

LEGAL NOTICE NO. 24

THE REFUGEES ACT

(No.13 of 2006)

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SCHEDULE

THE REFUGEES ACT

(No. 13 of 2006)

IN EXERCISE of the powers conferred by section 26 of the Refugees Act, the Minister for Immigration makes the following Regulations:—

THE REFUGEES (RECEPTION, REGISTRATION AND ADJUDICATION) REGULATIONS, 2009

PART I—PRELIMINARY

1. These Regulations may be cited as the Refugees (Reception, Registration and Adjudication) Regulations, 2009. Short title.

2. In these Regulations, unless the context otherwise requires— Interpretation.
 “appointed officer” means an officer in the public service gazetted by the Minister for the purpose of this Act;

“categories at risk” means asylum seekers or refugees including unaccompanied minors, mentally or physically disabled, pregnant women, elderly persons and any other category considered in need of special assistance or protection;

“combatant” means member of a regular or irregular armed force or armed group or a person who has been participating actively in military activities or recruitment to military activities;

“designated entry point” means the border entry points and the nearest government administrative centre;

“pass” means an asylum seeker's pass issued under regulation 13;

“refugee reception office” means an office designated for the reception of asylum seekers;

“registration officer” means an officer designated to register asylum seeker;

“refugee status determination officer” means an officer designated to conduct refugee status determination;

“unaccompanied child” means a child who is not accompanied by a parent or a care taker;

“separated child” means a child who is not accompanied by parents but is under the care of adults.

PART II—RECEPTION AND REGISTRATION

3. An appointed officer shall receive an asylum seeker found within Kenya and shall direct him to the nearest reception centre. Reception of asylum seeker.

Application for
recognition as a
refugee.

4. (1) An asylum seeker who has entered Kenya and wishes to remain within Kenya as a refugee shall present himself before a registration officer and apply to be recognized as a refugee.

(2) An application under paragraph (1) shall be—

(a) in Form 1 set out in the Schedule;

(b) lodged by the asylum seeker in person at a designated refugee reception office within thirty days of his entry into Kenya; and

(c) completed in triplicate.

(3) The registration officer shall fill in the asylum seeker's information in the registration form.

(4) A person who is already lawfully in Kenya shall be eligible to apply for asylum and shall declare his status.

(5) An asylum seeker who has applied for refugee status shall be issued with an asylum seeker pass set out in Form 2 in the Schedule which shall remain valid for one year from the date of issuance, or until a final determination of the asylum application, whichever is the earlier.

(6) The Commissioner shall inform an asylum seeker on the refugee status determination centres where the asylum seeker shall present himself for determination of his asylum application.

(7) The Commissioner shall ensure all applications for asylum are forwarded from the registration centres to the appropriate refugee status determination centres.

Combatants.

5. The Commissioner shall set up screening mechanisms at the designated border points to separate combatants from civilians and to ensure that only genuine asylum seekers are admitted into Kenya.

Registration
interview.

6. (1) An asylum seeker and members of his family shall appear in person for a registration interview.

(2) An appointed officer shall refer an asylum seeker and members of his family already within Kenya to the nearest refugee registration office for reception and registration interviews.

(3) An appointed officer in charge of a registration centre shall

forward the applications of all the asylum seekers registered in that centre to the refugee status determination centre.

7. (1) An appointed officer shall make special arrangements to assist an asylum seeker who is in one of the categories at risk in the registration process.

Considerations for
categories at risk.

(2) An unaccompanied or separated child may apply for registration as an asylum seeker in Form 3 set out in the Schedule and a registration officer shall give priority to the registration of an unaccompanied or separated child.

(3) An appointed officer involved in the reception and registration of asylum seekers shall be sensitive to the special needs of women and elderly asylum seekers.

(4) A registration officer shall conduct the registration process procedures with due regard for decency and gender sensitivity.

8. (1) An asylum seeker shall—

(a) provide all the information required in Form 1 set out in the Schedule;

(b) provide, where available, any additional information that the Commissioner deems necessary in order to verify the information furnished in Form 1; and

(c) surrender any permit issued to him under the Immigration Act and Aliens Restriction Act, for cancellation.

Disclosure of
information and
surrender of
documents.

Cap.172.

Cap.173.

(2) Failure to comply with sub-regulation (1), without just cause, may constitute failure to comply with the terms of a pass issued under regulation 10.

9. (1) An asylum seeker shall, on application for registration—

Identification of
asylum seeker.

(a) comply with fingerprinting and photographing requirements prescribed under these Regulations; and

(b) produce any identification document that he has in his possession.

(2) The registration officer shall take the fingerprints and photographs of all asylum seekers at the time of registration.

(3) The Commissioner shall ensure the fingerprints of an asylum seeker and family members taken under sub-regulation (2) are checked against all national fingerprint databases.

10. (1) A registration officer shall—

- (a) conduct a registration interview to verify the information provided by an asylum seeker;
- (b) ensure that the asylum seeker is provided adequate interpretation in accordance with regulation 12 and any guidelines issued by the Commissioner;
- (c) verbally notify the asylum seeker of—
 - (i) the purpose of the registration interview;
 - (ii) the duty to be truthful and co-operative;
 - (iii) of the conditions of the pass and the requirement of appearing on the return date specified on the pass; and
 - (iv) that the pass may be withdrawn upon failure to comply with the conditions of the pass, subjecting the asylum seeker to

confinement and other consequences that may result from withdrawal of the pass;

- (d) issue a notice in writing to the asylum seeker to appear before a Refugee Status Determination Officer for an interview on the date specified therein; and
- (e) issue a pass to the asylum seeker;
- (f) sign the pass and ensure the asylum seeker countersigns the pass.

11. (1) All information and records of an asylum seeker and a refugee shall be confidential.

(2) No member of the Committee, employee or agent of the Department of Refugees shall disclose any information pertaining to a refugee or an asylum seeker to a third party except in the course of his duty under the Act and with the consent of the Commissioner.

Duties of
registration officer.

Confidentiality.

(3) Where a member of the Committee, employee or agent of the Department of Refugee Affairs discloses any information under this regulation he shall make a note of the disclosure in the records of the asylum seeker or refugee concerned.

(4) An asylum seeker or a refugee who seeks information from his own records shall be given copies of the documents he submitted to the Commissioner.

(5) An asylum seeker, refugee or their legal representative shall have supervised access to the records specified in sub regulation (4).

12. (1) The Commissioner shall, where necessary, provide competent interpreters for asylum seekers and refugees.

Interpreters.

(2) An interpreter provided under this regulation shall not be—

- (a) a representative or employee of the government in which the asylum seeker fears persecution or harm;
- (b) an asylum seeker; or
- (c) a refugee who is not a competent interpreter unless there is no other means of communicating with an asylum seeker or a refugee.

(3) Where a refugee interprets proceedings at any stage of the refugee determination process, an appointed officer shall note that occurrence in the interview transcript.

(4) An asylum seeker or a refugee shall be given the option to choose an interpreter of the sex that the asylum seeker or refugee prefers.

(5) An asylum seeker or a refugee who has concerns about an assigned interpreter shall be given the opportunity to explain his concerns in private to an appointed officer at any stage of the determination process.

(6) An interpreter who is engaged to provide services of interpretation under these Regulations shall sign an undertaking of confidentiality and impartiality in Form 4 set out in the Schedule before the interpreter assumes the duties of interpretation.

13 (1). A pass issued to an asylum seeker under regulation 12 shall—

Asylum seeker pass.

- (a) be in Form 2, set out in the Schedule;
- (b) specify the time and date when the asylum seeker shall return to a specified refugee reception office; and
- (c) notify the asylum seeker that failure to comply with the condition of appearing personally at a designated refugee reception office no later than the time and date specified may result in withdrawal of the pass.

(2) An asylum seeker shall, at all times, be in possession of a pass as proof of legal status in Kenya.

(3) A pass shall be valid only if an official stamp of the Refugee Department has been affixed to it and is signed by the issuing officer and the asylum seeker.

Withdrawal of
asylum seeker pass

14. (1) Failure to comply with any condition specified in the asylum seeker pass, without just cause, may constitute ground for withdrawal of the pass.

(2) A pass may be withdrawn if—

- (a) the asylum seeker contravenes any conditions specified in the pass;
- (b) in the final determination, the asylum seeker's application is rejected, or the period within which an appeal has to be filed has lapsed;
- (c) there is a final determination that the asylum seeker is excluded from obtaining refugee status pursuant to section 4 of the Act; or
- (d) there is a final determination that the asylum seeker no longer qualifies for refugee status pursuant to section 5 of the Act.

(3) If the pass of the principal asylum seeker is withdrawn, the passes of the members of the family of that principal asylum seeker shall also be withdrawn.

(4) The withdrawal of the pass of a principal asylum seeker does not preclude a dependant from applying for asylum.

Unaccompanied and
separated children

15. (1) A child who is unaccompanied shall be interviewed in an appropriate setting and in the presence of a competent officer or a person the child relates to.

(2) Where the actual age of an unaccompanied child cannot be

ascertained by the child or the registration officer, the registration officer shall request that an age assessment be carried out in the prescribed manner.

(3) A registration officer shall—

- (a) register an unaccompanied child in Form 3 set out in the Schedule;
- (b) ensure that an unaccompanied child is placed in foster care or in a special reception centre at the earliest stage of the asylum seeking process;
- (c) in the case of a separated child, ensure that care arrangements are adequately provided;
- (d) appoint a representative for the unaccompanied child and keep a record of the particulars and contact information of the representative;
- (e) satisfy himself that a child who has applied for registration under these regulations is not a victim of child trafficking; and
- (f) commence the process of tracing the relatives of the unaccompanied child as soon as practicable.

16. (1) An appointed officer in charge of a registration centre shall keep a register of asylum seekers who have been registered in that centre.

Register and
registries.

(2) All records of asylum seekers shall be kept in the relevant registries and copies of the records shall be kept in a central registry in the head office.

17. (1) Where it becomes necessary to confine an asylum seeker for purposes of verification of identity or for any other reason, the asylum seeker shall be informed of the reasons for the confinement.

Confinement of
asylum seeker.

(2) An asylum seeker shall only be confined with the written authorization of the Commissioner.

(3) An asylum seeker who has been confined under this regulation shall be allowed to contact any person who may assist in verifying his identity or provide information that may be relevant to his confinement.

(4) An asylum seeker shall be confined in accordance with international standards and representatives of the United Nations High Commissioner for Refugees and other organizations with expertise in matters relating to refugees and human rights shall have access to the asylum seeker.

(5) An asylum seeker shall be released upon verification of his identity or other relevant information and shall not be barred from seeking asylum under these Regulations.

(6) An asylum seeker shall not be held in confinement for more than thirty days.

(7) An asylum seeker held in confinement shall be released with the written authorization of the Commissioner.

(8) Where the confinement of a child is necessary, the Commissioner shall transfer the child to the Children's Department until the matter in question is determined.

PART III—ADJUDICATION PROCESS

18. (1) The Commissioner shall determine an application made under regulation 4 within ninety days of the application being referred to him.

(2) The Commissioner may make such inquiries or investigations as he thinks necessary on any application and may require an asylum seeker to appear before him for an interview.

(3) The Commissioner shall put in place—

- (a) a fair and transparent system for the scheduling of refugee status determination interviews;
- (b) a mechanism to conduct interviews; and
- (c) a filing system which shall ensure that all registration data of an asylum seeker is filed and that any change in the data, family composition, or other information of an asylum seeker is recorded.

19. (1) The Commissioner shall ensure that the—

- (a) facilities used for the refugee status determination procedures preserve the right of asylum seekers to confidentiality and that

Adjudication
process.

Refugee status
determination
facilities.

the rooms used to conduct interviews allow asylum seekers to communicate with an appointed officer in private; and

(b) waiting facilities at any refugee status determination centre have—

- (i) adequate seating and space;
- (ii) access to toilets;
- (iii) access to drinking water; and
- (iv) shelter from severe weather conditions.

20. (1) An asylum seeker may, in a refugee status determination interview—

Representation.

- (a) present his refugee claims in person; or
- (b) be represented at his own cost by a legal representative.

(2) An Asylum seeker shall sign an authorization in Form 5 set out in the Schedule indicating the person authorized to act as his legal representative.

21. (1) In complying with the provisions of section 11 of the Act, a refugee status determination officer shall conduct a non-adversarial hearing to elicit information bearing on the asylum seeker's eligibility for refugee status and ensure that the asylum seeker fully understands the procedures, his rights and responsibilities and the evidence presented.

Hearing before
refugee status
determination
officer.

(2) A refugee status determination officer shall—

- (a) be knowledgeable in the law relating to refugees and international human rights; and
- (b) have all the particulars of the asylum seeker he is interviewing including—
 - (i) any written statement by the asylum seeker explaining his fear;
 - (ii) any identity documents provided by the asylum seeker; and
 - (iii) claim specific and country specific information

(3) A refugee status determination officer shall explain the purpose and nature of the interview to the asylum seeker including the—

- (a) duty to be truthful and cooperative;
- (b) use of the interpreter;
- (c) confidentiality of the information given;
- (d) procedures to receive notification of the refugee status determination decision; and
- (e) relevant appeal procedures.

(4) A refugee status determination officer shall interview a child who has attained sixteen years of age and above separately.

(5) A child who has not attained the age of sixteen years may be interviewed, with the permission of the parent or guardian, who may be allowed to be present during the child's interview.

(6) A refugee status determination officer shall—

- (a) verify the identity of any interpreter present;
- (b) verify the identity of any member of the family of the asylum seeker seeking refugee status based on their relationship to the asylum seeker; and
- (c) receive evidence and question the asylum seeker or any witness.

(7) An asylum seeker shall respond to any questions asked by the refugee status determination officer, including—

- (a) information regarding his identity and the identity of any member of his family seeking refugee status based on their relationship to the asylum seeker;
- (b) reasons for seeking asylum; and
- (c) any grounds that might exclude the asylum seeker from refugee status under section 4 of the Act.

(8) At the end of the initial interview, the asylum seeker's counsel or representative may make a statement or comment on the

evidence presented, subject to the discretion of the refugee status determination officer; comments may be submitted in writing.

(9) The legal representative of an asylum seeker shall sign an undertaking to regulate his attendance at the asylum interview.

(10) At the conclusion of the initial interview, the refugee status determination officer shall advise the asylum seeker of the date and time to return to receive the decision on his application.

(11) The refugee status determination officer shall record the narrative of an asylum seeker and keep the interview transcript as part of the record of the interview.

22. (1) The asylum seeker bears the burden of proof to establish that he is a refugee as defined in section 3 of the Act.

Burden of proof and evidence.

(2) In the absence of documentary evidence, the credible testimony of an asylum seeker in consideration of conditions in the country of origin may suffice to establish eligibility for refugee status.

23. (1) The eligibility of an asylum seeker for grant of refugee status in accordance with the Act shall be made on a case by case basis, taking into account the specific facts of the case and conditions in the country of origin.

Eligibility determinations and service of decision.

(2) In making a determination on eligibility, a refugee status determination officer may—

- (a) request further information or clarification from the asylum seeker;
- (b) consult with the office of the United Nations High Commissioner for Refugees; and
- (c) consider country of origin from reputable sources.

(3) If an application for refugee status is rejected, the Commissioner shall notify the asylum seeker of the decision in writing, specifying the reason for the rejection.

(4) If an application for refugee status is approved, the Commissioner shall notify the asylum seeker of the decision in writing.

24. (1) A refugee reception officer shall include each member of the family of an asylum seeker in the asylum seeker's application.

Member of family of an asylum seeker.

(2) An asylum seeker or a member of his family shall provide proof of relationship.

(3) The proof of relationship specified in subregulation (2) may be established by documentary evidence, such as a marriage, birth, baptismal certificate, or travel document; in the absence of such documentary evidence and a reasonable explanation as to why such documentary evidence is not available, the relationship may be established by affidavits or credible sworn statements.

(4) Each member of the family of an asylum seeker included in an asylum application shall be issued with a pass and shall comply with the terms prescribed in the pass.

(5) A member of the family of an asylum seeker applying for refugee status shall appear for the hearing before a refugee status determination officer together with the asylum seeker.

(6) A member of the family of a refugee, who ceases to meet the definition of "members of family of a refugee" under the Act, may continue to remain in Kenya if he-

(a) has applied for a pass; or

(b) has been granted refugee status as per section 3 of the Act.

(7) A member of the family of an asylum seeker who has not been issued with a pass shall be given the opportunity to apply for asylum.

(8) An adult member of the family of an asylum seeker included in the asylum seeker's application shall be interviewed separately.

(9) A member of the family of an asylum seeker may apply for individual refugee status.

(10) A member of the family of an asylum seeker who is a child who has not attained the age of sixteen years, may be interviewed separately with the consent of the asylum seeker.

(11) A refugee status determination officer shall ensure the transcripts of the interviews carried out under this regulation are included in the records of the asylum seeker.

(12) The narrative of an asylum seeker shall be recorded in detail and the interview script shall be kept as part of the record of the interview.

25. (1) A refugee status determination file of an asylum seeker shall contain all the records received or produced by the Commissioner.

Documents for refugee status determination interview.

(2) An asylum seeker may present any document that supports his asylum claim to the refugee status determination officer.

(3) Any original documents presented for the purposes of the claim of the asylum seeker shall be copied and returned to the asylum seeker and duplicate copies shall be filed in the file of the asylum seeker.

(4) A refugee determination officer shall raise any irregularity in the documents presented by an asylum seeker at an interview and shall give the asylum seeker the opportunity to explain the irregularity.

(5) All documents and decisions relating to an asylum seeker who is applying for derivative refugee status as a member of family of a refugee shall be recorded in the file of the principal asylum seeker.

26. (1) An asylum seeker may call witnesses to give evidence at a refugee status determination interview.

Witnesses.

(2) A refugee status determination officer shall—

(a) explain the confidentiality requirements to the witness; and

(b) inform the witness that he is under an obligation to tell the truth and the consequences of giving false information.

(3) A witness shall sign a statement consenting to the obligations.

(4) A refugee status determination officer may question a witness who appears at an interview.

(5) The evidence and examination of the witness during the refugee status determination interview shall be clearly recorded as part of the asylum seeker's interview transcript.

(6) A witness shall—

(a) not be present during the interview of the asylum seeker;

(b) testify in the presence of the asylum seeker; and

(c) be given the opportunity to use an interpreter if necessary.

Observer.

27. (1) A refugee status determination officer may, with the informed and written consent of an asylum seeker, allow an observer to be present during an interview.

(2) An observer who is present at an interview shall be bound by the rules of confidentiality specified under these Regulations and shall not participate in the interview.

Exclusion.

28. (1) A refugee status determination officer shall have knowledge of the criteria for exclusion from refugee protection and be trained to identify facts that indicate that the exclusion clauses may apply.

(2) An asylum seeker whose claim for asylum has given rise to an exclusion examination shall be informed of the exclusion examination and be given an opportunity to respond.

(3) An asylum seeker whose claim for refugee status is rejected on the basis of exclusion retains the right to appeal to the Refugee Appeal Board.

Refugee status determination decision and notification.

29. (1) A refugee status determination officer shall, after completion of an interview for refugee status determination, submit a written recommendation to the Commissioner.

(2) The Commissioner shall make a decision on the written recommendations of the refugee status determination officer within ninety days.

(3) The Commissioner shall, in writing notify the asylum seeker of the determination of his application, within fourteen days of the determination giving reasons if the application is rejected.

Accelerated procedures.

30. (1) A refugee status determination officer may accelerate the procedures for asylum under these Regulations if, the asylum seeker is—

- (a) an unaccompanied or separated child;
- (b) in confinement;
- (c) awaiting deportation orders;
- (d) identified as a person at risk; or
- (e) has a medical emergency.

PART IV—REFUGEE AND ASYLUM SEEKER DOCUMENTS

Grant of refugee status.

31. An asylum seeker who has been granted asylum under section 11 (6) of the Act shall be issued with an identity document.

32. (1) An identity document issued to an asylum seeker or a refugee under these Regulations shall—

Identity document.

(a) be issued—

(i) without discrimination on any grounds;

(ii) and free of charge; and

(b) remain the property of the Government of Kenya.

(2) A female asylum seeker or refugee shall be issued with an identity document in her own name.

(3) An identity document issued to an asylum seeker or a refugee under these regulations shall contain the—

- (a) name of the holder of the document;
- (b) sex of the document holder;
- (c) date of birth;
- (d) country of origin of the holder;
- (e) photograph of the holder;
- (f) name of the issuing authority;
- (g) individual reference number;
- (h) date of issuance;
- (i) date of expiry in the case of an asylum seeker pass; and
- (j) signature of the authorizing officer.

33. (1) After grant of refugee status, a refugee shall be issued with a refugee identity card or with a refugee identification pass if the refugee has not attained the age of eighteen years.

Refugee identity card.

(2) On being issued with a refugee identity card, a refugee shall surrender his asylum seekers pass to the issuing officer.

(3) A refugee identity card and refugee identification pass issued to a refugee under these Regulations shall be proof of the bearer's legal presence in Kenya.

34. (1) A refugee may apply to the Commissioner for a convention travel document in Form 8 set out in the Schedule and shall submit the following documents in support of the application—

Convention Travel Document.

- (a) a copy of his refugee identity card or refugee identification pass;
- (b) two recent colour passport photographs;
- (c) the reason for travel; and
- (d) any other relevant document.

(2) A refugee may apply to be issued with a convention travel document for the following reasons—

- (a) resettlement;
- (b) education;
- (c) medical;
- (d) employment;
- (e) business;
- (f) family;
- (g) humanitarian; or
- (h) leisure.

(3) A refugee shall apply for a convention travel document in person and shall collect the document from the designated office in person.

(4) The parent or guardian of a child shall apply for a convention travel document on behalf of the child.

(5) Where the Commissioner approves the application for a convention travel document, he shall issue the convention travel document set out in Form 9 of the Schedule within ninety days of the application.

(6) In the event of exceptional circumstances, the Commissioner may issue a convention travel document within fourteen days.

(7) Where the Commissioner declines to issue a convention travel document under these Regulations, he shall, within thirty days of receipt of the application, provide written reasons for his decision; a refusal shall not disqualify the refugee from applying again.

(8) A convention travel document shall remain the property of the Government of Kenya.

(9) A convention travel document shall—

- (a) allow the bearer to travel from and return to Kenya during the validity of the document; and
- (b) shall be valid for a period of two years and may be renewed—
 - (i) by the Commissioner; or
 - (ii) where the refugee is outside Kenya, by the representative of the Republic of Kenya.

(10) On application for the renewal of a convention travel document, a refugee shall submit —

- (a) his current convention travel document;
- (b) a copy of his refugee identity card or refugee identification pass; and
- (c) two recent colour passport photographs, if a new convention travel document is to be issued.

(11) A refugee may apply for a replacement of his convention travel document where his document has been stolen, is lost or is damaged.

(12) The Commissioner may cancel or withdraw a convention travel document where—

- (a) the convention travel document was obtained through fraud;
- (b) the holder of the convention travel document—
 - (i) uses it to travel to his country of nationality or former habitual residence;
 - (ii) ceases to be a refugee; or
- (c) national security reasons apply.

(13) The Commissioner shall keep a register of the convention

travel documents issued, renewed, replaced, cancelled or withdrawn.

Movement pass

35. (1) An asylum seeker or a refugee may apply to the Commissioner, through the refugee camp officer, for permission to travel outside a designated area.

(2) An application under sub regulation (1) shall be in Form 10 set out in the Schedule.

(3) The Commissioner shall issue a movement pass to an asylum seeker or a refugee who has a valid reason to travel outside a designated area.

(4) Where the commission refuses to grant a movement pass he shall give reasons in writing for refusing to grant an application made under sub regulation (1).

Pupil's pass.

36. The Commissioner may, on application, issue a pupil's pass to an asylum seeker or a refugee who is a student in Kenya.

PART V — WITHDRAWAL OF REFUGEE STATUS

Withdrawal of
refugee status.

37. (1) The Commissioner may withdraw the refugee status of a refugee if there is evidence that—

- (a) at the time of his refugee status determination interview the asylum seeker was disqualified under section 4 of the Act;
- (b) the refugee committed a serious non political crime in Kenya after his arrival and admission to Kenya as a refugee; or
- (c) the recognition may have been granted erroneously as a result of misrepresentation or concealment of facts that were material to the refugee status determination.

(2) The cancellation of a person's refugee status shall—

- (a) be carried out using the same standards and due process that apply to refugee status determination procedures; and
- (b) be determined on an individual basis.

Notice of
withdrawal of
refugee status.

38. (1) The Commissioner shall notify the refugee whose recognition as a refugee is to be withdrawn of—

- (a) the intention to withdraw the recognition of that person as a refugee;
- (b) the reasons for the commencement of the withdrawal of the recognition; and
- (c) the procedures to be followed in the process.

(2) A refugee whose status is to be withdrawn shall be given the opportunity to present new evidence in relation to his refugee status and evidence of a continued fear of persecution in the country of origin at the time of the withdrawal interview.

(3) Where a refugee has been duly notified of the withdrawal proceedings and does not attend the withdrawal interview, a determination to withdraw the person's recognition as a refugee shall be made on the basis of the information available to the Commissioner.

39. An assessment of the withdrawal of the recognition of refugee status shall include—

Assessment of
withdrawal.

- (a) a detailed transcript of the withdrawal interview, if the refugee attended the interview;
- (b) the credibility of the refugee;
- (c) an assessment of all the evidence presented;
- (d) a determination whether the grounds for withdrawal have been established; and
- (e) a recommendation that the refugee status of the refugee be maintained or withdrawn.

40. The Commissioner shall give written notice to a refugee of the decision to withdraw his status and of the reasons thereof.

Decision on
withdrawal of
recognition.

41. (1) Withdrawal of refugee status shall result in the withdrawal of status for the members of the family of the refugee.

Withdrawal of
derivative status

(2) A member of the family of a refugee whose recognition has been withdrawn may apply for refugee status as an individual.

PART VI — CESSATION OF REFUGEE STATUS

42. (1) The Minister may revoke the refugee status of any class

Cessation of class
refugee status

of persons who were granted refugee status.

(2) A declaration of cessation of such class of persons does not preclude an individual from applying for refugee status on the basis of an individual claim.

Notice of cessation.

43. (1) The Commissioner shall notify a refugee who is referred for cessation proceedings of the reasons for the cessation and shall furnish him with information regarding the procedure.

(2) A refugee shall be permitted to submit evidence relating to the need for continued protection in Kenya within ninety days from the date of notification.

(3) If a refugee has been duly notified of the cessation procedures but does not attend a cessation interview or present evidence relating to the need for continued protection within ninety days of the notice, his refugee status shall cease.

Cessation interview.

44. The refugee determination officer shall give the refugee an opportunity to respond to the grounds for applying cessation and to provide evidence that is relevant to his claim against cessation.

Cessation assessment.

45. (1) A cessation assessment shall include—

(a) a summary of the evidence that is relevant to the grounds for cessation, including an assessment of the reliability of the evidence and the credibility of the refugee; and

(b) a determination whether the evidence supports a finding that the individual is no longer in need of refugee protection.

Cessation of refugee status.

46. The Commissioner shall, in writing, notify a refugee whose refugee status has ceased of the decision to terminate his refugee status and shall inform the refugee of—

(a) the effect of cessation on his previously granted refugee status;

(b) the cessation of the status of any person who received derivative status;

(c) the right to appeal against the expulsion decision to the Appeal Board within fourteen days of receipt of the decision; and

(d) the right to legal representation in the appeal at the refugee's cost.

PART VII—EXPULSION OF REFUGEE

47. (1) A refugee or a member of his family may be expelled from Kenya on grounds of national security or public order.

General grounds for expulsion.

(2) The Minister shall issue an order to a refugee whose refugee status has been terminated to leave the Country.

(3) Where an order is issued to a refugee under sub regulation (2), the Minister may allow, upon request from the Commissioner, additional time for the refugee to obtain approval to enter any country he has a right to enter.

(4) A refugee may be permitted to effect his own removal under an expulsion order.

(r. 4)

SCHEDULE

FORM 1.

REFUGEE STATUS DETERMINATION APPLICATION FORM

Office:	<input type="checkbox"/> Principal Applicant <input type="checkbox"/> Derivative Status		Space for Photograph
RSD File#	Reg. #:		
Arrival Date (dd/mm/yyyy):	Reg. Date (dd/mm/yyyy):	Special Needs:	
Reg. Staff:		Interpreter:	
Linked RSD Files:			
Registration Information Sheet			
Parts A to H must be completed for every adult and child Applicant, including family members and other dependants who are accompanying a Principal Applicant.			

Part A – Basic bio Data

1. Full Name (<u>Underline main name</u>):	
2. Other Names used:	
3. Father's Name:	4. Mother's Name:
5. Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female	6. Nationality:
7. Date of Birth (dd/mm/yyyy):/...../..... (if not known give estimated year of birth):	
8. Place of birth:	
9. Marital Status: <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Engaged <input type="checkbox"/> Separated <input type="checkbox"/> Divorced <input type="checkbox"/>	
10. Spouse's Name (if applicable):	
11. Religion:	12. Ethnicity:
13. Full Address of Last Place of Residence in Home Country:	
14. Present Address & Contact Numbers:	
Part B – Education (Highest Level)	

Name of Institution	Place/Country	From (mm/yyyy)	To (mm/yyyy)	Qualification Obtained
		
		

Part C – Occupation (Most recent in the home country)

Name of Employer	Place/Country	From	To	Job Title
		(mm/yyyy)	(mm/yyyy)	
		
		

Part D – Identification Documents/Other Documents Provided

Document Type, Number	Place of Issue	Date of Issue (dd/mm/yyyy)	Date of Expiry (dd/mm/yyyy)	Original Provided?
	/...../...../...../.....	Yes <input type="checkbox"/> No <input type="checkbox"/>
	/...../...../...../.....	Yes <input type="checkbox"/> No <input type="checkbox"/>
	/...../...../...../.....	Yes <input type="checkbox"/> No <input type="checkbox"/>
	/...../...../...../.....	Yes <input type="checkbox"/> No <input type="checkbox"/>
	/...../...../...../.....	Yes <input type="checkbox"/> No <input type="checkbox"/>
	/...../...../...../.....	Yes <input type="checkbox"/> No <input type="checkbox"/>

Missing Documents:

If you are missing identity documents or other documents that are relevant to your claim, please explain why you do not have these documents.

If you are missing identity documents, will you be able to obtain these documents in the future? If not, please explain why.

Part E – Applicant's Registration History

1. Have you already been registered? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If yes, where were you registered?	Registration #:	Date of registration: (dd/mm/yyyy):
	/...../.....
2. Have you ever applied for refugee protection with UNHCR or a Government Yes <input type="checkbox"/> No <input type="checkbox"/>		
If Yes,		

Where?	When?	Decision and/or status obtained:
--------	-------	----------------------------------

Family/Household Composition

If the Applicant is applying as a dependant/family member of a Principal Applicant, and the information in Parts F to H is identical to the form of the Principal Applicant, the registration number of the Principal applicant may be provided instead of completing Parts F to H.
Reg. No of Principal Applicant -----

Part F – Family Members and Dependents Accompanying the Applicant

Full Name	Individual Registration #	Relationship to Applicant	Sex (M/F)	Date of Birth (dd/mm/yyyy)
01.			/...../.....
02.			/...../.....
03.			/...../.....
04.			/...../.....
05.			/...../.....
06.			/...../.....
07.			/...../.....
08.			/...../.....
09.			/...../.....
10.			/...../.....

Part G – Close Family Members and Dependents in Home Country

Full Name	Relationship to Applicant	Date of Birth (dd/mm/yyyy)	Citizenship	Occupation
	/...../.....		
	/...../.....		
	/...../.....		
	/...../.....		
	/...../.....		
	/...../.....		

Part H – Non-Accompanying Family Members and Dependents Living Outside Home Country

Full Name	Relationship to Applicant	Date of Birth (dd/mm/yyyy)	Address	Status there	Citizenship
	/...../.....			
	/...../.....			
	/...../.....			
	/...../.....			

Additional Information for Mandate RSD

Parts I to K must be completed for every Adult Applicant, by children who are applying as Principal Applicants and every unaccompanied or separated child.

Part I – Details of Travel

1. Date of Departure from Home Country (dd/mm/yyyy):...../...../.....

2. Means of Travel out of Home Country:

3. Exit point from Home Country:

4. Countries of Transit:	Period		Travel Document Used
	From (mm/dd/yyyy)	To (mm/dd/yyyy)	
/...../...../...../.....	
/...../...../...../.....	
/...../...../...../.....	
/...../...../...../.....	

5. Entry point in Host Country:

6. Date of arrival in Host Country (dd/mm/yyyy):/...../.....

7. Have you been to Host Country before? ☐ Yes ☐ No
If yes, please provide date and duration of stay:

Part J – Sex of Interviewer/Language(s) of Interview

Do you have a preference to be interviewed by a staff member and interpreter of a particular sex?

☐ Yes ☐ NoIf yes, indicate which sex: ☐ Male ☐ Female

What language(s) do you prefer for interviews?

Part K – Written Statement

When answering the questions below, you should tell us everything about why you believe that you are in need of refugee protection. You should provide as much detail as possible, including the date the relevant events occurred. It is important that you provide full and truthful answers to these questions. If you need more space, please attach a page(s) with the details.

Why did you leave your home Country?

2. What do you believe may happen to you, or members of your household, if you return to your home Country? Please explain why.

Declaration

To be signed by the Applicant

I declare the information I have supplied on and with this form is complete, correct and current in every detail.

I understand that if I have given false or misleading information, my application for refugee status may be refused, or, if I have been recognized as a refugee, the recognition may be cancelled.

I undertake to inform the Commissioner of any significant changes to my circumstances while my application is being considered, including any changes to my address and contact numbers, the arrival or departure of members of my household or other changes in the composition of my household.

Signature of Applicant:

Date:

Place:

FORM 2

(r.4)

ASYLUM SEEKER PASS

Name of Applicant
 Registration no:
 Date of Birth:
 Place of birth:
 Nationality:
 Date of entry in (host country):
 Place of entry:

Photograph
 (with Refugee
 Department
 stamp)

TO WHOM IT MAY CONCERN

This is to certify that the above-named person, national of (insert country of nationality), is an asylum seeker whose claim for refugee status is being examined by the Commissioner for Refugees. As an asylum seeker, (he/she) is a person of concern to the Office of the Commissioner for Refugees, and should, in particular, be protected from forcible return to a country where (he/she) claims to face threats to (his/her) life or freedom, pending a final decision on (his/Her) refugee status. Any assistance accorded to the above named individual would be most appreciated.

Questions regarding the information contained in this document may be directed to the Office of the Commissioner for Refugees at the address above.

.....
 (Signature of designated officer)

.....
 (Signature of asylum seeker)

This document is valid until: (Period of validity not to exceed one year from date of issue)

This document is only valid in the original when bearing official stamp.

(r.7)

FORM 3

REGISTRATION FORM FOR UNACCOMPANIED AND SEPARATED CHILDREN

ID NO.....

Other ID No.
 (Please specify organization)

Unaccompanied child ☐

Separated child ☐

Please Note:

❖ A separated child is any person under the age of 18, separated from both parents, or from his/her previous legal or customary primary care giver, but not necessarily from other relatives. An unaccompanied child is any person who is under the age of 18, separated from both parents, or from his/her previous legal or customary primary care giver and also his/her relatives.

❖ If the child does not remember his/her address, please note other relevant information, such as descriptions of mosques, churches, schools and other landmarks.

Please fill out this form with a ballpoint pen. (1 form per child except for siblings under point 2.)

1. Identity of the child

Personal ID document type and no.....Sex M ☐ F ☐

Full name (as expressed locally).....

Also known as (nickname).....

Name(s) given to the child by others after separation from parents? Yes ☐ No ☐

Date of birth/age..... Place of birth.....

Nationality..... Country.....

Ethnic group.....

Language(s) spoken.....

Distinguishing physical characteristics.....

Father's full name.....

Alive ☐ Dead ☐ don't know ☐

Mother's full name.....

Alive ☐ Dead ☐ don't know ☐

If father and/or mother believed dead, please give details.....

.....

.....

Other persons familiar to the child.....

.....

.....

Address of the child before separation (i.e. where the child grew up).....

..... Tel no.....

Person(s) with whom child lived.....

.....

.....

2. Siblings (brothers/sisters) accompanying the child

A. Full name.....

Date of birth/age..... place of Birth..... Country.....

Current address.....

..... Tel no.....

B. Full name.....

Date of birth/age..... Place of Birth..... Country.....

Current address.....

..... Tel no.....

.....

3. Current care arrangement of the child

a. Children's centre ☐ b. Foster family (please specify nationality) ☐

c. Other (Please specify) ☐

Full name of Institution/person(s) responsible.....

.....

Address.....

..... Tel no.....

Date this care arrangement commenced..... Place

foster family intends or is likely to return to resettle in:

Address..... Country.....

4. History of Separation

Date of separation..... Place of separation..... Country.....

Circumstances of separation.....

.....

.....

List additional movements between place of initial separation and current location.....

.....

.....

5. In case the child has been evacuated

By whom/through which organisation?..... Date.....

Reason(s) for evacuation.....

From where?..... To where?.....

6. Additional protection concerns

Has the child been associated with an armed force or armed group? Yes No

Child headed household Yes ☐ No ☐

Disabled child Yes ☐ No ☐

Medical Yes ☐ No ☐

Street child Yes ☐ No ☐

Girl mother Yes ☐ No ☐

Abuse situation Yes ☐ No ☐

Other (please specify).....

Further information.....

Immediate action required? Yes ☐ No ☐

7. Wishes of the Child

Person/s child wishes to find

Father ☐ Mother ☐ Brother ☐ Sister ☐

Other (please specify) ☐

A. Full name and relationship.....

Last known address.....

..... Country..... Tel.No.....

B. Full Name and relationship.....

Last known address.....

..... Country..... Tel No.....

Is the child in contact with/has heard from any relative(s)? (Please give details).....

.....

Does the child want family reunification...Yes, as soon as possible Yes ☐ later ☐ No ☐

8. Interview by other organisation Involved in tracing

Has the child been interviewed by any other organisation(s)? Yes ☐ No ☐

Name of organisation(s).....

Place of interview.....

Date.....

Country.....

Reference no. given to the child by other organisation.....

9. List of documents carried by the child

.....

.....

.....

.....

.....

10. Additional information which could help trace the child's family (Please ask the child where he/she thinks his/her relatives, including siblings might be or whether the child is in contact with any family friend)

.....

.....

.....

.....

.....

.....

11. Disclosure of information

Does the child/guardian agree to the public disclosure (on radio, Internet, etc.) of his/her name and the names of relatives for the purpose of tracing his/her family? ☐ Yes ☐ No

12. Place and date of Interview.....

13. Information obtained from:
the child ☐ guardian ☐ other (Please specify) ☐

14. Name of interviewer and organisation.....

15. Organisation in charge of tracing the child's family (please specify name, address and contact numbers).....

.....

16. Signature of the child (if old enough).....

.....

FORM 4

(r.12)

INTERPRETER UNDERTAKING
OF
CONFIDENTIALITY AND IMPARTIALITY

Name of Interpreter:

I make the following undertakings in respect of the performance of my role as an interpreter in Refugee Status Determination (RSD) procedures with the Department of Refugee Affairs (DRA):

Obligation of Confidentiality

I undertake not to disclose or discuss any information about asylum seekers, refugees, colleagues or other work related matters that come to my knowledge as a result of my role as an interpreter with DRA. I understand and accept that my obligation to maintain the confidentiality of information I have received in DRA continues beyond the termination of my assignment with DRA.

Obligation of Impartiality

I undertake to carry out my responsibilities and to conduct myself at all times, both in and outside of DRA premises, in a manner that is fully consistent with my obligation of impartiality as a DRA interpreter. In particular—

- (a) I will, to the best of my abilities, provide accurate and complete interpretation in DRA RSD procedures;
- (b) I will provide interpretation services in DRA RSD procedures in a neutral and non-judgmental manner;
- (c) I will refrain from engaging in advocacy on behalf of asylum seekers and refugees;
- (d) I will not accept payment or favour from or on behalf of asylum seekers and refugees;
- (e) I will not engage in contact or exchanges with asylum seekers and refugees or other third parties that could undermine, or be perceived to undermine, either my impartiality as an interpreter or the fairness and integrity of DRA procedures; and

- (f) I will carry out my responsibilities in a manner that is consistent with cultural gender and age sensitivity in DRA procedures.

Duty to Report

I undertake to inform the staff member for whom I am providing interpretation services, and to report to my direct supervisor any facts or incidents that could undermine, or be perceived to undermine my impartiality or effectiveness in the performance of my responsibilities/ Specifically, I agree to report without delay any—

- (a) ties, professional or personal, I have with an asylum seeker or refugee in relation to whom I have been assigned to provide interpretation service;
- (b) employment, association or private interest I have which could be inconsistent with, or be perceived to be incompatible with, my role as an interpreter;
- (c) other factors that could adversely affect my competence to provide interpretation services that have been assigned to me.

Consequences of Breach of Interpreter Undertaking

I understand that this signed DRA Interpreter Undertaking of Confidentiality and Impartiality will be maintained on my personnel file, and that failure to comply with the undertaking above, without reasonable excuse, will amount to misconduct and may result in disciplinary proceedings against me or legal action.

I have read, understand and accept each of the undertakings set out above.

Signature of Interpreter:

Date:

Place:

FORM 5

(r.21)

**AUTHORIZATION TO ACT AS
LEGAL REPRESENTATIVE**

To be completed by the Applicant

Name of Applicant:

Date of birth:

RSD File no:

This is to certify that..... is acting as my legal representative for all matters relating to my application for refugee status with the Department of Refugees Affairs.

I hereby authorize the Department of Refugee Affairs to disclose to the above-named individual information or documents that I have provided directly to Department of Refugee Affairs or any other designated authority, and to inform the above-named individual of decisions taken by the Department of Refugee Affairs regarding my application for refugee status.

The authorization is valid until a final determination in my refugee claim has been made by the Department of Refugee Affairs, or the date upon which I give notice to the Department of Refugee Affairs that the person named above is no longer authorized to act as my legal representative.

Applicant's Signature:.....

Date:.....

FORM 6

REPUBLIC OF KENYA

THE REFUGEES ACT, 2006

APPLICATION FORM FOR REGISTRATION AS A REFUGEE

- | | | | |
|----------------------------|----|--------------------------|--|
| Initial registration | 1. | <input type="checkbox"/> | Registration office n° |
| Renewal | 2. | <input type="checkbox"/> | Individual n° |
| Duplicate | 3. | <input type="checkbox"/> | |
| Correction on civil status | 4. | <input type="checkbox"/> | |
| Other corrections | 5. | <input type="checkbox"/> | Serial number of the Previous alien card |

1. Surnames

2. Other names in full

3. Alias (if any)

4. Date of Birth

5. /Sex /M/ / /F/

6. Place of birth

7. Nationality

8. Married/Single/M/ / S /

9. Full names of Husband or Wife
or Father if unmarried

10. CTD No. _____
Passport n° _____ Date of issue _____

11. Place of issue _____ Valid until _____

12. Occupation _____

13. Employed in Kenya/ / Own business/ / Student/ /

14. Full names of employer of Business
or University College or School _____

Postal address _____

Physical address _____

Position held _____

15. For Student duration of course _____

16. For Refugee date of arrival _____ Accepted as refugee Y/N ☐

17. Full postal address in Kenya _____

18. Full residential address in Kenya (including name of road/street and plot n° _____

19. Immigration status _____

20. File R _____

21. Entry Permit/Pass n° _____

Valid until _____

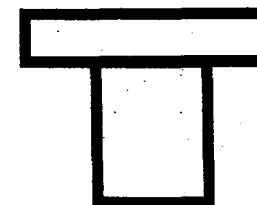
22. Refugee card valid until _____

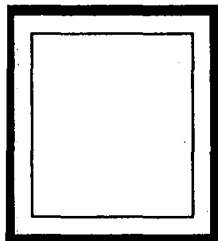
Date _____

SIGNATURE OF APPLICANT _____

FOR OFFICIAL USE ONLY			
SIGNATURE OF OFFICER RECEIVING		Photo of Applicant	SIGNATURE OF ISSUING OFFICER
Date			Date
STATION STAMP			SIGNATURE OF REGISTRATION OFFICER
			Date

APPLICANT'S SIGNATURE





Full names.....

Date of birth

D	M	Y					

APPLICANT'S INFORMATION

SERIAL N°

SERIAL N°

DUPLICATE

ORIGINAL

REPUBLIC OF KENYA

REPUBLIC OF KENYA

APPLICATION FOR ALIEN REGISTRATION
ACKNOWLEDGEMENTAPPLICATION FOR ALIEN
ACKNOWLEDGEMENT

1. Registration office

1. Registration office

2. Surnames

2. Surnames

3. Date of Birth

3. Date of birth

4. Passport N°

4. Passport N°

5.

5.

6. File N°R

6. File N° R

7. Name of Registration Officer

7. Name of Registration Officer

Signature

Signature

Date

Date

FORM 8

(r.34)

R.....

FOMU YA OMBI LA PASSPOTI WAKIMBIZI
APPLICATION FORM FOR A CONVENTIONAL
TRAVEL DOCUMENT (CTD)Majina Kamili }
Full Names }Tafadhali soma maagizo kwa makini kabla ya kujaza fomu
Please read instructions carefully before completing the form

Conventional Travel Document

Receiving Officer
Name.....

Signature.....

Stamp.....

Indexing Officer

Name.....

Signature.....

Stamp.....

MAAGIZO

1. **Maelezo** : Tafadhali ufahamu vyema kwamba wale wote wanaomba paspoti ni lazima wajaze Sehemu zote.

2. **Upendekezi wa ombi**. Mwombaji lazima apendekezwe katika sehemu ya 7 na Afisa wa idara ya wakimbizi Kenya au mhudumu shirika la UNHCR.

3. **Picha**. Picha tatu zilizopigwa hivi karibuni lazima ziambatane na fomu. Picha hizi lazima ziwe za uso wote, bila kuvaa kofia au kitambaa. Pia picha isiwe ndani ya fremu. Ukubwa wa picha usizidi inchi 2 ½ kwa inchi 2 upana wala usipungue inchi 2 kwa inchi 1½. Ni lazima picha hizi ziwe katika karatasi nyembamba ya kawaida ya picha na wala isiwe inag'ara. Kwa upande wa nyuma wa picha moja, anayependekeza aandike maneno yafuatayo: Ninathibitisha kwamba picha hii ni sura hasa ya muombaji paspoti, Bw./Bi./Bint. na atie sahihi yake.

4. Paspoti hii inatolewa kwa wakimbizi bila malipo yeyote.

5. Fomu ya maombi ipelekwe katika Ofisi kuu ya paspoti, Nyayo House, Nairobi, na afisa aliyeteuliwa kwa kazi hiyo na idara ya wakimbizi.

6. Paspoti haiwezi kutolewa au kuongezwa muda wake hapa nchini kwa niaba ya mtu ambaye tayari yuko nje ya Kenya. Mtu huyo anapaswa kuwasilisha ombi lake kwenye ofisi ya ubalozi wa Kenya uliyo karibu naye, na katika nchi ambako Kenya haina uwakilishi wa kibalozi, katika ofisi ya ubalozi wa Uingereza iliyo karibu naye. Paspoti hazitumwi nje ya Kenya kwa njia ya Posta.

7. Hati za kuonyesha ni mkimbizi halali wa Kenya ni lazima zitolewe.

NOTES

1. **Instructions**. Kindly note that all applicants must complete all Sections.

2. **Recommendation of application**. The applicant must be recommended in Section 7 by an officer in the Department for Refugee Affairs or an employee of UNHCR.

3. **Photographs**. Three copies of a recent photograph of the applicant must be taken full face without hat, and the photographs must not be mounted. The size of the face must not be more than 2½ inches by 1½ inches. The photographs must be printed on normal thin photographic paper and must not be glazed. The recommender is supposed to endorse on the reverse side of one copy of the photograph with the words: "I certify that this is a true likeness of the applicant Mr./Mrs./Ms. and add his/her signature. In addition to this, the applicant will be taken a passport photograph in the application centre.

4. The passport is issued to the refugees free of charge.

5. Application for a passport must be submitted personally by the applicant to the Passport Control Office, Nyayo House, Nairobi, by an officer specifically for that job at the Department for refugee Affairs.

6. A passport cannot be issued or renewed by a Passport Control Officer on behalf of a person already abroad. Such persons should apply to the nearest Kenya mission and where there is no Kenya representative, to the nearest United Kingdom Mission. Passports are not sent out of Kenya by post.

7. Documentary evidence of legal refugee in Kenya must be produced.

8. Fomu zote za maombi ya paspoti lazima ziambatanishwe na paspoti ya awali kama lipo, Kitambulisho cha wakimbizi, cheti cha kuzaliwa mkimbizi alizaliwa Kenya zimethibitishwa.

9. Habari zote zitakazotolewa zitahifadhiwa kama siri ya serikali na hazitajulishwa mtu yeyote asiyestahili.

8. All applications must be accompanied by a previous passport, if any or current national Kenya Identity Card, Birth Certificates plus certified photocopies of each.

9. Information will be treated confidentially and shall not be passed to any unauthorized persons.

**TUMIA HERUFI KUBWA
TO BE COMPLETED IN BLOCK CAPITALS**

(1) Majina Kamili}

Full Names } Jina ya Familia Jina la kwanza Majina mengine

Mahali pa kuzaliwa

Place of birth

Tarehe ya Kuzaliwa

Date of birth

--	--	--	--	--	--

Maelezo ju ya muombaji

Description of applicant

Mme/Mke ☐ Male/Female ☐

DD MM YYYY

Birth Entry Number	
Iwapo jina limebadilishwa kwa sababu nyingine mbali na ya ndoa, andika jina lako la zamani	Nambari Ya Kibambulisho Identity Card Number
If name has been changed other than by marriage, state original name:	Nchi unayoishi } Country of residence }
Anwani ya posta Postal Address.....	Kazi } Profession/Occupation }
Nambari ya simu.....	
Tel No.....	
Mahali unapoishi/Residential address:	Kimo } Metres (m).....cm.....
(a) Eneo la Makazi au Mtaa/Estate/Sublocation.....	Height } ft..... Ins.....
.....	Rangi ya Macho}.....

(b) Nambari ya Ploti/Plot No./Hse.No./Kijiji/Village	Colour of eyes }
(c) Nambari ya simu ya Nyumbani/Home Tel. No.	Alama isiyo ya kawaida: Special Peculiarities
(d) Barua Pepe/Email address	
(e) Simu ya Mkono/Mobile Phone Number	
(2) Mkimbizi wa Kenya kwa: (Chaguo neon lifaalo) Citizen by: (Tick the appropriate box) Country <input type="checkbox"/> Nchi	
(3) Hali ya Ndoa/Marital Status: Taja kama umcoa/olewa, hujaolewa Umetaliki/Talikiwa/Umetengana au Mjane: Married, Single, Widowed, Separated or Divorced: Majina kamili ya mke/mume Spouse's full names Jina la usichana (pale inapohusu) Maiden name Tarehe na mahali pa kuoa/kuolewa Date and place of marriage	<p>(a) Majina Kamili ya Baba Father's Full Name..... Nambari ya Kitambulisho..... Identity Card..... Nambari ya Paspoti (au Rno.) Passport No.(or Rno.).....</p> <p>(b) Mahali Baba alipozaliwa Place of Father's birth:.....</p> <p>(c) S L P P.O. Box.....</p> <p>(d) Nambari ya Simu/Tel.....</p> <p>(a) Majina Kamili ya Mama Mother's Full Name..... Nambari ya Kitambulisho..... Identity Card No..... Nambari ya Paspoti (au Rno.) Passport No.(or Rno.).....</p> <p>(b) Mahali Mama alipozaliwa Place of Mother's birth:.....</p> <p>(c) S L P P.O. Box.....</p> <p>(d) Nambari ya Simu/Tel.....</p>
(4) Unahitaji usafiri kwa dharula? Ndio/La Are you travelling on an emergency?..... Yes/No..... If yes, specify and attach	

evidence.....	
---------------	--

- (5) Watu wa kupashwa habari dharura jambo linapotokea
Particulars of Next of Kin (Person who may be contacted in case of emergency)
Mji..... Eneo la Makazi..... Nambari ya Nyumba/ploti.....
Mtaa..... Town..... Estate.....
House/Plot Number..... Street.....

- (a) Majina Kamili
Full Names..... Tarafa/Division.....
Kata/Location..... Uhusiano naye/Relationship.....
Nambari ya Kitambulisho chake/Id No.....
S.L. P/P.O Box..... Tel..... E-Mail.....
Mji..... Eneo la Makazi..... Nambari ya Nyumba/ploti..... Mtaa.....
Town..... Estate..... House/Plot Number..... Street.....

- (b) Majina Kamili
Full Names..... Tarafa ya nynba/plot..... Mtaa.....
Uhusiano naye/Relationsho chake/Id No.....

Watoto wako

Particulars of legitimate/legally adopted child/children

Majina Kamili Full Names	Mahali pa Kuzaliwa Place of Birth	Tarehe ya kuzaliwa Date of Birth	Uhusiano na mwombaji Relationship to applicant	Mme	Mke
				Male	Female

- (7) **MDHAMINI** (Tazama maelezo ya kujaza nambari 2 na 3)

Natoa uhakikisho kwamba anaomba paspoti ni mtu ninaemfahamu binafsi na kwamba naamini maelezo alioandika hapa ni ya kweli. Mimi ni Afisa katika idara ya wakimbizi.

RECOMMENDER (Refer to notes No.s 2 and 3)

I certify that the applicant is personally known to me, and that to the best of my knowledge/belief the facts stated in this form are correct. I am an officer with the Department of Refugee Affairs.

Majina Kamili Nambari ya kitambulisho
Full Names: ID No. (Attach certified copy):

Kazi
Profession/Occupation: E-Mail

Anwani
Address P.O. Box: Tel:

Sahihi Tarehe
Signature: Date:

(8) UAMUZI

Mimi niliyetia sahihi yangu hapa naomba nipewe paspoti. Naidhinisha:-

- Kwamba maelezo yaliyotolewa katika fomu hii ya maombi ni ya kweli nijuovyo mimi mwenyewe na kuamini.
- Kwamba sijapata kuomba kuwa mkimbizi katika nchi nyingine yeyote.
- Kwamba sijawahi kuwa na, au kuomba paspoti yoyote; au
- Kwamba pasi zote nilizopewa nimerudisha isipokuwa paspoti au cheti cha kusafiri No:
ambayo/ambacho kiko pamoja na fomu hii ya maombi, tena sijapeleka maombi mengine ya pasi tangu nipewe paspoti au cheti hiki cha kusafiri.

(Futa kwenye mstari "C" au "D" yale yasiyokuhusu)

I declare

- That the information given in this application is correct to the best of my knowledge and belief.
- That I have not acquired refugee status in any other country.
- That I have not previously held or applied for a passport of any description.
- That all previous passports granted to me have been surrendered other than passport or travel document No. which is not attached, and that I have made no other application for a passport or travel document.
- I of P.O. Box and
- I.D Number hereby agree to bind myself to pay the Government any charges and expenses (including expenses of

repatriation from overseas of the Emigrant and Dependents, if any) which may be incurred by the Government of Kenya in respect of myself

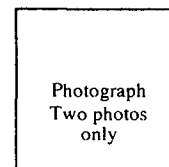
(Delete "C" or "D" whichever is inapplicable)

Sahihi Tarehe

Signature: Date:

FOR OFFICIAL USE ONLY**Documents produced**

Applicant's Birth Certificate and ID	Father's/Mother's Birth Certificate	Grandparent's Birth Certificate	Child(ren) birth Certificate(s)	Marriage Certificate	Other Documents



Applicant's ID No.
Verified By
Passport No.
Issued on
Serial No.

Remarks

Recommending Officer: Approving Officer: Issuing Officer:
Name: Name: Name:
Signature: Signature: Signature:
Date: Date: Date:

FORM 9

TRAVEL DOCUMENT
(Convective of 28 July 1951)

(r.34)

This document expires on
Unless its validity is extended or renewed
Name:

Forename(s).....
 Accompanied by..... child (children).

1. This document is issued solely with a view to providing the holder with a travel document which can serve in lieu of a national passport. It is without prejudice to and in no way affects the holder's nationality.

2. The holder is authorized to return to.....(state her/his country whose authorities are issuing the document) on or before..... Unless some later date is hereafter specified. The period during which the holder is allowed to return must not be less than three months.

3. Should the holder take up residence in a Country other than that which issued the present document he must if he wishes to travel again apply to the competent authorities of his country of residence for a new document. (The old travel document shall be withdrawn by the authority issuing the new document and returned to the authority which issued it).

(This document contains..... pages, exclusive of cover)

(2)

Place and date of birth.....
 Occupation.....
 Present residence.....
 *Maiden name and forename(s) of wife.....
 *Name and forename(s) of husband.....

Description

Height.....
 Hair.....
 Colour of eyes.....
 Nose.....
 Shape of face.....
 Complexion.....
 Special Peculiarities.....

Children accompanying holder

Name	Fore name(s)	Place and date of birth
Sex		

*Strike out whichever does not apply .

This document contains.....pages, exclusive of cover)

(3)

Photograph of holder and stamp of issuing authority
 Finger-prints of holder (if required)

Signature of holder.....

.(This document contains.....pages inclusive of cover)

(4)

1. This document is valid for the following Countries.....

Issued at

Date.....

Signature and stamp of authority
 Issuing the document:

Fee paid:

This document contains.....pages exclusive of cover)

(5)

Extension or renewal of validity

Fee paid: From.....
 To.....

Date..... Date.....

Signature and stamp of authority extending or
renewing the validity of the document:

Extension or renewal of validity

Fee paid: From.....
To.....

Date..... Date.....
Signature and stamp of authority
extending or renewing the validity of
the document:

(This document contains.....pages exclusive of cover)

(6)

Extension renewal of validity

Fee paid: From.....
To.....

Date..... Date.....

Signature and stamp of authority extending or
renewing the validity of the document:

Extension or renewal of validity

Fee paid: From.....
To.....

Date..... Date.....

Signature and stamp of authority extending or
renewing the validity of the document:

(This document contains.....pages exclusive of cover)

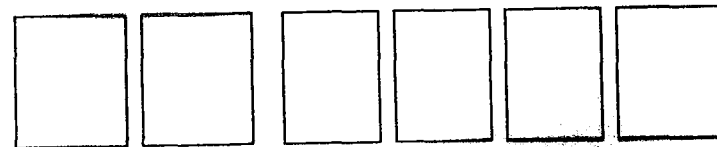
Visas

The name of the holder of the document must be repeated in each visa

(This document contains..... pages exclusive of cover)

MINISTRY OF STATE FOR IMMIGRATION AND REGISTRATION OF PERSONS

DEPARTMENT OF REFUGEE AFFAIRS (DRA)



MOVEMENT PASS

RE: Name :
Nationality:
Case or HH No:
Camp:
Dependant (s):

DOB:
Ration/Token Card No:

No.	Name	DOB	Relation	No.	Name	DOB	Relation
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This is to certify that the above named person(s) is/are individual(s) of concern to the Government of Kenya.

Pursuant to Section 17 (f) of the Refugee Act, 2006, the Refugee Camp Officer hereby authorizes the foregoing individual(s) to leave the designated area.

The authorities are kindly requested to allow him/her/them safe passage in accordance with this travel authorisation. This document expires on..... and should be surrendered to the Refugee Camp Officer upon return from travel.

Refugees who overstay the validity of the Movement Pass will be subject to sanctions in accordance to Section 25(f) of the Refugees Act, 2006.

Date.....

.....
Refugee Camp Officer

Dated the 19th December, 2008.

OTIENO KAJWAN'G,
Minister for Immigration and Registration of Persons.