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Morocco: Issuance of the Moroccan passport

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Introduction

The following note presents the Moroccan biometric E-passport launched on 15 September 2009.¹ It entails a presentation about the issuance procedures for citizens residing in Morocco and abroad, and the requirements to obtain the passport.

The note is based on an interview with the Ministry of Interior in Rabat, Morocco, conducted in January 2023 as well as open source information.

Presentation of the passport

The Moroccan passport (2009 version) meets the ICAO standards. The passport is a personal travel document and therefore children cannot be added. Unlike previous versions of the Moroccan passports, an extension of this version is not possible. According to the Ministry of Interior, a new Moroccan passport will be issued in 2023.²

The passport is issued without condition of age to any Moroccan citizen who requests it, except in cases of which court order states otherwise.³

The passport is valid for five years maximum for passport holders older than three years. If the passport holder is less than three years old, the passport is valid for three years only.⁴

The price for a passport is 860 dirham for Moroccan citizens over 18 years. The price is 1080 dirham when renewing an expired passport or replacing a lost passport. For minors the price for a passport is 60 dirham and 80 dirham when renewing an expired passport or replacing a lost passport.⁵

¹ Ministry of Interior, Rabat, January 2023.

² Ministry of Interior, Rabat, January 2023.

³ Ministry of Foreign Affairs, Kingdom of Morocco B, year of issue n/a.

⁴ Ministry of Interior, Rabat, January 2023.

⁵ Ministry of Foreign Affairs, Kingdom of Morocco A, year of issue n/a.

Passport application process and issuance procedure for Moroccan citizens living in Morocco

When applying for a passport the applicant must fill in data in an online application form via the website of the Ministry of Interior: www.passeport.ma.⁶

Once the application form is filled, it must be printed and then signed by the applicant. Furthermore, the applicant can attach a passport photo to the form. The photo must be less than one year old and must have a grey, blue, or white background.⁷

When the application form is filled, the applicant has to submit the application to an administrative section in a municipality (Moqataa) within one year.⁸ A representative or a legal guardian must accompany a minor who is applying for a passport.⁹

At the Moqataa, an agent will scan a code on the application form, and then all data from the form are digitally extracted and transmitted into a passport management system. This makes it possible for the agent to validate or reject the passport request before sending the application form to a governor's office.¹⁰

At a governor's office, the application form will be scanned again, the passport request will be digitally analysed, and additional information from the police will be requested. When the requested information has been received, the data from the filled form is compared to the data from the police. If the data is not identical, the passport issuance process cannot continue. If the discrepancy is due to faulty information in the police database, it is the applicant's responsibility to correct this before the application can proceed.¹¹

When the request has been checked by two different agents and then validated, a production order is sent to a production place at a printing facility, where they use data from the application form to personalise the passport. After the passport is completed, the passport will be sent to a governor's office. The printing facility has a special agreement with the post offices, which means that all the completed passports will be delivered first hand in the morning before other post. This is to prevent loss or other potential issues.¹²

At the governor's office, all passports are checked. Then the passports will be dispatched to a Moqataa. Once the Moqataa have received the passports, all the passport holders will automatically be notified by an SMS or an e-mail. The passports will be stored in a vault/safe, where they can stay for a maximum of two months. If

⁶ Ministry of Interior, Kingdom of Morocco A, year of issue n/a.

⁷ Ministry of Interior, Rabat, January 2023

⁸ Ministry of Interior, Rabat, January 2023

⁹ Ministry of Foreign Affairs, Kingdom of Morocco B, year of issue n/a.

¹⁰ Ministry of Interior, Rabat, January 2023.

¹¹ Ministry of Interior, Rabat, January 2023.

¹² Ministry of Interior, Rabat, January 2023.

the passport holder does not pick up the passport within two months, the passport will be returned and annulled/blocked without any possible refund.¹³

The passport holder has to show up in person to collect the passport and has to bring the application receipt. Parents of a minor are allowed to collect the minor's passport. Normally the minor must be present, but exemptions can be made.¹⁴

According to the Moroccan Ministry of Interior, it normally takes three to nine days from applying for a passport to the delivery of the passport, and even less time when living abroad, because there is no intermediary annex.¹⁵ According to the Ministry of Interior's website, it normally takes six to 12 days. However, they strongly advise to submit a passport application at least 20 days prior travelling.¹⁶

For a Moroccan citizen, who has a short deadline, the person can apply for an emergency passport. For even shorter deadlines, a Laissez Passer can be issued.¹⁷ The price of both the emergency passport and Laissez Passer is 170 dirham, according to information gathered in 2023 from the Moroccan Ministry of Foreign Affairs.¹⁸

Documents required when applying for a passport

When Moroccan citizens are applying for a passport, they have to fill in data electronically in an application form as mentioned. Furthermore, there are specific documents that are required when Moroccan citizens apply for a new passport, which depend on the age of the applicant.

- **Moroccans over 18 years**

Moroccans over 18 years are required to submit an electronic ID card (original or photocopy) issued by the Directorate General of National Security (DGSN) and two recently taken, identical photos in a format recommended by ICAO. The ID card is submitted to clarify the spelling of the applicant's name (a birth certificate can also be used, if issued within three months).¹⁹

Agents at the Moqataa will check data from the ID card in the DGSN registers, hereby checking both nationality and identity. If a person has a Moroccan ID card, the person is a Moroccan citizen.²⁰

According to information from Landinfo from 2016, an applicant over 18 years, who does not have an ID card, but has applied for one, can still apply for a passport by attaching an ID card receipt from the police to the passport application. Besides the receipt, a copy of the applicant's birth certificate and residence certificate (issued within three months) is also required.²¹

¹³ Ministry of Interior, Rabat, January 2023.

¹⁴ Ministry of Interior, Rabat, January 2023.

¹⁵ Ministry of Interior, Rabat, January 2023.

¹⁶ Ministry of Interior, Kingdom of Morocco B, year of issue n/a.

¹⁷ Ministry of Interior, Rabat, January 2023.

¹⁸ Ministry of Foreign Affairs, Kingdom of Morocco A, year of issue n/a.

¹⁹ Ministry of Interior, Rabat, January 2023.

²⁰ Ministry of Interior, Rabat, January 2023.

²¹ Landinfo, 9 May 2016, page 17.

- **Moroccans between 12 and 18 years**

Moroccans between 12 and 18 years are also required to submit an electronic ID card (original or photocopy) and a copy of a birth certificate (issued within three months) to the application form.²² The applicant is required to attach two recently taken, identical photos.²³

Moroccans between 12 and 18 years must be accompanied by a representative or a legal guardian, when depositing the passport request. The representative or the legal guardian must provide an electronic ID card (original or photocopy) and a document in proof of the quality of legal representative, if it is about a person other than the father or the mother.²⁴ In Morocco, the father is always the legal representative of a minor even if the parents of the minor are divorced. Therefore, the consent of the father is necessary to issue a passport for a minor.²⁵

If the applicant is adopted, the applicant also has to bring justification of a legal representative and court judgement of adoption.²⁶

According to the Ministry of Foreign Affairs in Morocco, an applicant between 12 and 18 years, who does not hold an ID card, but wish to obtain a passport, is invited to a Consular Service, to have fingerprints taken.²⁷

- **Moroccans under 12 years**

Moroccan minors under 12 years are required to submit an extract or a copy of the applicant's birth certificate (issued within three months) or a copy of a family book, when applying for a passport (the old "booklet of identity and marital status" is not accepted). This family book must mention the full name of the applicant and the names of the applicant's parents in Arabic and with Latin characters.²⁸

If the applicant is adopted, the applicant has to bring justification of a legal representative and court judgements together with the printed and signed passport request, when depositing the request to a Moqataa.²⁹

Moroccan minors under 12 years must be accompanied by a representative or a legal guardian, when depositing the passport request. The representative or the legal guardian must provide an electronic ID card (original or photocopy)

²² Ministry of Foreign Affairs, Kingdom of Morocco B, year of issue n/a.

²³ Ministry of Interior, Rabat, January 2023.

²⁴ Ministry of Foreign Affairs, Kingdom of Morocco B, year of issue n/a.

²⁵ Ministry of Interior, Kingdom of Morocco B, year of issue n/a.

²⁶ Ministry of Interior, Rabat, January 2023.

²⁷ Ministry of Foreign Affairs, Kingdom of Morocco B, year of issue n/a.

²⁸ Ministry of Foreign Affairs, Kingdom of Morocco B, year of issue n/a.

²⁹ Ministry of Interior, Rabat, January 2023.

and a document in proof of the quality of legal representative, if it is about a person other than the father or the mother.³⁰

In the case of renewing a passport, the old passport must always be presented, regardless of age, when collecting the new passport.³¹

Passport application process and issuance procedure for Moroccan citizens living abroad

When Moroccan citizens are applying for a passport abroad, the process of applying and obtaining a passport is more or less the same as outlined in the previous pages. The only difference is that the applicant must submit the application form to the embassy or a consulate.³² However, The Danish National ID Centre does not have more information than listed below regarding the required documents for applying for a passport abroad.³³

- **Moroccans between 12 and 18 years**

Moroccans between 12 and 18 years are required to submit an ID card issued by DGSN (original or photocopy), or a birth certificate (not older than six months).

- **Moroccans under 12 years**

Moroccans under 12 years are required to submit a copy of the applicant's birth certificate (not older than six months).

Once the passport is issued, the passport holder will be notified. The passport will be stored for a maximum of six months. If the passport holder does not pick up the passport within the six months, the passport will be returned and annulled/blocked.³⁴

Procedure for lost or stolen passports

To prevent loss of passports all applicants are required to make a commitment not to lose the passport, when applying for a new passport. The applicant has to certify that the applicant is informed of this rule. If the applicant violate that, an agent at the Moqataa can start an investigation on the applicant.³⁵

If a Moroccan citizen has lost two passports in less than five years, the validity of the new passport will only be two years. If an agent is in doubt of the sincerity of an applicant, the passport request can be rejected.³⁶

In the event of loss/theft of a passport, the passport holder must file a declaration of loss/theft of the passport to the police. The passport will then be reported in the

³⁰ Ministry of Foreign Affairs, Kingdom of Morocco B, year of issue n/a.

³¹ Ministry of Foreign Affairs, Kingdom of Morocco B, year of issue n/a.

³² Ministry of Interior, Kingdom of Morocco B, year of issue n/a.

³³ Ministry of Interior, Rabat, January 2023.

³⁴ Ministry of Interior, Rabat, January 2023.

³⁵ Ministry of Interior, Kingdom of Morocco B, year of issue n/a.

³⁶ Ministry of Interior, Rabat, January 2023.

Interpol databases.³⁷ The price of a declaration of loss/theft is 110 dirham, according to the Moroccan Ministry of Foreign Affairs.³⁸

When applying for a new passport, after losing the old one, a report of loss from the police must be attached to the passport application.³⁹

³⁷ Ministry of Interior, Kingdom of Morocco B, year of issue n/a.

³⁸ Ministry of Foreign Affairs, Kingdom of Morocco A, year of issue n/a.

³⁹ Landinfo, 9 May 2016, page 16.

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