

Important Notice

- **Before applying, please make sure you are eligible for 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**, you need to re-apply for Dual Citizenship. Application form can be downloaded from our website www.fiji.org.nz it's under forms.
- 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.
- **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 www.fiji.org.nz it's under forms.
- If you have **changed your name in New Zealand**, you need to register the change of name first with the Registrar of Titles in Fiji and apply for a birth certificate with new name on it. *You can apply for a new passport once you have a copy of your new birth certificate.*

E-PASSPORT REQUIREMENTS

Step 1- Copy & Paste this link into your web browser

<https://epassportportal.immi.gov.fj/fiji-epassport-portal-server/app/page/login>

Step 2 – Create an account (Username & Password)

(Password - must include a capital letter, number & special character)

*** Enrolment is only valid for 1 month**

Step 3 – Enter your details

- Always choose normal and ordinary passport. **Do not choose emergency passport.**
- If you require an **urgent passport**, please choose normal, ordinary and pay the urgent fee when you book your appointment for your biometrics.

Step 4 – Upload documents

- Refer to passport checklist below

Step 5 – Submit

- Click on the “submit” button once completed

Step 6 – Pre-enrolment receipt

- An e-passport pre-enrolment receipt will be generated.

Step 7 – Biometrics appointment

- Print or take a picture of your pre-enrolment receipt and bring it along when you book for your biometrics appointment.
- Email viti.fhc@gmail.com for your biometrics appointment.
Appointments are taken Monday – Friday from 9am - 1pm.

E-PASSPORT CHECKLIST

1. PASSPORT RENEWAL

Original documents required:

- ☐ Passport
- ☐ 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 are not acceptable.**
- ☐ Divorced paper(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
- ☐ 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

- ☐ **Fee – Standard NZD\$200.00 (4-5 weeks) / Urgent NZD\$280.00 (2-3 weeks).** We accept cash or bank cheques payable to Fiji High Commission.

2. PASSPORT (DAMAGED/MUTILATED)

Original documents required:

- ☐ Passport
- ☐ Statutory Declaration Form – write a brief detail on how the passport was damaged and have it signed and witnessed by a JP. Include your signature on the form also. *(Download Statutory Declaration form from our website www.fiji.org.nz it's under forms).*
- ☐ 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 are not acceptable.**
- ☐ Divorced paper(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 (4-5 weeks) / Urgent NZD \$420 (2-3 weeks).** We accept cash or bank cheques payable to Fiji High Commission.

3. PASSPORT (LOST)

Original documents required:

- ☐ Copy of the lost passport (if applicable)
- ☐ Police report
- ☐ Statutory Declaration Form – write a brief detail on how the passport was lost and have it signed and witnessed by a JP. Include your signature on the form also. (*Download Statutory Declaration form from our website www.fiji.org.nz it's under forms*).
- ☐ 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 are not acceptable.**
- ☐ Divorced paper(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 (4-5 weeks) / Urgent NZD \$420 (2-3 weeks).** We accept cash or bank cheques payable to Fiji High Commission.