



## PASSPORT APPLICATION GUIDANCE NOTES

For help in completing this application form we strongly advise you read these guidance notes. Refer question 15 for further guidance and information.

1	Who can get a passport?	Fiji Passports are issued to Fiji Citizens
2	Who needs to fill out this passport application form?	Fill in this form yourself if you are 16 years of age or over. This form must not be filled in by your wife, husband, partner, parent or friend unless you are under 16 years of age or have disability or language difficulty that prevent you from filling it yourself
3	Who needs an application?	You will need to fill in an application if you are applying for a passport for the first time or if you wish to replace your current passport, or if your passport has expired or has been lost or stolen
4	What documents do I need to send with this application?	<ul style="list-style-type: none"> <li>• Your original birth certificate which states your parents names and shows you were born in Fiji</li> <li>• Marriage Certificate if you want your passport in your husband's surname</li> <li>• Deed Poll and new birth certificate if you have changed your name</li> <li>• ID card as follows: <ul style="list-style-type: none"> <li>✓ FNPF card (if applicant is working)</li> <li>✓ Student ID card or recent school report (if applicant is a student)</li> <li>✓ Driving License if adult applicant is not working</li> </ul> </li> </ul>
5	Where do I get birth and marriage certificates from?	For information about obtaining Fiji birth or marriage certificates, name change or deed poll documents call the office of the Registrar of births, deaths and marriages
6	How long will it take?	<b>Standard Services</b>  The standard time to process an application is up 5 working days. The processing begins from when the

		<p>Department received the correctly completed application form with all the requirements needed to issue the passport. Applications from outstations and our foreign missions, standard time to process an application is about 21 days as extra time should be allowed for delivery to and from passport office.</p> <p><b>Urgent Service</b> The urgent processing of an application is one working day. The processing begins from when the Department receives the correctly completed application form and has all the information needed to issue a passport. For requests from the centres the processing period will depend on the time the application is received by headquarters.</p>
7	How much will it cost?	<p><b>Total cost for each application</b></p> <ul style="list-style-type: none"> <li>• Standard Service- FJ\$74.00</li> <li>• Urgent Service- FJ\$185.00</li> </ul> <p><b>Replacement Passports</b></p> <ul style="list-style-type: none"> <li>➤ If expired -FJ\$74.00</li> <li>➤ If lost or stolen- FJ\$185.00</li> <li>➤ If damaged- FJ\$185.00</li> </ul>
8	How long is the passport valid for?	Your Fiji passport will be valid until the expiry date shown in the passport (10 years from the issue date).
9	What if my passport is full, expired or mutilated?	If your passport is full, expired or mutilated then you need to attach the old passport.
10	What if my passport has been lost or stolen?	<p>If your passport has been lost or stolen please advise the passport office immediately then send an advertisement to the local newspaper company to advertise the lost passport.</p> <p>If you require a replacement passport complete an application form, attach police report, a statutory declaration where, when and how the passport got lost, newspaper advertisement and birth certificate.</p>
11	Proof of Identity	Ask someone you know who can identify one of your photos. This person will be called your witness and needs to meet the requirements outlined below.

12	Who can act as a witness?	<p>A witness must:</p> <ul style="list-style-type: none"> <li>✓ Have known the person applying for the passport for at least 12 months or since birth for a child under 12 months.</li> <li>✓ Be aged 16 years or over</li> <li>✓ Have a contact telephone number</li> <li>✓ Can be contacted during normal business hours</li> <li>✓ Be able to provide all the information requested on the proof of identity page of the passport application form</li> <li>✓ Be a holder of a Fiji passport</li> </ul> <p>Where an applicant is unable to find a witness who is the holder of a valid Fiji passport they may choose someone from one of the following groups who have known them for at least 12 months and meets the other witness requirements.</p> <ul style="list-style-type: none"> <li>✓ Justice of Peace</li> <li>✓ Legal Officer</li> <li>✓ Commissioner of Oaths</li> <li>✓ Magistrate</li> <li>✓ Employer</li> <li>✓ Senior Police Officer</li> <li>✓ Minister of Religion</li> </ul> <p>Witnesses from the group may give their name, work address and telephone contact only. The Department of Immigration will then make up two attempts to contact the witness for further details. If contact cannot be made a letter will be sent to the applicant requesting a new witness to be found.</p> <p>A witness will:</p> <ul style="list-style-type: none"> <li>✓ Fill in the proof identity section all in his/her handwriting</li> <li>✓ Write the full name of the person applying for the passport on the back of one of the photos, sign their own name and put the date at the back of the same photo</li> </ul> <p>A witness must not:</p>
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		X -be a relative of the applicant X- be a partner of the applicant X- live at the same address as the applicant
13	Photographs	<p>Please provide 2 identical passport photos of yourself. Both photos must be the same in all aspect. The photos must be</p> <ul style="list-style-type: none"> <li>✓ Most recent photos, less than 6 months old</li> <li>✓ Full front view of face, head and shoulders only</li> <li>✓ Without hats, head covering or head bands unless if you are required to wear it for religious or medical reasons</li> <li>✓ Without sunglasses. Tinted prescription glasses may be worn as long as eyes are still visible</li> <li>✓ A true image and not altered in any way</li> <li>✓ Clear sharp and focus</li> <li>✓ With a plain light coloured background (not white)</li> <li>✓ Black and white or coloured, as long as it's a true likeness</li> <li>✓ On photographic type of paper</li> <li>✓ Approximately 50mmx40mm in size</li> </ul> <p>The witness who identifies you must write your full name on the back of one photo and then sign and date it.</p>
14	How do I apply for a Passport for a Child?	<p>For passport applications a child is a person under 16 years of age. Children are now required to have their own passport.</p> <p>To apply for a child's passport:</p> <ul style="list-style-type: none"> <li>• Complete the application form by filling in the section applicable to 16 years old and below</li> <li>• Fill out a declaration form giving consent to the issue of such passport.</li> </ul> <p>If consent is given by the child's guardian ie someone who is not their parent then documentary proof of guardianship issued by the court or an original copy of a parents will appointing the person as guardian and the parents death certificate.</p>

15	For further enquiries?	If you have any questions about filling in this form or your have any difficulties in completing it, please contact the Department of Immigration on (679)3312622 or (679)3100507 ext317120 or visit <a href="http://www.immigration.gov.fj">www.immigration.gov.fj</a>
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