



PASSPORT APPLICATION GUIDANCE NOTES

IMPORTANT NOTICE

- **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.**
- **IT IS ADVISABLE TO APPLY FOR A NEW FIJI PASSPORT BEFORE THE CURRENT PASSPORT EXPIRES.**

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

For help in completing this application form we strongly advise you read these guidance 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 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.
2. 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.



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3. 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.
4. Payments should be made by cash or bank cheque in New Zealand dollars. Bank cheque should be made payable to the Fiji High Commission.
5. Applications may be forwarded to the Fiji High Commission, 31 Pipitea Street, Thorndon, Wellington 6011.
6. Applicant must provide **two** passport size photos (one to be witnessed). The photos should have a white background and all applicants are required to have their hair tied or brushed back neatly so that their ears and forehead are visible.
7. Passport photos – please refer to passport photo requirements.
8. Signatures should be in the applicant's own handwriting and should be within the box.
Applicants over 10 years old are required to sign or print their name on the form.
9. If, however, a person is illiterate, he/she should provide a left thumbprint in the box provided. 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.**
10. All children require separate passports with effect from 1st June 1995.
11. **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 can be any of the following people: Justice of the peace, Work Manager, Family Doctor, Bank Officer, Lecturer/tutor/School Principal, Lawyer or anyone in a Managerial or Supervisory Role. Witness must provide a stamp or business card on section 18 of the passport form. *Family members are not allowed to witness the form.*
12. A passport is valid for 10 years from the date of issue.
13. Any person currently in possession of a passport must first surrender his/her old passport before being issued with a new one. If the old passport is not available, Section 14 must be completed.



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14. A mutilated passport 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 and required documents. Refer to Lost/Mutilated Passport Renewal
15. Applicants are required to provide the following if they haven't travelled to Fiji since **10th April, 2009** when Dual Citizenship came into effect:
 - a. Confirmation of Current Visa Status from NZ Immigration

OR

 - b. Certified copy of NZ Citizenship certificate, if granted after 10th April, 2009. If NZ Citizenship was issued before Dual Citizenship came into effect, applicant will need to re-apply for Fiji Citizenship.
16. For replacement of lost or stolen passports, it should be returned to the Fiji High Commission with an application for a new passport and required documents. Refer to Lost/Mutilated Passport Renewal
17. **Certificate of Identity (CI)** may be granted on exceptional circumstances only i.e. death, serious illness etc, it should be returned to the Fiji High Commission with an application form and required documents. Refer to Certificate of Identity application form.

Business Hours for Consular/Immigration matters:

Monday - Thursday	-	9.00am to 5.00pm
Friday	-	9.00am to 4.00pm

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