



GUIDE FOR ACTS REQUESTS

LEGALISATION AND CERTIFICATION OF DOCUMENTS

To be valid a copy of an official document must be legalised. All Togolese citizens may apply to the High Commission 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 ;
- ✓ Stamp purchase : **£ 5** ;
- ✓ Application fees (Normal : **£ 40** ; Express : **£ 50**).

Note : Certification for commercial purpose (stamp of £ 40 and application fees £ 150).

CERTIFICATION OF POWER OF ATTORNEY

- ✓ Original of the power of attorney ;
- ✓ Identity card of the author (principal) of the power of attorney ;
- ✓ Identity document of the beneficiary (agent) of the power of attorney ;
- ✓ Stamp purchase : **£ 20** ;
- ✓ Application fees (Normal : **£ 35** ; Express : **£ 45**).

REQUEST FOR AUTHORISATION TO TRANSPORT MORTAL REMAINS

For an authorisation to transport 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 High Commission, specifying the date of departure, the name of the transport company, the flight number and the date of arrival in Lomé ;
- ✓ The death certificate ;
- ✓ Authorization for entry into Togo of the mortal remains ;
- ✓ 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 ;
- ✓ The details of the family representative in Lomé (Name, address and phone number);

- ✓ Stamp purchase : £ 35 ;
- ✓ Application fees (Normal : £ 80 ; Express : £ 90).

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

DELIVERY OF BIRTH CERTIFICATE

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

- ✓ The birth certificate issued by the hospital or the child's birth certificate ;
- ✓ The certified photocopy of the father's or mother's nationality certificate (old nationality certificate) ;
- ✓ A duly filled birth certificate application form ;
- ✓ File processing fee in the amount of thirty pounds (£ 30).

Note : The birth certificate is only issued by the High Commission in the first month of the birth of the child.

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 (old nationality certificate) ;
- ✓ Two (02) identity photos ;
- ✓ A filled in and signed **Laissez-passer request form** ;
- ✓ A stamped registered mail with the address of the applicant ;
- ✓ Stamp purchase : £ 35 ;
- ✓ Application fees (Normal : £ 80 ; Express : £ 90).

Note : 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 High Commission. 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 or identity card ;
- ✓ A filled in and signed **consular card request form** ;
- ✓ The Togolese Nationality Certificate or a legalized copy (old nationality certificate);
- ✓ Tenancy agreement or a utility bill ;
- ✓ Two (02) coloured identity photos on a white background ;

- ✓ Contact details of the next of kin ;
- ✓ A stamped registered mail with the address of the applicant ;
- ✓ Stamp purchase : £ 5 ;
- ✓ Administrative fees (Normal : £ 40 ; Express : £ 50).

Note : The card is valid for three (03) 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

- ✓ 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 ;
- ✓ Application fees : £ 150 ;

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 ;
- ✓ Application fees : £ 50.

PARENTAL AUTHORIZATION FOR ISSUING A TRAVEL TITLE

- ✓ A filled in request form ;
- ✓ A copy of an identity document of the parent or guardian ;
- ✓ A copy of the minor's identity document ;
- ✓ A Five pounds (£ 5) stamp.

SPECIAL PARENTAL AUTHORIZATION

- ✓ A filled in request form ;
- ✓ A copy of an identity document from the parent or guardian ;
- ✓ A copy of the minor's identity document ;
- ✓ A twenty pounds (£ 20) stamp ;
- ✓ Application fees (Normal : £ 30 ; Express : £ 40).

CERTIFICATE OF PERSON TO BE NOTIFIED FOR THE ESTABLISHMENT OF A TRAVEL TITLE

- ✓ Form duly completed and signed ;
- ✓ Identity document of the person to be notified (major) ;
- ✓ A five pounds (£ 5) stamp.

Note : 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 High Commission and are not refundable.

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