

LOST/MUTILATED PASSPORT CHECKLIST

- ☐ **Passport form** - Complete all sections including signature and left thumbprint.
- ☐ **Section 15-** Signature should be **within the box**. Children over 10yrs of age can sign or print their name. Applicants under 10 years, parent or legal guardian can sign on their behalf.
- ☐ **Passport photos (x2)-** Provide two (2) passport photos certified by the Witness, they must have a business card to attach or stamp. Refer to Passport Photo requirements.
- ☐ **Section 18** - Must be completed by the same witness who signed the photos (Witness can be work manager, Family doctor, JP or someone that you may know) they must have a business card to attach or stamp.
- ☐ **Statutory declaration** – State whether it’s a lost or damaged passport and have it signed and witnessed by the JP. Applicant must sign on the form also.
- ☐ **Police Report** - Must provide if passport is lost
- ☐ **Photo Id** – Submit a copy of the lost passport or certified copy any other type of Photo Id such as Driver’s Licence etc. If applicant does not hold Photo Id, this needs to be declared on the Statutory Declaration Form and attach a passport photo signed by the JP.
- ☐ **Certified copy of birth/marriage/divorce certificate** – (if applicable)
- ☐ **Prepaid courier bag with tracking sticker** – for the return of the new Fiji passport
- ☐ **Payment** - Bank Cheque to “***FIJI HIGH COMMISSION***” or CASH (no personal cheques)

	FEE (NZ\$)	PROCESSING TIME
STANDARD	\$190.00	4 – 6 WEEKS
URGENT	\$345.00	2 – 3 WEEKS

*Please courier post the application along with the above completed to **Fiji High Commission, 31 Pipitea St, Thorndon, Wellington, 6011.***

IMPORTANT NOTICE

- ALL APPLICANTS WHO HAVE ACQUIRED NZ CITIZENSHIP **AFTER 10TH APRIL 2009** MUST ATTACH CERTIFIED COPIES OF NZ CITIZENSHIP CERTIFICATE
- APPLICANTS WHO HAVE ACQUIRED NZ CITIZENSHIP **BEFORE 10TH APRIL 2009** WILL NEED TO APPLY FOR DUAL CITIZENSHIP
- ALL FEES FOR APPLICATIONS SUBMITTED TO FHC ARE **NON-REFUNDABLE** AS OF 8TH APRIL 2017.
- ALL CONSULAR APPLICATIONS ARE APPROVED BY IMMIGRATION FIJI BEFORE RESPECTIVE APPLICANTS WILL BE CONTACTED.

SERIAL NUMBER

(Official Use)

(Official Use)

GOVERNMENT OF FIJI

APPLICATION FOR A FIJI PASSPORT

It is essential to complete this form accurately.

(Please print clearly in ball point pen)

Mr:

1. Applicant's Surname: Mrs: _____
(Family Name) Miss: _____
Forenames: _____

2. Previous Names: _____

3. Full Name of Father: (surname) _____ (forenames) _____

4. Date of Birth: _____ 5. Birth Place: _____

Day / Month / Year

City / Town / Village / Country

6. Marital Status: Single ☐ Married ☐ Widowed ☐ Divorced ☐

7. Personal Height: _____ Colour of Eyes: _____ Colour of Hair: _____

8. Visible Distinguishing Marks: _____

9. Work or Occupation: _____ 10. Name of Employer: _____

11. Address of Employer: _____

12. Applicant's Full Residential Address: _____ Correspondence Address: (if different) _____

Email: _____

Phone Residence: _____ Phone Business: _____

13. (A) DOCUMENTS REQUIRED WHEN APPLYING FOR FIRST ISSUE:

(i) Birth Certificate: _____ (ii) Marriage Certificate: _____ (iii) Divorce Certificate: _____
(Full Extract) (If you are a married woman) (If you are a divorced woman)

(iv) Deed Poll Papers: _____ (v) Adoption Papers: _____ (vi) Death Certificate: _____
(If you have changed your name) (If you are an adopted child) (If widow)

(vii) FNPF/Business/Bank Card; Driving Licence or latest school report

(B) DOCUMENTS REQUIRED IF APPLYING FOR A REPLACEMENT PASSPORT

(i) If the passport is full, expired or mutilated attach passport only; or _____

(ii) If the passport is lost but still valid, attach police report, statutory declaration, certified copy of photo ID and birth certificate (full extract).

14. CERTIFICATE

I CERTIFY THAT THE ABOVE PARTICULARS ARE CORRECT, THAT I AM A CITIZEN OF FIJI AND THAT I AM NOT A CITIZEN OR NATIONAL OF ANY OTHER COUNTRY. I CERTIFY THAT I POSSESS NO PASSPORT OR TRAVEL DOCUMENT (OTHER THAN THAT ATTACHED TO THIS APPLICATION OR DECLARED LOST AS IN ATTACHED STATUTORY DECLARATION AND THAT I HAVE MADE NO OTHER APPLICATION FOR A PASSPORT OR TRAVEL DOCUMENT SINCE THE PASSPORT OR TRAVEL DOCUMENT NO. _____ WAS ISSUED TO ME.)

15. Applicant's Signature: _____ Date: _____ Place: _____

Attach original birth certificate and if applicable marriage certificate, deed poll, adoption papers together with 2 recent full face Passport Photos 3.5cm x 4.5cm colored photo of applicant. One of the photos to be certified by the Witnessing Officer viz: I certify that this photograph is a true likeness of:

Left Thumb Print

Applicant's Signature

16. IF THIS APPLICATION IS BY A PERSON UNDER 16 YEARS OF AGE, THE FOLLOWING SECTION MUST BE COMPLETED, BY EITHER PARENT OR LEGAL GUARDIAN.

I, the Parent/Legal guardian of the applicant (forenames) _____
(Surname) _____ agree to the issue of a passport valid for all countries for the applicant.
Name of Father: _____ Signature: _____
Name of Mother: _____ Signature: _____
Legal Guardian: _____ Signature: _____
Date of Signature: _____
Full Address: _____

17. Method of Collection: Personal Collection/
Post to:

18. Witness: I confirm that I have known the applicant for years
and that he/she signed the certificate (section 14) before me and he/
She fully understood its contents.

Full Name of Witness: _____

Residential Address: _____

Position Held: _____

Employer/Address: _____

Signature of Witness: _____

Date: _____

19. FOR OFFICIAL USE ONLY

VETTING OFFICER:

Name: _____

Signature: _____

Date: _____

Application lodged by: _____

APPLICATION RECORD CHECK:

CASHIER

Name: _____

Fees Paid: _____

Revenue Receipt No. _____

Signature: _____

Date: _____

VDU OPERATOR – Application Entered

Name: _____

Signature: _____

Date: _____

VDU CHECK:

Verified from the Computer Records that the Applicant
Previously held

Fiji Passport No. _____

Issued on _____ and has no

Other Foreign passport or watchlisted

PASSPORT OFFICER:

Name: _____

Signature: _____

Date: _____

VDU Operator

Date

And I make this solemn declaration believing the same to be true and by virtue of the Statutory Declarations ordinance, 1970.

(Office held or nature of Appointment)