



PASSPORT APPLICATION GUIDANCE NOTES

NOTES FOR GUIDANCE IN COMPLETING A FIJI PASSPORT APPLICATION

For help in completing this application form we strongly advise you read these guidance notes.

Please read these notes carefully before commencing to fill the application form.

The Fiji High Commission in Wellington receives applications for new passports from Fiji nationals in New Zealand for expired/expiring passport and replacement of lost passport. In exceptional circumstances, where a person without a valid passport needs to travel urgently to Fiji, the High Commission may issue a Certificate of Identity in consultation with the Director for Fiji Immigration.

Passports are sent to Fiji on a weekly basis for normal processing except requests for urgent passports, which are sent immediately. Processing time may take longer in some cases due to reasons including incomplete forms, non-payment of fees, transportation and handling by the courier services and late arrival of passport from Fiji. Every effort will be taken to process the passport applications within the specific period. Please note that the Fiji High Commission in Wellington will not be responsible for any delay in the processing of passports by the Immigration Office in Fiji or any mishandling by the Courier services.

1. The applicant should complete the form in English, in BLOCK CAPITALS using black or blue ink, ballpoint pen or typescript. If the applicant is over 16 years of age and is illiterate or unable to complete the form in English or by disability cannot write, another person may complete the form who should also make a statutory declaration, stating that he/she correctly completed the application in question from details supplied to him/her by the applicant who is illiterate and/or incapable of completing the form personally. This declaration should be forwarded with the application. If a child under 16 years of age is applying for a separate passport (see note 5 below) and is unable to complete the form, it should be completed by the parent or legal guardian. All alterations or deletions should be initialled by the applicant.
2. Payments should be made by cash or bank cheque in New Zealand dollars. Bank cheque should be made “not negotiable”, payable to the Fiji High Commission, Wellington, NZ.
3. Applications may be forwarded to the Fiji High Commission, 31 Pipitea Street, Thorndon, Wellington 6011.
4. Applicant must provide **three coloured** passport size photos (one to be witnessed).

Photo requirements: Photo should have a white background, No hair band, no sleeveless blouses/ tops, no smiling, no shadows at the background, facial features to be clear – hairs to be tied to the back so the forehead and ears are visible, no big ear rings, no nose rings, direct pose to the camera. Please note that the passport photos should **not** have any form of head covering (i.e veils, scarf, head band, hair clips etc).

5. Signatures should be in the applicant’s own handwriting at item 15 and in the specimen signature box and applicants over 10 years are required to sign their own application form. If, however, a person is illiterate, he/she should provide a thumbprint in item 15 and in the two boxes below item 15. The print must clearly



show the distinguishing lines of the thumb. Smudged or blurred prints are not acceptable. Please use only blue or black ink. Please note that all applicants are required to provide their left thumbprint.

6. All children require separate passports with effect from 1st June 1995. There will be no endorsements allowed henceforth.
7. **WITNESS:** a witness is required for the declaration (Section 18). The witness should be the same person for each section, including the witnessing of signature on the back of passport size photograph – “Certifying that this photograph is the true likeness of (name of applicant)”.

An approved witness shall be a person who is:

Member of Parliament, Head or Deputy Head of a Government Department, Mayor, Member of any City Council, Magistrate, Barrister at Law, Solicitor, Notary Public, Bank Officer, Justice of the Peace, Minister of Religion, Administrative Officer, Medical or Dental Practitioner, Education Officer, Assistant Education Officer or Head Teacher, Lecturer, Tutor, School Teacher, Work Manager and Supervisor.

Please note that family members are not allowed to witness the application form.

8. A passport is valid for 10 years from the date of issue.
9. Any person currently in possession of a passport must first surrender his old passport before being issued with a new one. If the old passport is not available, Section 13 must be completed.
10. A torn, mutilated or defaced passports is not valid and if a replacement is required it should be returned to the Fiji High Commission with an application for a new passport, Statutory form and fee..
11. **Any person currently in possession of a passport and has been a resident in New Zealand for five years or more MUST produce a letter from the Department of Internal Affairs, New Zealand, to confirm that he/she has not been given New Zealand citizenship.**
12. For replacement of lost or stolen passports, applicants **must** provide original Birth Certificate, Marriage Certificate (if applicable), a Statutory Declaration signed by a Justice of Peace and a police report (for stolen or lost property). Please note that the original Birth and Marriage certificates will be returned.

EMERGENCY PASSPORT

13. Emergency passport (**Certificate of Identity**) may be granted on exceptional circumstances only i.e. death, serious illness etc. Procedure for application is same as application for a new passport. However, it should be supported by a written letter stating the reasons for emergency passport and it should be supported by documentary evidence of any events leading to the requirement of this “Certificate of Identity”.



Application should be accompanied by the original Birth Certificate, Marriage Certificate (if applicable), documentary proof of your citizenship and 2 photographs (see top of form).

It is advisable to apply for a new Fiji passport as soon as the current one expires.

Business Hours for Consular/Immigration matters:

Monday – Thursday

9.00am to 1.00pm

Friday

9.00am to 12.30pm

ALL APPLICANTS SHOULD ENCLOSE A SELF-ADDRESSED PREPAID COURIER BAG IF PASSPORT IS NOT COLLECTED IN PERSON.