASIPOTI

Picha ya
Mwombaji

Fomu CT 5(Ai)

Namba ya fomu.....



KWA MATUMIZI YA OFISI

Namba ya maombi:	Kaunta Na:	Tarehe:
Jina la Afisa la aliyepokea maombi:		
Cheo :	Saini:	
Kisio la tarehe ya kuchukua :		

Tafadhali sana kabla ya kujaza fomu hii, tembelea tovuti yetu, www.immigration.go.tz kisha soma maelekezo muhimu kuhusu maombi ya pasipoti na vielelezo unavyopaswa kuambatisha

1. TAARIFA BINAFSI

Jina la Ukoo:	Jina la Kwanza :
Jina la Kati:	
Tarehe ya kuzaliwa:Mwezi.....Mwaka	

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Mahali pa Kuzaliwa:	
Kijiji/Mtaa:	Kata/Shehia:
Wilaya:	Mkoa:
Nchi:	
Raia wa kujiandikisha:	
Shahada Na.	Mahali ilipotolewa
Tarehe ya kujiandikisha:	
Jinsi:	
Kazi:	
Taarifa Kuhusu Ndoa:	
Jina la Zamani:	
Anuani ya Posta:	Simu:
Barua pepe:	Faksi:
Anuani ya Makazi:	
Mtaa/Kijiji:	Nyumba Na:
Kata/Shehia:	Wilaya:
Mkoa:	Nchi:

2. TAARIFA ZA WAZAZI

Jina la Baba wa Mwombaji		
Mahali pa Kuzaliwa:		
Kijiji/Mtaa:	Kata/Shehia	
Wilaya:	Mkoa	
Nchi:	Tarehe ya kuzaliwa	
Shahada ya Uraia:		
Namba:	Mahali ilipotolewa:	Tarehe:
Jina la Mama wa Mwombaji		
Mahali pa Kuzaliwa:		
Kijiji/Mtaa:	Kata/Shehia	
Wilaya:	Mkoa	
Nchi:	Tarehe ya kuzaliwa	
Shahada ya Uraia:		
Namba:	Mahali ilipotolewa:	Tarehe:

3. MADHUMUNI YA KUOMBA PASIPOTI:

.....

4. TAARIFA ZA PASIPOTI YA ZAMANI

Namba:	Mahali ilipotolewa:	Tarehe:
Sababu zilizoifanya isitumike tena:		

TAMKO RASMI

Mimi ni Raia wa Tanzania, ninatamka kuwa taarifa nilizotoa katika fomu hii ya ni za kweli na sahihi kwa kadiri ya ufahamu wangu.

Jina Kamili:

Saini: Tarehe:

5. WAOMBAJI WALIO NA UMRI WA CHINI YA MIAKA 18

Waombaji walio na umri wa chini ya miaka 18 maombi yao ni lazima yaidhinishwe na Mzazi/Mlezi

Jina Kamili:	
Kazi:	
Anuani:	
Simu:	
Uhusiano:	
Tamko: Nashuhudia kwamba mwombaji ni mtoto wangu wa (kumzaa/kumlea) pia naruhusu apewe pasipoti kwa ajili ya kusafiri.	
Saini:	Tarehe:

6. ANUANI YA KUTOA TAARIFA WAKATI WA DHARURA

Ndugu/Rafiki/watakaopewa taarifa wakati wa dharura(ajali au kifo)

Jina Kamili:	Jina Kamili:
Kazi:	Kazi:
Anuani:	Anuani:
Simu:	Simu;
Anapoishi:	Anapoishi:
Mtaa:	Mtaa:
Nyumba Na.	Nyumba Na.
Uhusiano:	Uhusiano:

7. WADHAMINI WA MWOMBAJI

Jina Kamili:	Jina Kamili:
Na. ya kitambulisho cha Taifa:	Na. ya kitambulisho cha Taifa:
Kazi/Cheo:	Kazi/Cheo:
Anuani:	Anuani:
Simu:	Simu;
Anapoishi:	Anapoishi:

Mtaa:	Mtaa:
Nyumba Na.	Nyumba Na.
Uhusiano:	Uhusiano:
Ninatamka kuwa mwombaji wa Pasipoti ninayemdhmini, ninamfahamu na nitawajibika kwa lolote linalohusiana na taarifa alizoziwasilisha wakati wa uombaji wa pasipoti	Ninatamka kuwa mwombaji wa Pasipoti ninayemdhmini, ninamfahamu na nitawajibika kwa lolote linalohusiana na taarifa alizoziwasilisha wakati wa uombaji wa pasipoti
Saini:	Saini:

8. PASIPOTI ZA KIDIPLOMASIA/KIUTUMISHI

Waombaji wote wa pasipoti za Kidiplomasia/Kiutumishi maombi yao yapitie kwa mamlaka husika

TAHADHARI:

- Mwombaji anaonywa kwamba iwapo itathibitika kwamba maelezo aliyotoa ni ya uongo, hatua kali za kisheria zitachukuliwa dhidi yake.
- Malipo hayatarejeshwa iwapo maombi hayatakubaliwa kwa sababu yoyote.

9. SHUHUDA KWA MWOMBAJI

Shuhuda kwa mwombaji anapaswa kuwa mtu mwenye mamlaka kwa mujibu wa Sheria ya Wathibitishaji Nyaraka na Makamishna wa Viapo, Sura ya 12 na Sheria ya Mawakili, Na.1 ya Mwaka 2020 ya Zanzibar.

Jina Kamili:	Picha ya Mwombaji
Kazi/cheo:	
Anuani:	
Simu:	
Tamko: Nashuhudia kwamba maelezo katika fomu hii ni sahihi kwa mujibu wa mwombaji.	
Saini na Muhuri:	Tarehe:

KWA MATUMIZI YA OFISI TU:

10. HATUA ZILIZOCHUKULIWA NA AFISA WA PASIPOTI

Jina Kamili:
Saini ya Afisa wa Pasipoti:
Tarehe:

11. HATUA ZILIZOCHUKULIWA NA AFISA MUIDHINISHAJI WA PASIPOTI

Jina Kamili:
Saini ya Afisa muidhinishaji wa Pasipoti:
Tarehe:



Picha ya
Mwombaji



Fomu CT 5(Aii)

JAMHURI YA MUUNGANO WA TANZANIA
MAOMBI YA HATI YA DHARURA YA KUSAFIRI

MAOMBI Na:

Namba ya Maombi:	Kaunta Na:	Tarehe:
Kisio la tarehe ya kuchukua:		
Jina la Afisa la aliyepokea maombi:		
Cheo:		
Jalada Na:		

KWA MATUMIZI YA OFISI

ADA: Tshs. 20,000/-
Hakuna malipo ya awali unapojaza fomu.

MAELEZO MUHIMU:

- a) Fomu hii ijazwe na mwombaji mwenye safari ya dharura.
- b) FOMU IJAZWE KWA HERUFI KUBWA

1. TAARIFA BINAFSI

Jina la Ukoo:	Jina la Kwanza:	
Jina la Kati:		
Mahali pa Kuzaliwa:		
Kijiji/Mtaa:	Kata/Shehia:	
Wilaya:	Mkoa:	
Nchi:		
Namba ya Shahada ya Uraia:	Mahali ilipotolewa:	Tarehe:

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Jinsi:

Tarehe ya kuzaliwa:Mwezi.....Mwaka

Kazi:

Taarifa kuhusu Ndoa:

Jina la Zamani:

Anuani ya Posta:

Barua pepe:

Simu:

Faksi:

Mahali unapoishi, Mtaa/Kijiji:

Kata/Shehi:

Mkoa:

Nyumba Na:

Wilaya:

Nchi:

2. TAARIFA ZA WAZAZI

Jina kamili la Baba wa Mwombaji:

Mahali pa Kuzaliwa:

Kijiji/Mtaa: Kata/Shehia

Wilaya Mkoa Nchi

Tarehe: Mwezi Mwaka

Namba ya Shahada ya Uraia:

Mahali ilipotolewa:

Tarehe Mwezi Mwaka

Jina kamili la Mama wa
Mwombaji:

Mahali pa Kuzaliwa:

Kijiji/Mtaa: Kata/Shehia

Wilaya Mkoa Nchi

Tarehe: Mwezi Mwaka

Namba ya Shahada ya Uraia:

Mahali ilipotolewa:

Tarehe Mwezi Mwaka

3. MADHUMUNI YA KUOMBA HATI YA DHARURA YA SAFARI:

.....
.....

Jina Kamili la Mwombaji:

Saini:Tarehe.....Mwezi.....Mwaka

4. HATUA ZILIZOCHUKULIWA NA AFISA WA PASIPOTI

.....

Jina Kamili la Afisa wa Pasipoti:

Saini.....Tarehe.....Mwezi.....Mwaka.....

Form CT 3

THE UNITED REPUBLIC OF TANZANIA
(JAMHURI YA MUUNGANO WA TANZANIA)
CONVENTION TRAVEL DOCUMENT APPLICATION FORM
(FOMU YA MAOMBI YA HATI YA KUSAFIRI YA
UKIMBIZI)



FOR OFFICIAL USE (KWA MATUMIZI YA OFISI)

Photo/
Picha

Fee/Ada: 50,000/-

Fees to be paid upon the application being received by the receiving officer/

Application Number/Namba ya maombi:	Counter No/Kaunta Na:	Date/Tarehe:
Proposed date of delivery/ Tarehe ya kuchukua:		
Name of the receiving officer/Jina la Afisa la aliyepokea maombi:		
File No/Jalada Na:		

Malipo yatafanyika maombi yanapowasilishwa kwa afisa anayepokea maombi

1. Personal details/Taarifa binafsi

Photo/
Picha

Surname/Jina la Ukoo	First name/Jina la Kwanza :
.....	
Middle name/Jina la Kati:	Sex/Jinsi:
.....	
Current citizenship/Uraia wa sasa:	Date of birth/Tarehe ya kuzaliwa:
.....	
Place of birth/Mahali pa kuzaliwa:	Country of birth/Nchi uliyozaliwa :
.....	

Current address/Anuani hai ya ukaazi

Name of settlement camp/Jina la kambi*:

Village/street (Kijiji/Mtaa):	Ward (Kata/Shehia):
District (Wilaya):	Mkoa:

Country (Nchi):	Postal address (Anuani):
Email (Barua pepe):	Phone No. (Simu Na):

2. Parents information/Taarifa za Wazazi

Father's name/Jina la baba: Place of birth/Mahali alipozaliwa:	Date of Birth/Tarehe ya kuzaliwa: Country of birth/nchi aliyozaliwa:
Mother's name/Jina la mama: Place of birth/Mahali alipozaliwa:	Date of Birth/Tarehe ya kuzaliwa: Country of birth/nchi aliyozaliwa:

3. Application purpose/Madhumuni ya maombi:

.....

4. Information of a previous passport or travel document/ taarifa ya pasipoti ya awali au hati ya kusafiria*

No/Na.	Date of issue/Tarehe iliyotolewa:
Reason why it's no longer in use/Sababu zilizofanya isitumike tena:	

5. Declaration of the parent/guardian in case the applicant is under age 18/ Tamko la mzazi/mlezi kama mwombaji ana umri chini ya miaka 18

Full Name/Jina Kamili:	Full address/ Anuani kamili:
Telephone No/Simu Na:	Relationship/Uhusiano:
Declaration/Tamko: I declare that, I am the Father/Mother/Guardian* of the applicant, I allow him/her to be issued a Convention Travel document (Ninatamka kuwa mwombaji ni mtoto wangu wa kumzaa/kumlea*na ninaruhusu apatiwe Hati ya kusafiri ya ukimbizi. Signature/saini; Date/Tarehe:	

6. Declaration/Tamko

I do hereby declare that all the information provided in this application is true to the best of my knowledge/Mimi..... niliyetia saini hapa chini, ninatamka kuwa taarifa zote zilizotolewa katika fomu hii ni za kweli kwa kadiri ya ufahamu wangu.

.....
Signature/Saini

.....
Date /Tarehe

Declared before /Imetamkwa mbele ya;

Full name/Jina kamili:

Address/Anuani:.....

.....

Profession/Kazi:

Signature and Stamp/ Saini na muhuri:

.....

Magistrate/Commissioner for oaths

*Cancel if not applicable/Kata isiyotumika

7. For Official use/ Kwa matumizi ya Ofisi.

- i. Recommendation of the Director of Refugees Services

.....

- ii. Action taken by the receiving Immigration Officer/hatua
zilizochukuliwa na Afisa Uhamiaji aliyepokea maombi:

.....
.....
.....

Officer's full name/Jina Kamili la Afisa:

Signature/Saini.....Date/Tarehe.....

- i. Action taken by the approving Immigration Officer/hatua
zilizochukuliwa na Afisa Uhamiaji anayeidhisha maombi:

.....
.....
.....
.....

Officer's full name/Jina Kamili la Afisa:

Signature/Saini.....Date/Tarehe.....

Form CT 21

THE UNITED REPUBLIC OF TANZANIA
(JAMHURI YA MUUNGANO WA TANZANIA)
CERTIFICATE OF IDENTITY APPLICATION FORM
(FOMU YA MAOMBI YA HATI YA
UTAMBUZI)



FOR OFFICIAL USE (KWA MATUMIZI YA OFISI)

Photo/
Picha

Application Number/Namba ya Maombi:	Counter No/Kaunta Na:	Date/Tarehe:
Proposed date of delivery/Tarehe ya kuchukua:		
Name of the receiving officer/Jina la afisa la aliyepokea maombi:		
File No/Jalada Na:		

Fee/Ada: **10,000/-**

Fees to be paid upon the application being received/

Ada itaipwa baada ya maombi kupokelewa

1. Personal details/Taarifa binafsi

Surname/Jina la Ukoo	First name/Jina la Kwanza :
Middle name/Jina la Kati:	Sex/Jinsi:
Current citizenship/Uraia wa sasa:	Date of birth/Tarehe ya kuzaliwa:
Place of birth/Mahali pa kuzaliwa:	Country of birth/Nchi uliyozaliwa :

Current address/Anuani makazi

Village/street(Kijiji/Mtaa):	Ward(Kata/Shehia):
District(Wilaya):	Mkoa:

Country(Nchi): Postal address(Anuani):
Email(Barua pepe): Phone No(Simu Na):

2. Parents information/Taarifa za Wazazi

Father's name/Jina la baba: Place of birth/Mahali alipozaliwa:	Date of Birth/Tarehe ya kuzaliwa: Country of birth/nchi aliyozaliwa:
Mother's name/Jina la mama: Place of birth/Mahali alipozaliwa:	Date of Birth/Tarehe ya kuzaliwa: Country of birth/nchi aliyozaliwa:

3. Application purpose/Madhumuni ya maombi:

.....

4. Information of a previous passport or travel document/ taarifa ya pasipoti ya awali au Hati ya kusafiria

No/Na.	Date of issue/Tarehe iliyotolewa:
Reason why it's no longer in use/Sababu zilizofanya isitumike tena:	

5. Declaration of the parent/guardian in case the applicant is under age 18/ Tamko la mzazi/mlezi kama mwombaji ni mtu wa umri chini ya miaka 18

Full Name/Jina Kamili:	Full address/ Anuani kamili:
Telephone No/Simu Na:	Relationship/Uhusiano:
Declaration/Tamko: I declare that, I am the Father/Mother/Guardian* of the applicant, I allow him/her to be issued a Certificate of Identity(Ninatamka kuwa mwombaji ni mtoto wangu wa kumzaa/kumlea*na ninaruhusu apatiwe Hati ya utambuzi Signature/saini; Date/Tarehe:	

6. Declaration/Tamko

I do hereby declare that all the information provided in this application is true to the best of my knowledge/Mimi..... niliyetia saini hapa chini, ninatamka kuwa taarifa zote zilizotolewa katika fomu hii ni za kweli kwa kadri ya uelewa wangu.

.....

Signature/Saini

Date /Tarehe

Declared before /Imetamkwa mbele ya;

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Full name/Jina kamili: Profession/Kazi:
Address/Anuani: Signature and Stamp/ Saini na
..... muhuri:
.....
Magistrate/Commissioner for oaths

*Cancel if not applicable/Kata isiyotumika

7. For Official use/ Kwa matumizi ya Ofisi.

- iii. Recommendation of the Director of Refugees Services
.....
iv. Action taken by the receiving Immigration Officer/hatua
zilizochukuliwa na Afisa Uhamiaji aliyepokea ombi:

.....
.....
.....

Officer's full name/Jina Kamili la Afisa:
Signature/Saini.....Date/Tarehe.....

- ii. Action taken by the approving Immigration Officer/hatua
zilizochukuliwa na Afisa Uhamiaji anayeidhisha ombi:

.....
.....
.....
.....

Officer's full name/Jina Kamili la Afisa:
.....
Signature/Saini.....Date/Tarehe.....

***Front page**

KADI YA KUDHIBITI PASIPOTI YA TANZANIA (IF/DN) Jina kamili la mwenye Pasipoti: Anuani ya makazi: Uraia :	
Namba ya Jalada:	
Maelezo:	

Photograph
--

***Back page**

Form C.T. 11(a)



**THE UNITED REPUBLIC OF TANZANIA
CERTIFICATE OF IDENTITY**

Photograph
of holder

CI No:

.....
Signature of Holder

Details:

Full Name:

Nationality:

Place of Birth: Date of Birth:

Countries of which this certificate is valid:

This certificate is issued for a period of fromto.....

The present certificate is issued by the sole purpose of providing the holder with identity papers in lieu of a national passport. It is without prejudice to and in no way affects the national status of the holder.

N0.

.....
Commissioner General of Immigration

Amendment of
the Second
Schedule

14. The principal Regulations are amended in the Second Schedule by-

- (a) deleting 20,000/= appearing in the fourth column of item 6 in table (b) and substituting for it with 50,000/=
- (b) adding immediately after item 6 in table (b) the following:

“

BORDER PASS			5,000/=	
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Amendment of
the Fourth
Schedule

15. The principal Regulations are amended by deleting the Fourth Schedule.

Dodoma,
7th August, 2024

HAMAD M. MASAUNI,
Minister for Home Affairs