

IMPORTANT NOTICE

Dual citizenship

- It is advisable to apply for a new passport well ahead of time. Before applying, please make sure you are eligible for a Fiji Passport. Fiji does allow Dual Citizenship, this came into effect on 10th April, 2009.

- If your NZ Citizenship was granted before 10th April, 2009, please re-apply for Dual Citizenship. The application form can be downloaded from our website.

- If your NZ Citizenship was granted after 10th April, 2009, you still retain your Fiji Citizenship and can apply for passport renewal or replacement passport.

Citizenship for Children born outside of Fiji

- Children born outside Fiji, will need to apply for Fiji Citizenship. Once approved, they can apply for a new passport thereafter. The application form for Citizenship for Minor can be downloaded from our website.

Name Change and Citizenship

- If you have changed your name in New Zealand, you will need to register the change of name first with the Registrar of Titles in Fiji and apply for a birth certificate with your new name on it. You can apply for a new passport once you have a copy of your new birth certificate.

E – Passport Requirements

- Our online e-passport application system is controlled by Immigration Fiji. If there are system disruptions in Fiji, it is beyond our control in Wellington and can only be rectified and corrected from Fiji. Please be rest assured that it is our objective to provide the best service always with minimal disruptions.
- Given the above and to prevent or limit disappointment, we suggest that our diaspora clients consider booking flexible flights as an option when travelling from outside Wellington for consular appointments.
- Applicants are requested to provide all the necessary documents on their appointment date as incomplete application could cause delay in processing of the application. Please read checklist below.
- We will not be held responsible for any delays by courier regarding the shipment of your passport/document from Fiji or within NZ.
- Please take note of your courier tracking number and contact respective couriers to track and trace items.

Certificate of Identity

- Certificate of Identity is only issued in exceptional and urgent cases such as on the death of a family member. It is only issued for one-way journey to Fiji and cannot be issued for travel to any other country. This would mean that applicants needing new passports would have to organise for new passports at Fiji Immigration and notify NZ Immigration in order to have visas transferred under new passport number. CI application form should be completed as for new passport, with only two (2) passport sized photos and a letter stating the reason for CI application. CI takes approximately 3-5 working days to process. However, processing time can vary depending on individual cases.

CHECKLISTS

Step 1 - Book an appointment online on our website. If online is not viable, please send an email to viti.fhc@gmail.com to book an appointment or contact our Consular Division on phone number: 04 4735401/02

Step 2 - Travel to Wellington for the appointment. Appointments are done at the Fiji High Commission in Wellington. We are located at 31 Pipitea Street, Thorndon, Wellington. Applicants (only) are required to attend however Minors under 18 can be accompanied by either one of the parents. Elderly/Disabled will also need be accompanied by one other adult.

Step 3 – Please bring the required documents (Please read checklist below) on the day of your appointment.

Please Note:

If applicants are unable to meet their appointments due to unforeseen circumstances which may include delayed flights, please advise our Consular team as soon as practicable.

1. PASSPORT RENEWAL/ FIRST ISSUE PASSPORT

Documents required:

- Passport (original)
- Copy of latest NZ Visa
- Birth certificate (certified copy). If there are any amendments done on the certificate, must provide current Birth Certificate and previous Birth Certificate. We require Full extract copy of Birth certificate, A4 size with registration number on it.
- Another type of Photo ID such as Driver's licence, 18+ card etc (certified copy)
- Marriage certificate (women only) – certified copy. We require full extract marriage certificate, A4 size with registration number on it. Handwritten marriage certificate will not be accepted
- Proof of Divorce (women only)

- Widow- provide Husband's death certificate (women only)
- Parents Birth certificate (required for children under 12 years of age)
- Children under 2 years of age will need to provide a recent passport photo (x1)
- Change of name (registered in Fiji). Must provide deed poll, previous Birth Certificate and new Birth Certificate
- Minor - Must provide Fiji Citizenship Certificate, parent's Birth Certificate, parents passport & Marriage certificate (certified copy)
- NZ Citizenship certificate (certified copy)
- Applicants who have not travelled to Fiji since 10th April, 2009 will need to provide a Confirmation letter of their current immigration status from NZ immigration. (original)
- Prepaid courier bag with tracking sticker for the return of the new Fiji passport

Fee – Standard NZD\$200.00 (6-8 weeks). We accept cash & internet banking. Please note that payments are to be made on the date of your appointment and not prior.

2. DAMAGED/MUTILATED PASSPORT

Documents required:

- Passport (original)
- Copy of latest NZ Visa
- Statutory Declaration Form (original) – write a brief detail on how the passport was damaged and have it signed and witnessed by a JP. Please include your signature in the form (Download Statutory Declaration form from our website)
- Birth certificate (original). If there are any amendments done on the certificate, must provide current Birth Certificate and previous Birth Certificate. We require Full extract copy of Birth certificate, A4 size with registration number on it.
- Another type of Photo ID such as Driver's licence, 18+ card etc (certified copy)
- Marriage certificate (women only) - certified copy. We require

full extract marriage certificate, A4 size with registration number on it. Handwritten marriage certificate will not be accepted

- Proof of Divorce (women only)
- Widow- provide Husband's death certificate (women only)
- Parents Birth certificate (required for children under 12 years of age)
- Change of name (registered in Fiji). Must provide deed poll, previous Birth Certificate and new Birth Certificate
- Children under 2 years of age will need to provide a recent passport photo (x1)
- NZ Citizenship certificate
- Applicants who have not travelled to Fiji since 10th April, 2009 will need to provide a Confirmation letter of their current immigration status from NZ immigration Prepaid courier bag with tracking sticker – for the return of the new Fiji passport if residing outside Wellington

Fee – Standard NZD\$340.00 (6-8 weeks). We accept cash and internet banking. Please note that payments are to be made on the date of your appointment and not prior.

3. LOST PASSPORT

Documents required:

- Copy of the lost passport (if applicable)
- Copy of latest NZ Visa
- Police report
- Statutory Declaration Form – write a brief detail on how the passport was lost and have it signed and witnessed by a JP. Please include your signature in the form (Download Statutory Declaration form from our website)
- Birth certificate. If there are any amendments done on the certificate, must provide current Birth Certificate and previous Birth Certificate. We require Full extract copy of Birth certificate, A4 size with registration number on it.

- Another type of Photo ID such as Driver's licence, 18+card etc
- Marriage certificate (women only). We require full extract marriage certificate, A4 size with registration number on it. Handwritten marriage certificate is not acceptable.
- Proof of Divorce (women only)
- Widow- provide Husband's death certificate (women only)
- Change of name (registered in Fiji)-must provide deed poll, previous Birth Certificate and new Birth Certificate
- Parents Birth certificate (required for children under 12 years of age)
- Children under 2 years of age will need to provide a recent passport photo (x1)
- NZ Citizenship certificate
- Applicants who have not travelled to Fiji since 10th April, 2009 will need to provide a Confirmation letter of their current immigration status from NZ immigration.
- Prepaid courier bag with tracking sticker – for the return of the new Fiji passport if residing outside Wellington

Fee – Standard NZD\$340.00 (6-8 weeks). We accept cash and internet banking. Please note that payments are to be made on the date of your appointment and not prior.