

**DEPARTMENT OF IMMIGRATION SERVICES**

ISSUANCE OF KENYA DEPENDANT PASS

**CHECKLIST**

(PLEASE TICK AS APPROPRIATE)

| <b>NO.</b> | <b>REQUIREMENTS</b>  | <b>YES</b> | <b>NO</b> |
|------------|--|------------|-----------|
| 1.         | Duly filled and signed application <b>Form 28</b>  |            |           |
| 2.         | Detailed <b>cover letter</b> addressed to the <b>Director of Immigration Services.</b>               |            |           |
| 3.         | Copy of valid national passport (bio-data page)  |            |           |
| 4.         | Current immigration status for both the applicant and the dependant.                                 |            |           |
| 5.         | Current two (2) passport size colored photos of the dependant  |            |           |
| 6.         | Evidence of the relationship between the applicant and the dependant                                 |            |           |
| 7.         | Proof of sufficient and assured income to sustain self and the dependant                             |            |           |
| 8.         | Sworn affidavit of incapacity / inability to sustain self (dependant)                                |            |           |
| 9.         | A valid copy of work permit – atleast six months to its expiry (for applicants holding work permits) |            |           |

**SUBMITTED BY:**

Name: .....

Cell phone no. ....

Institution. ....

ID / Passport Original seen .....

Copy of ID / Passport attached .....

Contact person .....

Email address .....

Cell no. ....

**FOR OFFICIAL USE**

**RECEIVING OFFICER**

NAME .....  
REMARKS .....  
SIGNATURE .....  
DATE .....

**INDEXING OFFICER**

NAME .....  
REMARKS .....  
SIGNATURE .....  
DATE .....

**RECOMMENDING OFFICER:**

NAME .....  
REMARKS .....  
SIGNATURE .....  
DATE .....