

# Immigration and Refugee Board of Canada

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## Responses to Information Requests

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Responses to Information Requests (RIR) respond to focused Requests for Information that are submitted to the Research Directorate in the course of the refugee protection determination process. The database contains a seven-year archive of English and French RIRs. Earlier RIRs may be found on the UNHCR's [Refworld](#) website. Please note that some RIRs have attachments which are not electronically accessible. To obtain a PDF copy of an RIR attachment, please email the [Knowledge and Information Management Unit](#).

1 June 2017

### TGO105813.FE

Togo: Procedures for issuing a passport abroad, particularly from Canada; whether it is necessary to go to the embassy; whether passports are produced at the embassy or in Togo  
Research Directorate, Immigration and Refugee Board of Canada, Ottawa

#### 1. Issuing a Passport From Abroad

The website of the Embassy of Togo in Germany indicates that the National Documentation Branch (Direction générale de la documentation nationale, DGDN), through the Passport and National Identity Card Directorate (Direction des passeports et des cartes nationales d'identité), is responsible for producing passports and that [translation] "the DGDN produces passports for all Togolese citizens, including those residing abroad" (Togo n.d.a).

According to Public Service (Service public), the website of the Togolese government, Togolese living abroad must apply for passports at the [translation] "nearest" consulate or embassy (Togo n.d.b). The same source indicates that [translation] "all Togolese citizens can apply for and obtain a passport" and that passports are valid for five years (Togo n.d.b).

Republicoftogo.com, Togo's official information portal (Togo n.d.c), reports that the country introduced the biometric passport in August 2010 (Togo 22 Jan. 2010). According to the portal, the DGDN launched [translation] "travelling campaigns" in 2009 and in 2010 to collect data to "quickly issue passports" abroad (Togo 22 Jan. 2010). The same source explains that Togolese government employees were planning to travel to the embassies and consulates in Paris, Berlin, Brussels, Rome, Turin, Geneva, Washington and New York starting on 27 January 2010, to collect the data and to proceed with [translation] "the permanent installation of computer terminals in the diplomatic missions in Paris, Berlin and Washington" (Togo 22 Jan. 2010).

The website of the Embassy of Togo in Germany provides information on the procedures for filing passport applications at that embassy as of 1 October 2009, and states that [translation] "for technical reasons, the Embassy does not produce passports on site. However, it does carry out all related formalities and sends complete and compliant files to the proper service in Lomé" (Togo n.d.a).

The website of the Embassy of Togo in Germany also indicates that, to file a passport application, [translation] "the applicant must be physically present at the embassy for fingerprinting and other formalities" (Togo n.d.a). Similarly, the website of the Embassy of Togo in France reports that [translation] "physical presence is required for fingerprinting and a **digital photograph**" (Togo n.d.d).

The website of the Embassy of Togo in Germany reports that [translation] "properly completed files, that is, files containing authentic and compliant documentation, take between two and three months to process, up to and including issuance of the [passport], on average" (Togo n.d.a). Similarly, the website of the Honorary

Consulate of Togo in Portugal states that [translation] "the processing time for a Togolese passport is approximately two (2) months" (Togo n.d.e).

## 2. Issuing a Passport From Canada

According to the website of the Embassy of Togo in Canada, the following documents must be provided when applying for a passport:

[translation]

1. **Birth certificate** (original);
2. **Certificate of nationality** (original);
3. **Employment certificate** or copy of diploma;
4. **Photocopy of previous passport** that has expired or is near expiry;
5. **Emergency contact acknowledgement** (a photocopy of the person's identity document with photograph and signature must be attached);
6. **Parental authorization for minors** (under age 18); attach a photocopy of the identity document of the father, mother or legal guardian;
7. **Two (2) passport sized photographs of the applicant** (50 mm wide by 70 mm high);
8. Application fee of **one hundred and fifty (150) Canadian dollars in cash**;
9. **Copy of marriage certificate** for women who are legally married (for divorcees, attach the certificate of divorce) [in bold in the original] (Togo n.d.f).

The information on the websites of the various embassies of Togo abroad reveals certain differences in the documents required as part of a passport application, including the following:

- The Embassy of Togo in Germany does not request parental authorization for minors (Togo n.d.a);
- The Embassy of Togo in Belgium requests a photocopy of the applicant's valid national identity card, if the applicant has one (Togo n.d.g);
- The Embassy of Togo in Germany requests a residence certificate (Togo n.d.a); the same is true for the embassy of Togo in France (Togo n.d.d);
- The Embassy of Togo in France requests a photocopy of residency documents, residence permit or receipt (Togo n.d.d).

The website of the Embassy of Togo in Canada reports that for all passport applications, the applicant must be physically present at the embassy [translation] "to complete the information sheet and for biometric registration" and that applicants must "contact the consular service regarding the formalities for returning a passport" (Togo n.d.f).

Information on whether passports are issued at the Embassy of Togo in Canada or in Togo, or whether the process has changed since 2016 could not be found among the sources consulted by the Research Directorate within the time constraints of this Response.

This Response was prepared after researching publicly accessible information currently available to the Research Directorate within time constraints. This Response is not, and does not purport to be, conclusive as to the merit of any particular claim for refugee protection. Please find below the list of sources consulted in researching this Information Request.

## References

Togo. 22 January 2010. Republicoftogo.com. "[Le passeport biométrique vient à vous.](#)" [Accessed 26 May 2017]

Togo. N.d.a. Embassy in Germany. "[Établissement de passeports.](#)" [Accessed 24 May 2017]

Togo. N.d.b. Public service. "[Obtenir un passeport.](#)" [Accessed 26 May 2017]

Togo. N.d.c. Republicoftogo.com. "[À propos.](#)" [Accessed 31 May 2017]

Togo. N.d.d. [Embassy in Paris.](#) "[Passeport.](#)" [Accessed 24 May 2017]

Togo. N.d.e. Honorary consulate in Portugal. "[Présentation du Consulat honoraire du Togo.](#)" [Accessed 24 May 2017]

Togo. N.d.f. [Embassy in Canada. "Passeport."](#) [Accessed 24 May 2017]

Togo. N.d.g. [Embassy of Togo in Brussels. "Passeports."](#) [Accessed 24 May 2017]

### Additional Sources Consulted

**Oral sources:** Togo – embassy in Canada, embassy in Washington.

**Internet sites, including:** ecoi.net; Embassypages.com; Factiva; IciLome.com; Radio France internationale; Togo – embassy in London, honorary consulate in Quebec; Togosite.com; United Nations – Refworld; Xinhua news agency.

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