REPUBLIC OF VANUATU

CONSOLIDATION OF THE FRENCH AND ENGLISH TEXTS OF THE LAWS OF VANUATU ACT [CAP 295]

Approval of the English Text of the Validity and Application for Passports Consolidation Edition 2025 Order No. 142 of 2025

In exercise of the powers conferred on me by subsection 9(1) of the Consolidation of the French and English Texts of the Laws of Vanuatu Act [CAP 295], I, the Honourable JOB SAM ANDY, Minister of Youth, Justice and Community Services, make the following Order:

1 Approval of the English Text of the Validity and Application for Passports Consolidation Edition 2025

The English Text of the Validity and Application for Passports Consolidation Edition 2025 is approved.

2 Appointed day

The appointed day for the coming into operation of the Validity and Application for Passports Consolidation Edition 2025 is the day on which this Order is made.

3 Commencement

This Order commences on the day on which it is made.

Made at Port Vila this 18 **day of** July **, 2025.**

REPUBLIC OF VANUATU Ministry of Justice & Community Services MINISTER Ministère de la Justice et des Communautés REPUBLIQUE DE VANUATU

Honourable JOB SAM ANDY
Minister of Youth, Justice and Community Services

Commencement: 30 July 1980

VALIDITY AND APPLICATION FOR PASSPORTS

Order 11 of 1980
Order 51 of 1985
Order 1 of 1989
Order 41 of 2005
Order 67 of 2010
Order 136 of 2013
Order 85 of 2019
Order 57 of 2021
Order 124 of 2024

To provide for the manner of applying, and the fees payable, for passports, certificates of identity and travel documents.

1. ***(Repealed)***

2. Application for passport
A person applying for a passport shall complete the particulars and furnish the evidence provided for in the form set out in Form A, Schedule 1 of the Passport Forms and Fees Order No. 112 of 2022.

3. ***(Repealed)***

4. Fees
(1) The fees payable for the issuance of a Vanuatu passport are as follows:

(a) for an application for the issue of a Vanuatu passport to a child aged from 0 to 18 years old – VT10,000 (up to 3 days processing time);

(b) for an application for the issue of a Vanuatu passport to a person aged from 19 to 65 years old -VT20,000 (up to 3 days processing time);

(c) for an application for the issue of a Vanuatu passport to a person aged from 66 years old upwards -VT10,000 (1 day processing time);

(1C) The fees payable for the issuance of a certificate of identity or travel document are as follows:

(a) for an application for the issue of a certificate of identity or travel document to a child aged from 0 to less than 18 years old – VT3000;

(b) for an application for the issue of a certificate of identity or travel document to a person aged from 18 years old upwards – VT7000 for up to 21 days of processing time.

(2) If there is a need for an express issue or an urgent issue of a Vanuatu passport or other travel document, the fees payable are:

(a) for an express issue – VT20,000 (up to 10 days processing time);

(b) for an urgent issue – VT30,000 (1 day processing time);

(2A) The fees for an express issue or urgent issue of a Vanuatu Passport or a certificate of identity or travel document prescribed in subclause (2) does not apply to persons applying under paragraphs (1)(a), (b) and (c) and (1C)(a).

(2B) For the purposes of celebrating the Information and Communications Technology day, the fee payable for an urgent issue of a Vanuatu passport application received by immigration officers on 17 and 18 May 2021 is VT 10,000 (up to 3 days processing time).

(2C) The fee under subclause (2B) does not apply to persons applying under paragraphs (1)(a), (b), (c) and (1C)(a).

(3) No fee is payable for:

(a) a diplomatic passport; or

(b) an official passport.

5. Express issue of a Vanuatu passport

If there is an application for an express issue of a Vanuatu passport and the fee has been paid, the application for a Vanuatu passport or travel document (whichever case applies) must:

(a) be processed within the period specified by the applicant; and

(b) be given priority over other application of the same type except for an application for an urgent issue of a Vanuatu Passport or travel document.

6. Urgent issue of a Vanuatu passport

If there is an application for an urgent issue of a Vanuatu passport or travel document and the fees has been paid, the application for the Vanuatu passport or travel document (whichever case applies) must:

(a) be processed within the period specified by the applicant; and

(b) be given priority over all other types of application.

7. Additional fees

(1) The application fees for the express or urgent issue of a Vanuatu passport or other travel document payable under subclause 4(2) are additional fees in respect to application fees for a Vanuatu passport or travel document payable under this Order.

(2) To avoid doubt, the application fees for the express or urgent issue of a Vanuatu passport or other travel document are not payable in respect of the same application.

8. Exemption in respect of urgent travel for death or serious illness

(1) Despite subclause 4(2), the Principal Passport Officer may waive the fees for an application for an express or urgent issue of a Vanuatu passport, or other travel document if he or she is satisfied at the time at which the application is made that there is an urgent need to travel because of:

(a) the death or serious illness of:

(i) a member of the applicant's family; or

(ii) a friend or business associate of the applicant; or

(b) the serious illness of the applicant.

(2) In subparagraph 8(1)(a)(i), "member of the applicant's family" means

(a) the spouse of the applicant;

(b) a child of the applicant and/or the applicant's spouse;

(c) a parent of the applicant or the applicant's spouse;

(d) a brother or sister of the applicant or the applicant's spouse;

(e) any other person who is treated by the applicant as a family member.

9. Fees not refundable

All fees payable under subclauses 4(1) and (2) are not refundable if an application is withdrawn or declined.

10. Taxes and Duties included

To avoid doubt, the fees prescribed under clause 4 are inclusive of all taxes and duties.

Table of Amendments

Long title	*Amended by Order 67 of 2010*	*4(g)*	*Inserted by Order 41 of 2005*
1	*Repealed by Order 67 of 2010*	*4(1B)*	*Repealed by Order 85 of 2019*
2	*Amended by Orders 67 of 2010, 124 of 2024*	*4(2)(a)*	*Amended by Order 85 of 2019*
3	*Repealed by Order 67 of 2010*	*4(2)(b)*	*Amended by Order 85 of 2019*
4	*Substituted by Order 67 of 2010*		*Substituted by Order 124 of 2024*
4(1)	*Substituted by Orders 136 of 2013, 85 of 2019, 124 of 2024*	*4(2A)*	*Inserted by Order 136 of 2013*
		4(2A), (2B)	*Inserted by Order 57 of 2021*
4(a)	*Amended by Order 41 of 2005*	*5 – 10*	*Inserted by Order 67 of 2010*
4(b)	*Amended by Order 41 of 2005*	*Schedule, Part 1*	*Substituted by Orders 67 of 2010, 85 of 2019*
4(d)	*Amended by Order 1 of 1989*		*Repealed by Order 124 of 2024*
4(e),(f)	*Inserted by Order 1 of 1989*	*Schedule, Part 2*	*Repealed by Order 67 of 2010*