



## **TREATMENT OF FOREIGN NATIONALS WITHOUT VALID PASSPORTS**

The National Identification Authority (NIA) has reviewed its Policy Direction of 19<sup>th</sup> April, 2021 as follows:

1. Prospective applicants for the Non-Citizen Ghana Card shall present a valid passport or Birth Certificate certified or validated by the Embassy/High Commission of the country from which they hail;
2. Prospective applicants who do not possess Birth Certificates or valid passports may be vouched for by a relative who possesses a Non-Citizen Ghana Card or a Ghana Card for Ghanaians;
3. Prospective applicants who have no relative to vouch for them may be vouched for by two (2) persons either Ghanaian or non-Ghanaian, and 18 years and above, of sound mind and who possess a Non-Citizen Ghana Card or a Ghana Card for Ghanaians. Such persons shall be drawn from any of the following categories:
  - a. A practising or retired professional teacher (including principals, head masters & head teachers);
  - b. A Gazetted Chief;
  - c. A practicing or retired Magistrate or Judge;
  - d. A practicing or retired licenced Professional e.g. doctor, nurse, lawyer, accountant, engineer, architect, etc;
  - e. A serving or retired civil/public servant;
  - f. A serving or retired Clergyman;
  - g. An Imam;
  - h. A Catechist;
  - i. A serving or retired member of the security services including the Ghana Police Service, Ghana Armed Forces, Ghana Prison Service, Ghana Immigration Service, Ghana National Fire Service, BNI, Customs, Excise and Preventive Service of the Ghana Revenue Service and National Security;
  - j. A current or past Member of Parliament, an Assembly or Unit Committee; and
  - k. A foreign national studying in an accredited tertiary institution in Ghana.
4. Prospective applicants who use the vouching process shall be required to complete an Oath of Identity Form before (a) a Notary Public, (b) a lawyer or (c) a Commissioner for Oaths designated by NIA to facilitate the vouching process by administering the Oath of Identity Form.

To prevent the abuse of the Oath of Identity Forms used at the FIMS Registration Centres, it is imperative that all such forms be embossed with the official seal or logo of FIMS

This policy directives supersede the previous ones issued by NIA on 19<sup>th</sup> April, 2021.



## **NATIONAL IDENTIFICATION AUTHORITY**

### **POLICY ON CHANGING GHANAIAN NATIONALITY TO FOREIGN NATIONALITY**

#### **Introduction**

The National Identification Authority (NIA) has received a number of requests from Ghanaians possessing the Ghana Card but who, wish to be registered as nationals of other countries and be issued with the Non-Citizen Ghana Card. This follows the renunciation of their Ghanaian citizenship and their acquisition of the citizenship of another country. The document responds to that need by providing the direction, rules and procedures for changing the nationality of persons registered as Ghanaians in the National Identity Register (NIR) to another nationality.

#### **Policy**

1. Ghanaian citizens who have acquired the citizenship of other countries are legally entitled to renounce their Ghanaian citizenship and apply for the Non-Citizen Ghana Card issued by the NIA to foreign nationals permanently resident in Ghana.
2. Ghanaians wishing to acquire the Non-Citizen Ghana Card upon renunciation of their Ghanaian citizenship shall be required to complete a Nationality Update Request Form (electronic or manual) at a FIMS Registration Centre for the update process.
3. Ghanaians who hold the citizenship of another country and wish to acquire the Non-Citizen Ghana Card shall present their Ghana Card and evidence of their citizenship of another country to a FIMS Registration Centre official.
4. Ghanaians wishing to acquire the Non-Citizen Ghana Card, upon renunciation of their Ghanaian citizenship, shall present their Ghana Card and evidence of the renunciation of their Ghanaian citizenship, as well as evidence of the acquisition of the citizenship of another country, to a FIMS Registration Centre official.
5. By law, applications for the Non-Citizen Ghana Card in any of the circumstances described above attracts a statutory fee of Sixty United States Dollars (USD60).
6. The Personal Identification Number (PIN) on the Ghana Card issued to the Ghanaian applicant for the Non-Citizen Ghana Card shall remain unchanged. This is because no person whose personal information is captured in the National Identity Register (NIR) can have more than one PIN. This immutability of the PIN contributes to the security and reliability of the NIR.



## **Process**

The process flow for the acquisition of the Non-Citizen Ghana Card in place of the Ghana Card for Ghanaian citizens shall entail the following:

1. Applicant visits a FIMS Registration Centre and completes an electronic or manual Nationality Update Request Form.
2. The request is reviewed electronically by designated staff at the NIA Headquarters.
3. The reviewing staff approves or declines the request. Where a request is declined, the staff shall state in writing the reason(s) for the decision.
4. The Applicant is notified by electronic message communicating the approval of the request and directing the Applicant to complete the process at a pre-selected FIMS Registration Centre.
5. The Applicant visits a pre-selected FIMS Registration Centre with original copies of the following documents:
  - a. The Ghana Card issued to the Applicant as a Ghanaian.
  - b. The passport or other official document evidencing the Applicant's citizenship of the other country under which the Applicant seeks to be registered for a Non-Citizen Ghana Card.
  - c. Where the Applicant claims to have renounced their Ghanaian citizenship, evidence of that renunciation.
6. A FIMS Registration Centre official assists the Applicant to complete a National Identity Card Application Form (Form One), verifies the identity of the Applicant using his or her biometrics, and updates the Applicant's biographic data in the National Identity Register (NIR).
7. The FIMS Registration Centre official scans the Applicant's documents to store them in the NIR.
8. The Applicant submits his or her Ghana Card which is then deactivated and destroyed by NIA.
9. The FIMS Registration Centre official prints and issues a Non-Citizen Ghana Card bearing the Applicant's new nationality to the Applicant.

Ghanaians who are prospective applicants for the issuance of the Non-Citizen Ghana Card in place of the Ghana Card for Ghanaians are respectfully required to take note of the forgoing.

**END**