

## **Important Notice**

- It is advisable to apply for a new passport well ahead of time.
- **Before applying, please make sure you are eligible for Fiji Passport.** Fiji does allow Dual Citizenship, this came into effect on 10<sup>th</sup> April, 2009.
- If your NZ Citizenship was **granted before 10<sup>th</sup> April, 2009**, you need to re-apply for Dual Citizenship. Application form can be downloaded from our website [www.fiji.org.nz](http://www.fiji.org.nz) it's under forms.
- If your NZ Citizenship was **granted after 10<sup>th</sup> 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](http://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**

Greetings from your team at the Fiji High Commission in Wellington.

Our online e-passport application system is controlled by Immigration Fiji. If there are system disruption in Fiji, it is beyond our control in Wellington. It can only be rectified and corrected from Fiji. Please be rest assured that it is our objective to provide the best service always with minimal disruptions.

Given the above and to prevent or limit disappointment, we suggest that our diaspora clients consider booking flexible flights as an option when travelling from outside wellington for consular appointments.

Thank you to all who have visited the Mission. Please keep safe and well during this trying times.

### **Biometrics appointment**

- **Step 1** - Book an appointment
- **Step 2** - Travel to Wellington for the appointment.

Appointments are done at the Fiji High Commission in Wellington. We are located at 31 Pipitea Street, Thorndon, Wellington.

- **Step 3** – Bring the required documents on the day of the appointment

### **Appointment Day**

- Applicants **only** are required to attend appointments.
  - a. Minors under 18 - can be accompanied by either one of the parents
  - b. Elderly/Disabled - to be accompanied by one other adult
- Applicants feeling slightly unwell on appointment day advised to re-schedule

## **E-PASSPORT CHECKLIST**

- Applicants are requested to provide all the necessary documents on their appointment date as incomplete application could cause delay in processing of the application.
- We will not be held responsible for any delays by courier regarding the shipment of your passport/document from Fiji or within NZ.
- Please take note of your courier tracking number and contact respective couriers to track and trace items.

### **1. PASSPORT RENEWAL/ FIRST ISSUE**

#### **PASSPORT**

##### **Original documents required:**

- 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 is 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 (certified copy)
- NZ Citizenship certificate (certified copy)
- Applicants who have not travelled to Fiji since 10<sup>th</sup> 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 – Standard NZD\$200.00 (6-8 weeks).** We accept cash & internet banking.

## 2. PASSPORT

### **(DAMAGED/MUTILATED)**

#### **Original documents required:**

- Passport (original)
- Copy of latest NZ Visa
- Statutory Declaration Form (original) – 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](http://www.fiji.org.nz) it's under forms*).
- Birth certificate (original)

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 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 10<sup>th</sup> 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 (6-8 weeks).** We accept cash and internet banking.

### 3. **PASSPORT (LOST)**

#### **Original documents required:**

- Copy of the lost passport (if applicable)
- Copy of latest NZ Visa
- 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](http://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 is 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 10<sup>th</sup> 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 (6-8 weeks).** We accept cash and internet banking.