



2022/06/06م

## **An important announcement**

The Embassy of the Republic of Sudan in Ottawa has honor to announce to the members of the Sudanese community in Canada that the delegation of the Civil Registry and Passports will start its work from the next Monday, June 13, 2022 until November 16, 2022, on a daily basis from 10:00 am until 16:00 pm (except on Saturdays and Sundays) in order to provide the service of issuing the electronic passport and the National ID Number for the members of our esteemed community.

### **Requirements for National ID Number:**

<b>Kind of procedures</b>	<b>Requirements</b>	<b>Fees (CAD)</b>
Issuance of a new National ID Number for children	<ul style="list-style-type: none"><li>• A copy of the child's birth certificate.</li><li>• A copy of the child's father's National ID Number, travel passport, or National Card.</li><li>• A copy of the ID of the child's mother and the Marriage certificate.</li></ul>	Free of charge
Issuance of a new National ID Number for those above 15 years old who has a Nationality certificate	<ul style="list-style-type: none"><li>• A copy of the Nationality certificate.</li><li>• A copy of a witness' ID (National ID, or travel passport)</li></ul>	Free of charge
Issuance of a new National ID Number for children above 15 years old who has not obtained a Nationality certificate before	<ul style="list-style-type: none"><li>• A copy of the applicant' birth certificate and his presence in person.</li><li>• A witness from close relatives (father, grandfather uncles, aunts, brothers, sisters, cousin) and his presence in person.</li></ul>	Free of charge
Replacement of a lost or damaged national number	<ul style="list-style-type: none"><li>• Presence of the applicant in person.</li></ul>	<b>44</b>
Modification of National ID Number data	<ul style="list-style-type: none"><li>• A copy of National ID Number</li><li>• Proof of profession +Permanent registration certificate for the profession + University certificate.</li><li>• Modifying a marital status in the presence of marriage certificate is free of charge.</li></ul>	<b>69</b>

## Requirements for electronic passport:

Type of passport	Requirements for issuance of first passport	Requirement for renew a passport	Fees (CAD)
A child passport (Valid for a period of 5 years)	<ul style="list-style-type: none"> <li>• A copy of National ID Number</li> <li>• A copy of the child's father's or mother's ID + Acknowledgment of consent for the issuance of the child's passport.</li> <li>• Fees payment</li> </ul>	<ul style="list-style-type: none"> <li>• A copy of the previous passport</li> <li>• A copy of the child's father's or mother's ID + Acknowledgment of consent for the issuance of the child's passport.</li> <li>• Fees payment</li> </ul>	131
Modifying of data, replacement of a lost or damaged ordinary travel passport (Valid for a period of 10 years)	<ul style="list-style-type: none"> <li>• A copy of National ID number.</li> <li>• Fees payment</li> </ul>	<ul style="list-style-type: none"> <li>• A copy of the previous passport</li> <li>• Fees payment</li> </ul>	256
Commercial passport (Valid for a period of 10 years)	<ul style="list-style-type: none"> <li>• A copy of National ID number.</li> <li>• The profession should be (businessman, merchant, or director.</li> <li>• Business name and a declaration from employers' Union + registrar general for companies+ employer.</li> <li>• Certificate of discharge from taxes.</li> <li>• Fees payment.</li> </ul>		<b>631</b>

For any further information do not hesitate to call the Embassy.

Best regards,