

## **CERTIFICATE OF IDENTITY CHECKLIST**

- Fiji Passport** - valid or expired
- Passport form** - Complete all sections including signature and left thumbprint.
- Section 15-** Signature should be **within the box**. Applicant over 10yrs of age can sign or print their name. Applicants under 10 years, parent or legal guardian can sign on their behalf.
- Passport photos** (x2)- Provide two (2) passport photos certified by the Witness, they must have a business card to attach or stamp. Refer to Passport Photo requirements.
- Section 18** - Must be completed by the same witness who signed the photos (Witness can be Work manager, Family doctor, JP or someone that you may know) they must have a business card to attach or stamp.
- Police Report** - Must provide if passport is lost
- Statutory declaration** – State whether it’s a lost or damaged passport and have it signed and witnessed by the JP. Applicant must sign on the form also.
- Photo Id** – Submit a copy of the lost passport or certified copy any other type of Photo Id such as Driver’s Licence etc. If applicant does not hold Photo Id, this needs to be declared on the Statutory Declaration Form and attach a passport photo signed by the JP.
- Certified copy of birth/marriage/divorce certificate** – (if applicable)
- Cover letter** – stating urgency of travel
- Copy of Death Certificate or ill note from doctors** – Must provide for emergency travel for immediate family
- Prepaid courier bag with tracking sticker** – for the return of the certificate of identity.
- Payment** - Bank Cheque to **“FIJI HIGH COMMISSION”** or CASH (no personal cheques)

	<b>FEE (NZ\$)</b>	<b>PROCESSING TIME</b>
<b>Certificate of Identity</b>	\$160.00	3 DAYS

*Please courier post the application along with the above completed to:*

***Fiji High Commission, 31 Pipitea St, Thorndon, Wellington, 6011.***

### **IMPORTANT NOTICE**

- ALL FEES FOR APPLICATIONS SUBMITTED TO FHC ARE **NON-REFUNDABLE** AS OF 8<sup>TH</sup> APRIL 2017.
- ALL CONSULAR APPLICATIONS ARE APPROVED BY IMMIGRATION FIJI BEFORE RESPECTIVE APPLICANTS WILL BE CONTACTED.

SERIAL NUMBER

[ ]

(Official Use)

[ ]

(Official Use)

GOVERNMENT OF FIJI

### APPLICATION FOR A FIJI PASSPORT

Attach original birth certificate and if applicable marriage certificate, deed poll, adoption papers together with 2 recent full face Passport Photos 3.5cm x 4.5cm colored photo of applicant. One of the photos to be certified by the Witnessing Officer viz: I certify that this photograph is a true likeness of:  
\_\_\_\_\_

It is essential to complete this form accurately.  
(Please print clearly in ball point pen)

1. Applicant's Surname: Mrs: \_\_\_\_\_  
(Family Name) Miss: \_\_\_\_\_  
Forenames: \_\_\_\_\_

2. Previous Names: \_\_\_\_\_

3. Full Name of Father: (surname) \_\_\_\_\_ (forenames) \_\_\_\_\_

4. Date of Birth: \_\_\_\_\_ 5. Birth Place: \_\_\_\_\_  
Day / Month / Year City / Town / Village / Country

6. Marital Status: Single  Married  Widowed  Divorced

7. Personal Height: \_\_\_\_\_ Colour of Eyes: \_\_\_\_\_ Colour of Hair: \_\_\_\_\_

8. Visible Distinguishing Marks: \_\_\_\_\_

9. Work or Occupation: \_\_\_\_\_ 10. Name of Employer: \_\_\_\_\_

11. Address of Employer: \_\_\_\_\_

12. Applicant's Full Residential Address: \_\_\_\_\_ Correspondence Address: (if different)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Email: \_\_\_\_\_  
Phone Residence: \_\_\_\_\_ Phone Business: \_\_\_\_\_

**13. (A) DOCUMENTS REQUIRED WHEN APPLYING FOR FIRST ISSUE:**

- (i) Birth Certificate: \_\_\_\_\_ (ii) Marriage Certificate: \_\_\_\_\_ (iii) Divorce Certificate: \_\_\_\_\_  
(Full Extract) (If you are a married woman) (If you are a divorced woman)
- (iv) Deed Poll Papers: \_\_\_\_\_ (v) Adoption Papers: \_\_\_\_\_ (vi) Death Certificate: \_\_\_\_\_  
(If you have changed your name) (If you are an adopted child) (If widow)
- (vii) FNPF/Business/Bank Card; Driving Licence or latest school report

**(B) DOCUMENTS REQUIRED IF APPLYING FOR A REPLACEMENT PASSPORT**

- (i) If the passport is full, expired or mutilated attach passport only; or \_\_\_\_\_
- (ii) If the passport is lost but still valid, attach police report, statutory declaration, certified copy of photo ID and birth certificate (full extract).

**14. CERTIFICATE**

**I CERTIFY THAT THE ABOVE PARTICULARS ARE CORRECT, THAT I AM A CITIZEN OF FIJI AND THAT I AM NOT A CITIZEN OR NATIONAL OF ANY OTHER COUNTRY. I CERTIFY THAT I POSSESS NO PASSPORT OR TRAVEL DOCUMENT (OTHER THAN THAT ATTACHED TO THIS APPLICATION OR DECLARED LOST AS IN ATTACHED STATUTORY DECLARATION AND THAT I HAVE MADE NO OTHER APPLICATION FOR A PASSPORT OR TRAVEL DOCUMENT SINCE THE PASSPORT OR TRAVEL DOCUMENT NO. \_\_\_\_\_ WAS ISSUED TO ME.)**

15. Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Place: \_\_\_\_\_

Left Thumb Print

Applicant's Signature

[ ] [ ]

**16. IF THIS APPLICATION IS BY A PERSON UNDER 16 YEARS OF AGE, THE FOLLOWING SECTION MUST BE COMPLETED, BY EITHER PARENT OR LEGAL GUARDIAN.**

I, the Parent/Legal guardian of the applicant (forenames) \_\_\_\_\_  
(Surname) \_\_\_\_\_ agree to the issue of a passport valid for all countries for the applicant.  
Name of Father: \_\_\_\_\_ Signature: \_\_\_\_\_  
Name of Mother: \_\_\_\_\_ Signature: \_\_\_\_\_  
Legal Guardian: \_\_\_\_\_ Signature: \_\_\_\_\_  
Date of Signature: \_\_\_\_\_  
Full Address: \_\_\_\_\_

17. Method of Collection: Personal Collection/  
Post to:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

18. Witness: I confirm that I have known the applicant for  years  
and that he/she signed the certificate (section 14) before me and he/  
She fully understood its contents.

Full Name of Witness: \_\_\_\_\_  
Residential Address: \_\_\_\_\_  
\_\_\_\_\_  
Position Held: \_\_\_\_\_  
Employer/Address: \_\_\_\_\_  
Signature of Witness: \_\_\_\_\_  
Date: \_\_\_\_\_

---

**19. FOR OFFICIAL USE ONLY**

VETTING OFFICER:

Name: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Date: \_\_\_\_\_  
Application lodged by: \_\_\_\_\_

APPLICATION RECORD CHECK:

CASHIER

Name: \_\_\_\_\_  
Fees Paid: \_\_\_\_\_  
Revenue Receipt No. \_\_\_\_\_  
Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

VDU OPERATOR – Application Entered

Name: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

VDU CHECK:

Verified from the Computer Records that the Applicant  
Previously held  
Fiji Passport No. \_\_\_\_\_  
Issued on \_\_\_\_\_ and has no  
Other Foreign passport or watchlisted

PASSPORT OFFICER:

Name: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

\_\_\_\_\_  
VDU Operator

\_\_\_\_\_  
Date

