

## **STOLEN/LOST PASSPORT REPLACEMENT CHECKLIST**

**Definition** – the event an existing passport has been lost or stolen. A police event report and a statutory declaration signed and stamped by a Justice of Peace (JP) is to accompany the application.

### **Documentation:**

- Filled Passport Application Form
- Passport photos (x2)
- 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. Please include your signature in the form (Download Statutory Declaration form from our website)
- 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.
- Widow- provide Husband's death certificate (women only)
- Change of name (registered in Fiji)-must provide deed poll, previous Birth Certificate and new Birth Certificate
- 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)
- NZ Citizenship certificate OR 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(s):** Standard NZD\$340.00 (6-8 weeks). We accept cash and internet banking. 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.