

PASSPORT RENEWAL CHECKLIST

Definition: when an existing passport is due to expire or has expired.

Documentation:

- Filled Passport Application Form
- Passport photos (x2)
- Passport (original)
- Copy of latest NZ Visa
- Birth certificate (certified copy). 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 (certified copy)
- Marriage certificate (women only) – certified copy. We require full extract marriage certificate, A4 size with registration number on it. Handwritten marriage certificate will not be accepted
- 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)
- Minor – Must provide Fiji Citizenship Certificate, parent's Birth Certificate, parents passport & Marriage certificate (certified copy)
- NZ Citizenship certificate (certified copy)
- 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. (original)
- Prepaid courier bag with tracking sticker for the return of the new Fiji passport

Fee(s): Standard NZD\$200.00 Please note that payments are to be made on the date of your appointment and not prior

Processing time: The average processing time is 6 – 8 weeks. Enrolments made through mobile kits (away from the Fiji High Commission, Wellington) may take longer. Delays in processing may occur when the applications submitted are incomplete or require further clarification. Please note we will not be held responsible for any delays by the Department of Immigration in Fiji or any issues with postal and courier services.

Important Reminder: It is imperative that 2 copies of all documentation including the application form are submitted together with a copy of your checklist.