



## **GUIDE FOR ACTS REQUESTS**

*Applicants are advised that depositing their file does not automatically imply issuance of the requested act.*

*The processing fees are payable only in cash on site at the Embassy.*

### **LEGALISATION AND CERTIFICATION OF DOCUMENTS**

To be valid a copy of an official document must be legalised. All Togolese citizens may apply to the Embassy to legalise their national documents. These documents must have been issued by a competent Togolese authority such as: the nationality, birth certificates, identity documents, driving license, diplomas, etc.

The following documents should be provided when requesting to legalise a document:

- ✓ The original document to legalise
- ✓ Photocopy of the document to legalise
- ✓ Thirty-five Pounds (£ 35)

*Note : Certification for commercial purpose: application fees £ 100.*

### **REQUEST FOR AUTHORISATION TO TRANSFER MORTAL REMAINS**

For an authorisation to transfer the mortal remains of a Togolese citizen, you must supply a file with the following documents:

- ✓ A request to transfer the mortal remains to the Embassy, specifying the date of departure, the name of the transport company, the flight number and the date of arrival in Lomé;
- ✓ The death certificate
- ✓ The Mortuary Laissez-passer
- ✓ The local authorisation to close the coffin
- ✓ The medical certificate declaring non-contagion

- ✓ The certificate of embalming
- ✓ A copy of the passport or the certificate of Togolese nationality or any other identification of the deceased
- ✓ Seventy-five pounds (£ 75) for administrative costs
- ✓ The details of the family representative in Lomé (Name, address and phone number).

*Note: The complete application must be submitted to the Embassy at least eight (8) days before the date set for the transfer of the remains in Togo.*

## **DELIVERY OF BIRTH CERTIFICATE**

The establishment of birth certificates is subject to the presentation of:

- ✓ The child's birth registration issued by the hospital where he or she was born
- ✓ The certified photocopy of the father's nationality certificate
- ✓ File processing fee in the amount of thirty-five pounds (£ 35)

*Note. The birth certificate is only issued by the Embassy in the first month of the birth of the child.*

## **MATRIMONIAL MATTERS**

Marriage is the public and solemn civil act by which a man and a woman establish between themselves a legal and lasting union under Article 41 of the Code of Persons and the Family (CPF) Togo.

Weddings are celebrated at the Embassy of Togo in London under the following conditions:

- ✓ A handwritten wedding celebration application signed by both spouses
- ✓ A **wedding celebration request form** (Click to download or to be withdrawn at the High Commission)
- ✓ The original of the certificate of Togolese nationality (plus a simple copy)
- ✓ The original of the Birth certificate (plus a simple copy)
- ✓ Photocopy of the three first pages of the Togolese passport
- ✓ Copy of the proof to stay in the United Kingdom
- ✓ Certificate of celibacy or certificate of non-remarriage established at the Town Hall of the birth place
- ✓ Act of publication of marriage banns established at the Town hall of the birthplace
- ✓ Certificate of non-objection to marriage established at the Town hall of the birthplace

- ✓ Photocopy of the three first pages of the Togolese passport of the wedding witnesses
- ✓ Certificate of dowry (if applicable)
- ✓ Two (2) identity photos

*Note:*

- ✓ *The Marriage cost is £ 200 to be paid on the date of the wedding*
- ✓ *Two wedding witnesses with their identity cards or passport on the wedding day*

## **DELIVERY OF LAISSEZ-PASSER**

The Laissez-passer is a unique travel document issued under special conditions, valid only for a one-way trip to Togo. It is only issued to Togolese nationals with the following documents:

- ✓ Copy of a Togolese identity document (passport or identity card)
- ✓ Copy of the certificate of Togolese nationality
- ✓ Copy of birth certificate
- ✓ Two (02) identity photos
- ✓ A filled in and signed **Laissez-passer request form**
- ✓ A stamped registered mail with the address of the applicant
- ✓ An amount of seventy-five pounds **£75**

The travel must be made within 90 days from the date of issuance of the Laissez-Passer.

## **DELIVERY OF A CONSULAR CARD**

The Consular Card is mandatory for anyone residing more than three months in one of the countries under the jurisdiction of the Embassy. It serves to prove to local authorities that you are a Togolese regularly residing in the country and under the authority and protection of the Diplomatic representation of Togo.

The issuance of this card is subject to the submission of the following documents:

- ✓ Togolese passport with a long term UK visa or Northern Ireland
- ✓ A filled in and signed **consular card request form**
- ✓ Original of the certificate of Togolese nationality a
- ✓ Original of the birth certificate
- ✓ Tenancy agreement or a utility bill
- ✓ Two (02) coloured identity photos - full face view
- ✓ An amount of thirty-five pounds (**£35**)

The card is valid for five years and is renewable. In case of departure from the country, the holder of a consular card should hand it back to the authorities which have issued it.

## **RENUNCIATION OF TOGOLESE NATIONALITY**

### **1- Documents to provide to request a renunciation of Togolese nationality**

For a request to waive the Togolese nationality you must provide the following documents:

- ✓ A letter to the Minister of Justice requesting the renunciation of the Togolese nationality (including address and telephone number of the applicant)
- ✓ A certified copy of birth certificate
- ✓ A certified copy of the certificate of Togolese nationality
- ✓ A copy of the Togolese passport (first three pages)
- ✓ The French translation by a certified translator, of the naturalization guarantee and its original in English
- ✓ A stamped secured envelope to the address of the applicant

Note: The application may be lodged:

- ✓ Either through the Embassy of Togo in London with a payment of a total sum of **£100** (this includes the processing fees and delivery of the file and the amount payable to the Department of Justice (30 000 FCFA)). The deposit can only be made on site at the Embassy, by the applicant or by a third party.
- ✓ Either directly to the Ministry of Justice, by the applicant (or a third-party) with payment of a sum of thirty thousand francs (30 000F) CFA.

### **2- Documents required for the application of a certificate of effective renunciation to Togolese nationality after the publication of the decree in the Official Journal**

A handwritten letter asking the effective waiver certificate;

- ✓ The original of the certificate of Togolese nationality
- ✓ The Togolese passport
- ✓ The identity card and consular card (if any)
- ✓ Thirty pounds (**£ 30**) for administrative processing fee

For others acts, please visit <https://togohclondon.org/>