Collect Your Passport

Applicants will be notified by email once their passports / visa application documents are ready for collection at the Visa Application Centre.

Applicants must present valid identification to collect their documents. Please refer to the collection requirements below.

Important Note: Applicants must ensure that the email address and contact number provided in their visa application form are accurate and accessible, as passport collection notifications will be sent using the contact details registered in the application.

1. Personal Collection by the Applicant

Applicants collecting their own passports must present:

- Original National Identity Card or original Driving License. (with photograph)
- Original Invoice-cum-Receipt (ICR) issued by the Visa Application Centre. **The original ICR(Invoice-cum-Receipt) is mandatory.**

2. Collection by Parents on Behalf of Minor Applicants

Parents collecting passports on behalf of their children must provide:

- A copy of the child's birth certificate or adoption decree clearly displaying the full legal name of at least one parent.
- The parent's original National Identity Card or Driving License.
- The parent's name on the identification document must match the name appearing on the child's birth certificate or adoption decree.
- Original ICR issued by the Visa Application Centre.

3. Collection by an Authorized Representative (Third Party)

Adult applicants may authorize a third party to collect their passports on their behalf. The authorized representative must present:

- An original, signed authorization letter from the applicant, clearly mentioning the full legal name of the authorized representative.
- A photocopy of the applicant's National Identity Card or Driving License.
- The authorized representative's original National Identity Card or Driving License.
- The name on the representative's identification document must match the name stated in the authorization letter.
- Original ICR issued by the Visa Application Centre.

4. Collection on Behalf of Government Officials

Individuals collecting passports on behalf of government officials must present:

- An authorization letter issued on official government letterhead, signed by the Head of Department or another designated authorized official.

- The letter must clearly identify the person authorized to collect the passport(s).
- The authorized representative's original National Identity Card or Driving License.

5. Collection of Passports for Group Applications

One designated representative may collect passports on behalf of all applicants included in a group application, subject to the following requirements:

- A consolidated authorization letter on Company/School letterhead signed by the respective applicants or Head of Department, clearly listing the full names of all applicants and authorizing the designated representative to collect their passports.
- A photocopy of the identification document (National Identity Card or Driving License) of each applicant.
- The designated representative must present their original National Identity Card or Driving License.
- The original ICRs issued by the Visa Application Centre must be presented for the respective applications.

Passports not collected within 30 days will be returned to the Embassy of Spain.

Visa Application Centre – Collection Timings

Applicants are requested to check the Visa Application Centre's operating hours and passport collection timings before visiting.
For further information, please visit the **Contact Us** page on our website.

Important Information – Commitment to Return (Compromisos de Retorno)

Applicants who have received a **"Commitment to Return (Compromisos de Retorno)"** notification from the Embassy of Spain are advised to visit the Embassy of Spain in Kenya during its official working hours upon their return to their country of residence, as instructed in the notification.