

WAIVER OF BIOMETRICS (Epassport checklist)			
#	CHECKLIST	Yes	No
		✓	Tick if provided
1	REQUEST LETTER - Stating the reason for waiver of biometrics - Authorising the third party (Details: Full Name/Contact) that will be acting on behalf of the principal applicant to include local contact and email address		
2	PASSPORT APPLICATION FORM - Section 22 (witnessed by JP/Commissioner for oath) - Same Witnessing officer to certify one of two passport photos - Ensure that all details are filled and requirements are met - Left thumbprint and two signatures on the application form		
3	2 COLORED PASSPORT SIZE PHOTO - measurement (3.5cm x 4.5cm) - one photo to be certified by the same witnessing officer		
4	PASSPORT COPY Biodata page of passport		
5	Certified copy of birth certificate - Certified copy of birth certificate-For those born in Fiji to provide new extract which show the registration no - Any applicant born out of Fiji will be required to provide a certified birth certificate and Fiji citizenship certificate. Certified copy of Marriage Certificate (For married women) Certified copy of Divorce Certificate (For women who are divorced) Certified copy of Death Certificate (For widowed women) Deed Poll Papers (Change of Name)		
6	Valid photo ID		
7	Signature on a blank page		
8	Current Immigration Status - Immigration status on the current country of residence - Filled Statutory Declaration Form-Applicant who do not have any valid Immigration status - Certified copy foreign Citizenship Certificate (If you hold citizenship of any other country)		
9	Police Report (Lost and Valid passport) Police report is only required if the current passport is valid/lost		
10	Statutory Declaration Form (Lost/Valid and Damaged/Valid passport) Statutory Declaration form-to be filled if current passport is valid/damaged or valid/lost		
11	Normal Process \$206.50 (expired passport/new/full) -15 working days \$412.90 (lost & valid/damaged & valid)-15 working days		
12	Urgent Process \$283.85 (expired passport/new/full)-3 working days \$536.75 (lost & valid/damaged & valid)-3 working days		

OFFICIAL USE ONLY:

APPLICATION RECEIVED BY:	
DATE RECEIVED:	
STATION:	
CONTACT/EMAIL/PHONE NO:	