

**NOTES FOR GUIDANCE IN COMPLETING A FIJI PASSPORT APPLICATION**  
**(PASSPORT ACT AND REGULATIONS 1985)**

**Please read these notes carefully before commencing to fill in the application form. The processing of the passport takes four (4) to six (6) weeks. Passports are sent to Fiji every two weeks for normal processing.**

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 by the applicant who is illiterate and/or incapable of completing the form himself. 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.

The scale of fees for passport is shown below:

Issue of a Passport*	<b>F\$67.50</b>	<b>NZ\$85.00</b>
<i>*for first issue or renewal of expiring/expired passports</i>		
Certificate of Identity	<b>F\$123.75</b>	<b>NZ\$154.00</b>
Replacement of lost or stolen passport	<b>F\$168.75</b>	<b>NZ\$210.00</b>
Urgent processing of passport	<b>F\$168.75</b>	<b>NZ\$210.00 + NZ\$88.00*</b>
<i>* for courier - processing time for urgent passport is 10 working days.</i>		

2. Payments should be made in cash or bank cheque in New Zealand dollars equivalent to the above. Bank cheque should be made "not negotiable", payable to the Fiji High Commission, Wellington.
3. Applications may be made to the Fiji High Commission, Fiji House, 31 Pipitea Street, Thorndon, Wellington.
4. Applicant must provide three passport size photos. Please note that the passport photos should **not** have any form of head covering (i.e veils etc).
5. Signatures should be in the applicant's own handwriting at item 15 and in the specimen signature box. 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 also provide left thumbprint if applying for a renewal of passport, first issue, replacement passport or Certificate of Identity.
6. All children require separate passports with effect from 1<sup>st</sup> 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 a Member of Parliament, Head or Deputy Head of a Government Department, Mayor, Member of any Town Council, Township Board or Provincial 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, Assistance Education Officer or Head Teacher, Officer or non-commissioned Officer of the Fiji Military Forces, Officer not below the rank of corporal in the Fiji Police Force or University graduate. If none of the above mentioned persons is available, the application may be witnessed by any person of good repute but **not** a family member.

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. Torn, mutilated or defaced passports should be returned to the Fiji High Commission with an application for a new passport.
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, a police report (for stolen or lost property) and a newspaper advertisement. Please note that only 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 3 photographs (see top of form).

Please ensure to apply for a proper Fiji passport as soon as the passport expires, rather than waiting for unforeseen circumstances.

### **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 NOT COLLECTED IN PERSON.**