



# MINISTRY OF FOREIGN AFFAIRS

## **PUBLIC ANNOUNCEMENT**

### **CAUTION AGAINST MISINFORMATION AND FRAUD**

**ACCRA, 18<sup>TH</sup> AUGUST, 2025** – As part of efforts to safeguard the integrity of its services, the Ministry of Foreign Affairs wishes to caution the general public against relying on unverified information and engaging with unauthorized agents or intermediaries in matters relating to the Ministry.

The submission of forged or fraudulent documents constitutes a criminal offence and will be reported to the appropriate law enforcement authorities for further action.

The general public is hereby advised to take note of the following:

1. All official information and service updates from the Ministry are published on the Ministry's official website, in accredited print and electronic media, and through its verified social media platforms.
2. Individuals seeking consular or other services which are provided by the Ministry should deal directly with designated officers at the Ministry or its accredited Missions abroad.
3. Any suspicious activity or suspected fraud should be reported immediately to the Ministry or the nearest Ghana Mission for verification and appropriate follow-up.

### **Important Notice on Payments and Fraud Prevention**

The Ministry kindly advises the public to take note of the following guidelines to prevent fraud and ensure proper service delivery:

- **Do NOT make payment to unauthorized individuals under any circumstance.**
- **Report any suspicious activities or demands for extra payment immediately to the Ministry through official contact channels.**

### **Clarification on Procedures for Services and Fees**

Furthermore, the Ministry wishes to provide clarification on the procedures and fees applicable to consular services rendered at its headquarters:

<b>SERVICE</b>	<b>FEE (GH¢)</b>	<b>PROCESSING TIME</b>
Attestation /Legalization of Documents	200.00	5 working days
Travel Certificate	200.00	2-3 working days
Laissez-Passer	200.00	2-3 working days

- a) Submit original documents duly verified by the Judicial Service of Ghana, along with a valid form of identification to the Consular and Humanitarian Affairs Bureau of the Ministry.
- b) Pay the approved fee of GH¢200.00 at the designated payment point located within the Ministry's premises. Payments must be made in **cash only** to the official from the Controller and Accountant-General's Department.
- c) Submit the official receipt of payment, together with the verified documents, for Processing.

### **Procedure for Travel Certificates**

Applicants requesting a Travel Certificate from the Ministry are required to follow the steps outlined below:

- a) Submit the following documents to the Consular and Humanitarian Affairs Bureau of the Ministry:
  - i. Bio-data page of a valid or expired passport;
  - ii. Two (2) recent passport-sized photographs;
  - iii. Flight itinerary; and
  - iv. A signed application letter stating the purpose of the travel.
- b) Before submitting your application, check with the relevant airline to ensure that Travel Certificates are accepted for boarding, as airline policies may vary.
- c) Proceed to the designated payment point at the Ministry to pay the official processing fee of GH¢200.00. Payment must be made in cash to the designated official from the Controller and Accountant-General's Department, after which you will be issued with a receipt.
- d) Present the official receipt of payment along with your application documents to the Consular and Humanitarian Affairs Bureau for processing.

### **Procedure for Laissez Passers**

- a) Submit the following documents to the Consular and Humanitarian Affairs Bureau:
  - i. Application Letter;
  - ii. Parental Consent Letter;
  - iii. Registration Number of Vehicle;
  - iv. Ghana card/Passport bio-date page;
  - v. Driver's passport bio-data page.
- b) Proceed to the designated payment point at the Ministry to pay the official processing fee, after which you will be issued with a receipt.
- c) Present the receipt of payment along with your application documents to the Consular and Humanitarian Affairs Bureau for processing.

For further enquiries, please contact the Consular and Humanitarian Affairs Bureau:  
**Tel: +233204552750** Email: **consular@mfa.gov.gh**

The Ministry wishes to assure the general public and Ghanaians abroad that it remains committed to ensuring efficient, transparent and client-friendly service delivery.

**TO ALL MEDIA HOUSES**

