



PASSPORT OFFICE

**Forensic Audit and Review of the operations for the period
2012/01/01 to 2015/05/31**

FINAL REPORT

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EXECUTIVE SUMMARY

Background

The contract for this audit was signed at the time when the Department of Citizenship and Immigration was created and some of the functions of the then Ministry of Home Affairs (now Ministry of Public Security) were shifted to the Department of Citizenship and Immigration.

This Forensic Audit therefore encompasses the operations of the passport office with its integrated linkages and lines of communication and authority to the Department of Citizenship and immigration.

The period of review for this audit was agreed at 1st January 2012 to 31st May 2015.

A. FINDINGS

1) Citizenship

The Findings revealed that in some instances applicants were granted citizenship without meeting all the requirements, as listed hereunder:

- Police Clearance
- Income Tax Liability Statement
- National Insurance Scheme Compliance Statement
- Copy of spouse's Passport
- Copy of Spouse's Birth Certificate
- Marriage Certificate

Please refer to Annexes 1-3 which give details of the relevant omissions by applicants as evidenced during the course of this audit.

Annex 4 shows by nationality all citizenship approvals granted by the then Ministry of Home Affairs during the period May 2011 to June 2014 amounting to 271 approvals.

Based on the mandate given and the requirements of the approved application forms, citizenship should only be granted upon the applicant's complying with all the Requirements as listed. It was

observed that even though some applicants not meeting all the requirements, approval for citizenship was granted in these instances.

2) Immigration - Application for Passports

The original 'cancelled' receipts in twenty three (23) Receipt Books were not appended in the respective books which contravenes Financial Regulations.

B. RECOMMENDATIONS

Citizenship

- 1) It is recommended that in future, all applicants for citizenship should meet all requirements as stipulated, subject to ministerial discretionary power as contained in the present Acts and Regulations.

Passport Applications

- 2) Upon cancelling a receipt, all copies should be retained in the Receipt Book in accordance with Financial Regulations.

- 3) Besides this adverse observation, over the period under review Passports in general were approved and issued to applicants who have met the Requirements. Hence the controls and governance systems appear to be operating efficiently.

Revised of Acts/Regulations

- 4) The three (3) Acts

- Guyana Citizenship No.14 of 1967-Chapter 14:01
- Immigration Act No.42 of 1947-Chapter 14:02
- Aliens/Immigration and Registration Act No.37 of 1947-Chapter 14:03

These Acts all need to be reviewed and be updated. For example, it may be useful and in line with international practice that a written examination be in place before finally approving citizenship to foreigners.

5) Ministry of Citizenship

Organizational Structure

With the establishment of the Department of Citizenship the existing Organizational Structure needs to be urgently reviewed and updated in order to undertake all the required activities of this Department. It seems logical that three divisions (apart from central administration) should be in place to carry the core functions of the Ministry segregated as follows:

- Division 1.** Births, deaths, marriages and related matters
- Division 2.** Passport applications, distribution and control
- Division 3.** Approval of Citizenship and registration, entry visas, work permits etc.

These Divisions would work closely as an integrated group reporting to the Ministry within an established supervisory structure.

6) Changes for the Future

Revised Organization

Ideally, the Department of Citizenship with all its divisions and administrative personnel should be centrally located in one building or a combination of buildings in one compound. This will ensure good communication and easy access to key players. It should be noted that the present physical facilities at the Passport Office in Camp Street are below the required sanitary standard- (washrooms and seating) are inadequate both for the public and immigration officers attending to the public.

The revised organization structure therefore should provide for the Minister responsible in charge as the head of this ministerial organization followed by the Permanent Secretary as the chief accounting officer. The Head of Citizenship Immigration and Passport services would be next and be responsible to the Minister for the functions provided by these divisions as previously outlined.

In the past, the position of Chief Immigration Officer was held by the Commissioner of Police. This will require change as a result of the establishment of the Department of Citizenship and the separation of functions. One suggestion (and it seems logical under the new structure) is

that the Head of Citizenship Immigration and Passport services could fill that role.

7) Separation of duties-Police vs Passport/Immigration Officers

Police personnel now fill the role of immigration officers at the passport office and points of entry/exit. Consideration may have to be given in due course to separate the duties with employees of the Department of Citizenship being full time immigration and passport officers and not policemen/ policewomen seconded to passport office or airports/seaports. Police men and women now seconded may have to be given the option to remain as policemen/women or be full time passport and immigration officers!

To go with this decentralization of services and to ensure that the functions of each division are competently performed, effective training of all staff should be mounted and carried out over time. The training programs may include preparing and issuing procedure manuals for processes and activities that are considered key to the successful functioning of the section/division.

8) Issue and Distribution of Passports

All applications from citizens for passports are received and processed centrally at the Passport Office in Camp Street, Georgetown. This requires the applicant to be present at the Passport office. This is a necessary inconvenience for the public. However, after this first visit, applicants from afar are now able to receive their passports from centers at their nearest point of residence e.g. New Amsterdam, Linden, Lethem, Anna Regina, Corriverton etc., so in effect only one visit by the applicant to Georgetown is normally necessary.

In the medium term with the use of technology and internet services, it is envisaged that all applications for passports can originate at the regional centers where an initial verification process can take place by immigration officers assigned to the regions for interview of applicants and ensure that all documents are in order. The documents could then be dispatched internally to the central passport office in Georgetown for final verification and interview with the applicant. After all this is completed, as per the present system the passports are then sent to the regional office for collection by the applicant.

In the longer term, with the training and the establishment of a high cadre of professional immigration officers, it is possible all applications and verifications can be done at the regional centers obviating the need for persons from the far off regions to make the onerous trip to Georgetown. But this process may be take many years to materialize as it requires an evaluation of all the implicit risks/hazards!

9) Separation of Revenues/Expenditures

With the establishment of the new Department, consideration should be given as early as possible to separate all revenues between the then Ministry of Home Affairs (inclusive of the Police Department) and the Department of Citizenship. For example, all revenues now collected for passport applications, visas, citizenship will now flow to the new Department of Citizenship and Immigration, Ministry of the Presidency. The same criteria will apply to all expenditures.

C. GENERAL

In the course of our audit and our examination of documents and records, our audit team found no evidence of any malfeasance or any fraudulent activity.

We recommend urgent action be taken on the key findings which can be implemented without delay e.g. redefining the organization structure etc. Some other recommendations e.g. the separation of police work from immigration work even though urgent may require greater study and a planned program of implementation.

Finally, we would like to thank all members of staff of the Passport Office and the Ministry of Home Affairs (now Ministry of Public Security) and the Ministry of Citizenship who have all been very helpful in giving us information and for their objective analysis where necessary. Special mention is made of Ms. Primo of the Department of Citizenship, Mr. Alves, Mr. Langevine and Mr. Wray of the Passport Office.

We are indeed very grateful for their assistance in our audit.

DETAILED REPORT

1.0 SCOPE OF THE FORENSIC AUDIT

The Scope of this Forensic Audit is to:

- Determine the Ministry's adherence to legal and policy framework.
- Carry out a comprehensive financial systems audit. In so doing, this will entail an evaluation of the system of internal control and accountability to detect, among others, malfeasance and inefficiency.
- Identify and evaluate significant risk undertaken in relation to the regulatory framework.
- Review the organization structure of the Departments of Citizenship and Immigration in order to determine whether it has the staff at different levels to deliver the required outputs and good governance.
- Report on the Findings and make Recommendations on the way forward.

2.00 METHODOLOGY

The objective of this audit is to review the operations of the Citizenship and Immigration Departments as required by the Act, Regulations and Schedules, and its policies and procedures which it is governed by. To carry out this audit in order to arrive at reasonable recommendations and conclusions, the Auditors had to obtain a thorough understanding of the procedures and the work flows in keeping with its client's mandate.

In so doing, the process entailed meaningful discussions with the Head Immigration Support Services, The Deputy Chief Immigration Officer, and their support staff.

The main Documents reviewed, among others, were

- Guyana Citizenship Act, Chapter 14:01 and Schedules one and two.
- Immigration Act, Chapter 14:02, and Schedules one, two and three.
- Alien (Immigration and Registration) Act, Chapter 14:03, and Schedule.
- Chapter IV of the Constitution of the Cooperative Republic of Guyana.
- List of Requirements for
 - ✓ Naturalisation as a Citizen of Guyana
 - ✓ Renunciation of Guyana Citizenship
 - ✓ Registration as a Citizen of Guyana-Minor
 - ✓ Registration as a Citizen of Guyana-Ordinary
 - ✓ Registration as a Citizen of Guyana-Marriage

This audit had focused on Registrations for:

- Naturalisation as a Citizen of Guyana
- As a Citizen of Guyana-Minor
- As a Citizen of Guyana-Ordinary
- As a Citizen of Guyana-Marriage

Also, the Renunciation of Guyanese Citizenship.

Applicants complying with each of the above Requirements are listed in Annex 1A to 1E.

3.00 FINDINGS - CITIZENSHIP AND IMMIGRATION DEPARTMENTS

An examination of the files and related documents has revealed the under-mentioned findings, which are hereby submitted for consideration in order to improve/correct possible irregularities in the existing operating systems.

3.01 Citizenship- Marriage

a) Listed in Annex 2 are applicants who apparently did not satisfy the Requirements for Citizenship by not submitting

- Police Clearance 96 Applicants
- Income Tax Liability Statement 81 Applicants
- National Insurance Scheme Compliance 80 Applicants
- Birth Certificate 24 Applicants

b) A copy of the spouse's Passport of the applicant was not seen for

- Yaliana Gupta File No.23/1958

c) Applicant Jinfu Zhu- File No.23/1954 had produced an Affidavit stating that since his arrival in Guyana, he did not work, nor had he earned any income. That same file, however, had indicated that Mr. Zhu had applied for an extension of his work permit, and had later produced a job letter from his employer.

d) No Marriage Certificate was seen for the following:

- Shermon Owen Callender File No.23/1708
- Hegui Zhu No.23/1795
- Ronalda Cox Thibou No.23/1861
- Leory Fitzgerald Corbin No.23/1886
- William Richard Hare No.23/1889
- Desmond Darius Simon No.23/1903
- DaisiryLisBarrarneda Perez No.23/1908
- Ricardo Sabit No.23/2009
- Raphael Alphonso Blake No.23/1990

e) No two Recommendations were seen for the following:

- Margaret Sangster Chan-A-Sue File No.23/1802
- William Robert Percy Austin No.23/1810
- Samantha Munroe No.23/1819

- Wanlan Su No.23/1842
- Nina Khan No.23/1883
- Antonio Alves De Oliveira No.23/1884
- Clibert Modeste No.23/1892
- Nicholas Christopher Cargil No.23/1902

f) The following applicants' forms were incomplete-Contact information and Telephone No. :

- TamahaBazillo File No.23/1473
- Tracy Antoinette Green Douglas No.23/1497
- Alfred Delise Worrell No.23/1771
- Chesterfield Ethelbert Walrond No.23/1778

3.02 Citizenship- Ordinary

a) Listed in Annex 3 are applicants who apparently did not satisfy the Requirements for Citizenship by not submitting

- Police Clearance 23 Applicants
- Income Tax Liability Statement 13 Applicants
- National Insurance Scheme Compliance 16 Applicants

b) A copy of the spouse's Passports were not seen for

- Enid Osbourne File No.23/1904
- Laretta Leopold Evans No.23/1929
- Al Anthony Davidson No.23/1934
- Cecilia Louis No.23/1939
- Yolande Edwina Hodge No.23/1946
- Evariste Fraites No.23/2003

c) One (1) applicant did not produce a copy of their child's Birth Certificate

- Al Anthony Davidson File No.23/1934

d) Two (2) applicants did not produce a copy of their Birth Certificate

- MarguerittaEtienne File No.23/1900
- Laretta Leopold Evans No.23/1929

e) Five (5) applicants did not produce a Marriage Certificate

- MarguerittaEtiene File No.23/1900
- Lauretta Leopold Evans No.23/1929
- Al Anthony Davidson No.23/1934
- Cecilla Louis No.23/1939
- Yolande Edwina Hodge No.23/1946

f) Applicant Amechi Friday Chiawa- File No.23/1698 has a Guyanese Identification Card which was issued on 27-10-09, however his citizenship was approved on 23-05-13.

g) Applicant Tyler David Persaud- File No.23/2031 only had a copy of this applicant's Birth Certificate and Passport, the Affidavit Form was incomplete and not signed by Justice of Peace, and there was no evidence/report to the effect that this applicant was interviewed for citizenship.

3.03 Citizenship- Naturalization

The following applicants' files had revealed these issues:

a) Police Clearance was not seen for

- Qianming Jiang File No.22/1077
- Cuiping Zhu File No.22/1093
- TiburcioNeto File No.22/1102
- Magda De Figueredo File No.22/1137
- Claudete De Figueredo File No.22/1138
- Zhouyan Wu File No.22/1141
- Roseanne Siqueira File No.22/1146
- AdemirKrefta File No.22/1159

b) Angel Rueda- File No.22/1124 had these issues:

- There was no copy of this applicant's spouse Birth Certificate
- There was no copy of this applicant's spouse Passport

c) NIS Compliance Statement was not seen for

- Magda De Figueredo File No.22/1137
- Claudete De Figueredo File No.22/1138
- Tiburcio Neto File No.22/1102

d) The following were not seen for Qianming Jiang- File No.22/1077

- A copy of the applicant's spouse Passport
- A copy of the applicant's Birth Certificate for spouse and the applicant's children
- A copy of applicant's Marriage Certificate
- Income Tax Liability Statement
- NIS Compliance Statement

e) No Income Tax Liability Statement was seen for RoseaneSiqueira -File No.22/1146

f) A copy of applicant's spouse Passport was not seen for Amilcar Da Silva- File No.22/1151

g) The following applicants were approved for Citizenship, however, their approval confirmations were not dated:

- RoseaneSiqueira File No.22/1146
- AmilcarDaSilva File No.22/1151
- AdemirKrefta File No.22/1159

3.04 Citizenship- Minor

a) One applicant did not furnished two (2) Recommendations

- Crystal Jaiqing Yang File No.23/1845

b) Applicant Jean- LonyGachelin - File No.23/1662 whose parents have Haiti passports, and who only had an application for registration as a citizen in Guyana. There was no evidence that Jean - LonyGachelin is a citizen of Guyana which is a Requirement for the processing of a Minor's application.

3.05 Citizenship – Approvals

a) In Annex 4 is a list of foreign citizens who were approved for Guyanese citizenship over the period 1 May 2011 to 30 June 2014.

An analysis of citizenship approved over the period mentioned is as follows:

- Citizenships were granted to 271 applicants from 41 countries
- The top seven (7) countries' applicants were

Cuba	38	
China	21	
Britain	20	
Brazil	19	
USA	18	
St. Lucia	18	
Trinidad	<u>17</u>	<u>151</u> comprised 56%

- Applicants from the remaining 34 countries comprised 44%
- No one country had obtained an overwhelming amount of citizenships. Cuba which topped the list, obtained 14% of the approved citizenships, followed by China and Britain with 7% each

b) Over a 3 year period, approximately 90 citizenships were approved each year. Please refer to Annex 4.

3.06 Immigration - Receipt Books

Of a sample of two hundred (200) Receipt Books examined, the following receipt numbers were written 'cancelled' on the duplicate copies; however, the original copies were no appended in the respective Receipt Books.

- 221039
- 278958
- 288609
- 288474
- 277965
- 204781
- 205409
- 205162
- 205166
- 205528
- 278345
- 281694
- 281694
- 281695
- 281696
- 522478
- 335680
- 531505
- 531821
- 402442
- 522478
- 521216
- 205362

3.07 Immigration - Application Forms

Besides the issue of 'cancelled' receipts as mentioned at 3.06, twelve hundred (1200) Passport Application Forms were reviewed for the period 01-01-12 – 31-05-15.

It was noted that all those Application Forms had the required information and were approved accordingly.

4.00 RECOMMENDATIONS- CITIZENSHIP AND IMMIGRATION

4.01 On Findings 3.01 to 3.05 - Citizenship

It is evident from the Findings at 3.01 to 3.05 that the internal controls and governance systems were not fully complied with in the granting of Citizenship.

An applicant is required to meet in full listing of Requirements which apparently were not met, hence citizenship in the respective categories may have been granted earlier than normal. It is recommended that for the future all applicants should meet the full requirements as stipulated, subject finally to ministerial discretionary powers enshrined in the present legislation.

It is therefore imperative that stringent checks and balances be in place in order to ensure that the controls and governance systems are efficiently and effectively being adhered to.

4.02 On Finding 3.06 – Passport Applications

a) Financial Regulations require that all copies of a Cancelled Receipt be retained in the receipt book, hence it is imperative that this Regulation be complied with and be followed up by the internal checking system.

b) The system of reviewing applications, processing and issuing of Passports in terms of controls and governance is working accordingly in meeting its goals.

4.03 Other Findings

Revision of Legislation

- The existing three(3) Acts and regulations are:
 - ✓ Guyana Citizenship Act 14 of 1967- Chapter 14:01.
 - ✓ Immigration Act 42 of 1947- Chapter 14:02.
 - ✓ Aliens/Immigration and Registration Act 37 of 1947- Chapter 14:03.

These need to be reviewed and be revised as necessary, for example foreign applicants for citizenship should be required to write and to pass an examination as is mandatory in other countries.

5.00 OTHER MATTERS

5.01 Revision of Organization Structure

It seems logical that the Ministry of Citizenship’s organization structure should comprise of at least three operating Divisions (apart from Central Administration) as follows:

- Division 1 Births, deaths, marriages and related matters
- Division 2 Passport applications, distribution and control
- Division 3 Approval of Citizenship, renunciation entry
Visas, work permits, extension of stay.

The revised organization structure would encompass the Minister in charge as head of the ministerial organization and with the Permanent Secretary as the chief accounting officer. The Heads of Citizenship Immigration and Passport Services Division would be next and be responsible to the Minister for the functions of these divisions.

In the past, the position of Chief Immigration Officer was traditionally held by the Commissioner of Police. This will require change with the establishment of the Ministry of Citizenship and the separation of functions. One suggestion is that the Head of Citizenship, Immigration and Passport services could fill that role.

Police personnel now fill the role of immigration officers at the Passport Office and at points of entry/exit in Guyana. With the new Ministry of Citizenship, there is the need in due course to separate police duties, per se from immigration duties so that employees of the Ministry of Citizenship would be immigration and passport officers and not police men and women seconded to the passport office and seaports/airports.

Logically therefore, police men and women may have to be given the option to remain as police men/women or be full time immigration and passport officers.

5.02 Location matters

Ideally, the Ministry of Citizenship with all its divisions and administrative personnel should be located in one building or a combination of buildings in one compound which would facilitate good

communication and easy access to key players especially at critical times when necessary.

5.03 Intensive Training

To go with the decentralization of services and ensure that the functions of each division are competently performed, effective training of all staff should be carefully crafted to meet the needs of staff at different levels and carried out over time. The training programs may include preparing and issuing procedure manuals for processes and activities that are considered key to the successful functioning of the section/division.

5.04 Passenger Arrivals/Departures

Taking into consideration the increased passenger arrivals at the International Airports of Timehri, Moleson Creek and Ogle, there is the need to review the facilities available including the number of immigration booths especially at Ogle Airport.

With the increase in international traffic at Ogle, priority should be given to upgrade the departure/arrival areas with state of the art facilities for baggage handling, customs inspection and speedy immigration procedures with additional immigration booths installed for improved service.

5.05 Issue and Distribution of Passports

All applications from citizens for passports are received and processed centrally at the Passport Office in Camp Street, Georgetown. This requires the applicant to be present at the Passport office. This is a necessary inconvenience for the public. However, after this first visit, applicants from afar are now able to receive their passports from centers at their nearest point of residence e.g. New Amsterdam, Linden, Lethem, Anna Regina, Corriverton etc., so in effect only one visit by the applicant to Georgetown is normally necessary.

In the medium term with the use of technology and internet services, it is envisaged that all applications for passports can originate at the regional centers where an initial verification process can take place by immigration officers assigned to the regions for interview of applicants and ensure that all documents are in order. The documents could then be dispatched internally to the central passport office in Georgetown for

final verification and interview with the applicant. After all this is completed, as per the present system the passports are then sent to the regional office for collection by the applicant.

In the longer term, with the training and the establishment of a high cadre of professional immigration officers, it is possible all applications and verifications can be done at the regional centers obviating the need for persons from the far off regions to make the onerous trip to Georgetown. But this process may be take many years to materialize as it requires an evaluation of all the implicit risks/hazards !

5.06 Separation of Revenues/Expenditures

With the establishment of the new Ministry, consideration should be given as early as possible to separate all revenues between the then Ministry of Home Affairs inclusive of the Police Department and the Department of Citizenship and Immigration, Ministry of the Presidency. For example, all revenues now collected for passport applications, visas, citizenship will now flow to the new Department of Citizenship and Immigration. The same criteria will apply to all expenditures.

6.00 CONCLUSION

In the course of our audit and our examination of documents and records, our audit team found no evidence of any malfeasance or any fraudulent activity.

We recommend urgent action be taken on the key findings which can be implemented without delay e.g. redefining the organization structure etc. Some other recommendations e.g. the separation of police work from immigration work even though urgent may require greater study and a planned program of implementation.

7.00 ACKNOWLEDGEMENTS

Finally, we would like to thank all members of staff of the Passport Office and the Ministry of Home Affairs (now Ministry of Public Security) and the Department of Citizenship and Immigration who have all been very helpful in giving us information and for their objective analysis where necessary. Special mention is made of Ms. Primo of the Department of Citizenship and Immigration, Mr. Alves, Mr. Langevine and Mr. Wray of the Passport Office.

We are indeed very grateful for their assistance in our audit.

MINISTRY OF THE PRESIDENCY
DEPARTMENT OF CITIZENSHIP AND IMMIGRATION
REGISTRATION AS A CITIZEN OF GUYANA-MARRIAGE

Requirements

The application forms must be completed/filled out in duplicate, signed and sworn to before a Magistrate, Justice of the Peace or other Official Title and must be returned with the following documents:-

- Copy of applicant's Passport
- Copy of Spouse's Passport
- Copy of Children's Birth Certificate
- Copy of applicant's Birth Certificate
- Copy of Spouse's Birth Certificate
- Copy of Marriage Certificate
- Two (2) recommendations from Guyanese nationals attesting to the applicant's character
- An Income Tax Liability Statement
- An NIS Compliance Statement
- Personal Particulars Form to be filled out with accurate information
- Four (4) Passport size photographs
- Contact Information:
 - a) Local address in full
 - b) Telephone number-cell and landline
 - c) E-mail address
- Police Clearance from country last resided.
- Police Clearance from Guyana (app)

MINISTRY OF THE PRESIDENCY
DEPARTMENT OF CITIZENSHIP AND IMMIGRATION
REGISTRATION AS A CITIZEN OF GUYANA - ORDINARY

Requirements

The application forms must be completed/filled out in duplicate, signed and sworn to before a Magistrate, Justice of Peace or other Official Title and must be returned with the following documents:-

- Copy of applicant's Passport
- Copy of Spouse's Passport
- Copy of Children's Birth Certificate
- Copy of applicant's Birth Certificate
- Copy of Spouse's Birth Certificate
- Copy of Marriage Certificate
- Two (2) recommendations from Guyanese nationals attesting to the applicant's character
- An Income Tax Liability Statement
- An NIS Compliance Statement
- Particulars to be filled out with accurate information
- Four (4) Passport size photographs
- Police Clearance from country last resided
- Police Clearance from Guyana

**MINISTRY OF THE PRESIDENCY
DEPARTMENT OF CITIZENSHIP AND IMMIGRATION
REGISTRATION AS A CITIZEN OF GUYANA**

Minor

Requirements

The application forms must be completed/filled out in duplicate, signed and sworn to before a Magistrate, Justice of the Peace or other Official Title and must be returned with the following documents:-

- Copy of applicant's Passport
- Copy of applicant's Birth Certificate
- Four (4) Passport size photographs
- Copy of parent's/Naturalisation/Registration Certificates
- Two recommendations
- Copy of parent's Guyana Passport

ANNEX 1D

MINISTRY OF THE PRESIDENCY DEPARTMENT OF CITIZENSHIP AND IMMIGRATION RENUNCIATION OF GUYANESE CITIZENSHIP

Requirements

The application forms must be completed/filled out in duplicate, signed and sworn to before a Magistrate, Justice of the Peace or other Official Title and must be returned with the following documents:-

- Copy of Acceptance letter from country of residence which must be translated into English if not in English
- Copy of applicant's Passport granting citizenship
- Original Guyana Passport
- Two (2) Passport size photographs
- Certified (Original) of applicant's Birth Certificate
- Certified (Original) of applicant's Marriage Certificate
- Proof of address of country residing overseas
- Copy of country's Identification Card
- Written letter stating the reason for surrendering your Guyanese Nationality
- Proof of Employment Overseas
- Overseas Drivers License (if any)
- Contact Information:
 - a) Local address in full
 - b) Telephone number-cell and landline
 - c) E-mail address

ANNEX 1E

MINISTRY OF THE PRESIDENCY DEPARTMENT OF CITIZENSHIP AND IMMIGRATION NATURALIZATION AS A CITIZEN OF GUYANA

Requirements

The applicant forms must be completed/filled out in duplicate, signed and sworn to before a Magistrate, Justice of the Peace or other Official Title and must be returned with the following documents:-

- Copy of applicant's Passport
- Copy of applicant's Birth Certificate
- Copy of Marriage Certificate
- Copy of Spouse's Passport
- Copy of Spouse's Birth Certificate
- Copy of Children's Birth Certificate
- Four (4) recommendations from Guyanese nationals attesting to the applicant's character and who must also swear to an Affidavit that supports such details.
- Applicant must advertise in the newspaper for two (2) consecutive days that he or she is applying to the Ministry of the Presidency for Naturalization as a citizen of Guyana.
- An Income Tax Liability Statement
- An NIS Compliance Statement
- Particulars form to be filled out with accurate information
- Four (4) Passport size photographs
- Contact Information
 - a) Local address in full
 - b) Telephone number-cell and landline
 - c) E-mail address
- Police Clearance from country last resided
- Police Clearance from Guyana

REGISTRATION AS A CITIZEN OF GUYANA-MARRIAGE

ANNEX 2

No.	File No.	Applicant	Police Clearance	Income Tax Liability	NIS Compliance	Birth Certificate
1	23/1442	Arturo Baltazares	√	√	√	
2	23/1473	Tamah Brazilio	√	√	√	
3	23/1479	Soroya Arjune	√	√		
4	23/1497	Tracy Antoinette Greene Douglas	√	√	√	
5	23/1644	Percius Montgomery Browne	√	√	√	
6	23/1708	Sherman Owen Callender	√	√	√	
7	23/1724	Yarelis Eugenia Almanza	√	√	√	√
8	23/1771	Alfred Delisle Worrell	√	√	√	
9	23/1778	Chesterfield Ethelbert Walrond	√	√	√	
10	23/1782	Margaret Ince	√		√	√
11	23/1790	Glenn Burrell Harris	√	√	√	
12	23/1791	Oscan Aydogdu	√			
13	23/1792	Roberto Mendez Pelegrim	√			√
14	23/1795	Hegui Zhu	√	√	√	√
15	23/1796	Tracy Vieira	√			
16	23/1802	Margaret Sangster Chan-A-Sue	√	√	√	√
17	23/1807	Syed Abdul Sattar	√	√	√	
18	23/1810	William Robert Percy Austin	√	√	√	√
19	23/1811	Widze-Marc Eugene	√	√	√	
20	23/1814	Sieta Ramdin-Pereira	√	√	√	
21	23/1815	Elizaima Fernandez Mentis	√	√	√	
22	23/1818	Poonam Kukreja	√	√	√	
23	23/1819	Samantha Munroe	√	√	√	
24	23/1821	Zoila Irene Payton	√	√	√	
25	23/1830	Muhammad Ahsan Ul-Haq	√	√	√	√
26	23/1831	Orwine Christine Kendall Jones	√	√	√	
27	23/1834	Sebastiao Da Silva	√	√	√	
28	23/1836	Josefina Ramirez Mercedes-James	√	√	√	√
29	23/1839	Djamilsa DeJesus Lambert	√	√	√	√
30	23/1840	Elsa Emilia Edmonds	√	√	√	
31	23/1842	Wanlan Su	√	√	√	
32	23/1848	Dora Elisa Caballero Fabre-Couchman	√	√	√	

No.	File No.	Applicant	Police Clearance	Income Tax Liability	NIS Compliance	Birth Certificate
33	23/1854	Expedito Macedo Filho	√			
34	23/1860	Laido De Castro Gonsalves	√	√	√	
35	23/1861	Ronaldo Cox Thibou	√	√	√	√
36	23/1863	Yunping Lin	√		√	
37	23/1864	Shaun Mc Grath	√			
38	23/1865	Norman Charles Rodriguez	√	√	√	
39	23/1866	Valdir Pereira Rodriues	√	√	√	
40	23/1867	Jaifeng Su	√	√	√	
41	23/1868	Hisham Alibaksh	√	√	√	
42	23/1870	Ligia Carolina Cerpa Granda-Bridgemohan	√	√	√	√
43	23/1871	Ashlaine Collette Dawkins- Cooper		√	√	
44	23/1874	Elizabet Guitian Sariol-Sommaru	√	√	√	
45	23/1876	Winifred Lyte	√	√	√	√
46	23/1877	Ameil Aston Morrison	√			
47	23/1878	Pier Lucarini	√	√	√	
48	23/1879	Pier Lucarini	√			
49	23/1880	Ashlaine Colettle Dawkins-Cooper	√			
50	23/1881	Anna Moncupa Mangal	√	√	√	
51	23/1882	Makail Vishnu Persaud	√	√	√	
52	23/1883	Nina Khan	√	√	√	
53	23/1884	Antonio Alves De Oliveira	√	√	√	√
54	23/1886	Leory Fitzgerald Corbin	√	√		√
55	23/1888	Shaamwatie Bhawan	√	√	√	
56	23/1889	William Richard Hare / Violet Marie Williams	√	√	√	√
57	23/1890	Pedro Paez Hernandez	√	√	√	
58	23/1892	Clibert Modeste	√	√	√	√
59	23/1897	Katia Herrera Giro	√	√	√	√
60	23/1898	Yezmin Del Carmen Alvarado Rivas	√	√	√	
61	23/1902	Nicholas Christopher Cargill	√	√	√	√
62	23/1903	Desmond Darius Simon	√	√	√	
63	23/1905	Noah James Balcom	√	√	√	
64	23/1906	Antonio Aljandro Kraus	√	√	√	√
65	23/1908	Daisiry Lio Barrameda Perez	√	√	√	√

No.	File No.	Applicant	Police Clearance	Income Tax Liability	NIS Compliance	Birth Certificate
66	23/1914	Otilia Atrice St. Charles	√	√	√	√
67	23/1920	Vaniar Gutierrez Mastelier	√			
68	23/1923	Durval Mc Donald	√	√	√	
69	23/1928	Lliana Urrutia Pairol	√	√	√	√
70	23/1931	Carlos Bruzon Varona	√			√
71	23/1932	Dailin Valdes Puebla	√	√	√	
72	23/1935	Yisel Landa Marti	√	√	√	
73	23/1938	Richard Lennard	√	√	√	
74	23/1940	John Earl Alden Hayes	√	√	√	
75	23/1950	Fredy Antonio Diaz Cabrera	√		√	
76	23/1954	Jinfu Zhu	√	√	√	
77	23/1955	Marhays Fernandez Pereira	√	√	√	
78	23/1957	David Butler Perry	√	√	√	
79	23/1958	Yaliana Gupta	√	√		
80	23/1965	Samara Solange Alix Maya Murphy	√	√		
81	23/1967	Lois Yvonne Griffith	√	√	√	
82	23/1980	Andy Gonzales Perez	√	√	√	
83	23/1982	Liwen Xu	√			
84	23/1986	Luis Alberto Rosario Sanz	√	√		
85	23/1987	Ayenay Mandoza Osoria	√	√	√	
86	23/1990	Raphael Alphonso Blake	√	√	√	
87	23/1997	Pollin Bevan Thomas	√	√	√	
88	23/1998	Ashih Kumar Moreshwar Khandge	√		√	
89	23/2005	St Cyr Beralus	√	√	√	
90	23/2008	Kaiyi Luo	√	√	√	
91	23/2009	Ricardo Sabit	√	√	√	
92	23/2011	Jorge Juan Perez Causse	√	√	√	√
93	23/2012	Charles Allen Garnett	√	√	√	
94	23/2025	Robens Horace	√	√	√	
95	23/2042	Cleane Aguitar	√		√	
96	23/2047	Darian Khan	√	√		
97	23/2054	Nieves Rojas	√	√	√	
		Totals	96	81	80	24

ANNEX 3**REGISTRATION AS A CITIZEN OF GUYANA-ORDINARY**

No.	File No.	Applicant	Police Clearance	Income Tax Liability	NIS Compliance
1	23/1688	Ljeoma Eunice Opara	√		
2	23/1698	Amechi Friday Chiawa	√		
3	23/1749	Carmelita Kluivert	√		√
4	23/1799	Primus Felix Justiin	√	√	√
5	23/1823	Oghenekome Bridget Ogowewo	√		
6	23/1825	Elohor Ogowewo	√	√	√
7	23/1826	Benjamin Ogowewo	√	√	√
8	23/1827	Akpuvie Ogowewo	√	√	√
9	23/1835	Rodolphe JN-Marie	√	√	√
10	23/1855	Leonard Jimmy Roos	√	√	√
11	23/1885	Ademola Abayomi Biala	√		
12	23/1900	Margueritta Etiene	√	√	√
13	23/1904	Enid Osbourne	√	√	√
14	23/1929	Lauretta Leopold Evans	√		√
15	23/1933	Geeta Hemant Keswani	√	√	√
16	23/1934	Al Anthony Davidson	√		
17	23/1939	Cecilia Louis	√	√	√
18	23/1946	Yolande Edwina Hodge	√	√	√
19	23/1953	Raymond St. Romain	√	√	√
20	23/1977	Satti Babu Panuganti	√		
21	23/2003	Evariste Fraités	√		√
22	23/2010	Paul Donovan Whyte	√		
23	23/2031	Tyler David Persaud	√	√	√
		Totals	23	13	16

ANNEX 4

**APPROVED CITIZENSHIP BY NATIONALITY FOR THE PERIOD FROM 1 MAY 2011
TO 30 JUNE 2014**

No.	Nationality/Country	2011	2012	2013	2014	Totals
1	American	1	6	7	4	18
2	Antiguan	-	2	-	-	2
3	Bahamas	-	1	-	-	1
4	Bangladesh	-	2	-	-	2
5	Barbadian	1	5	1	-	7
6	Belize	-	1	-	-	1
7	Brazilian	2	15	2	-	19
8	British	1	10	6	3	20
9	Canadian	-	2	3	-	5
10	Cape Verde	-	-	1	-	1
11	Chinese	3	15	1	2	21
12	Colombian	-	1	1	-	2
13	Cuban	1	19	12	6	38
14	Curacao	-	1	-	-	1
15	Dominican	1	1	1	2	5
16	Dutch	2	1	-	-	3
17	Ethiopian	-	1	-	-	1
18	German	-	-	1	-	1
19	Ghanian	-	1	-	-	1
20	Grenadian	1	-	-	-	1
21	Haitian	3	7	2	2	14
22	Indian	5	4	2	2	13
23	Irish	-	1	-	-	1
24	Italian	-	-	1	-	1
25	Jamaican	4	3	8	1	16
26	Mexican	-	1	-	-	1
27	Nambia	-	1	-	-	1
28	New Zealander	-	1	-	-	1
29	Nigerian	-	6	2	1	9
30	Pakistani	-	1	-	-	1
31	Panama	-	1	-	-	1
32	Philipino	1	1	1	-	3
33	Russian	1	-	-	-	1
34	St Kitts	-	-	-	1	1
35	St. Lucian	4	5	8	1	18
36	St. Vincentian	2	4	1	1	8
37	Surinamese	1	5	3	-	9
38	Taiwan	1	-	-	-	1
39	Trinidadian	1	11	5	-	17
40	Turkish	-	1	-	-	1
41	Venezuelan	-	2	-	1	3
	Totals	36	139	69	27	271