

## IMMIGRATION & CITIZENSHIP AUTHORITY

### PNG PASSPORT APPLICATION CHECKLIST

#### ORDINARY PNG PASSPORT (RENEWAL): MINORS 18 YEARS & BELOW

NB: Applicant <b>MUST</b> provide all mentioned requirements prior to Lodgment of application. No incomplete application will be accepted at the counter.	Confirm / Tick the Box	Comments (Official Use)
<b>Application for a Travel Document: (Mandatory)</b> <ul style="list-style-type: none"> <li>Completed Travel Document Application Form (FA 81)</li> </ul>		
<b>Old passport – Bio Page (Mandatory) :</b> <ul style="list-style-type: none"> <li>Provide Copy of the old passport – must be certified as genuine ; Or</li> <li>The original Passport has to be attached prior to lodgment.</li> </ul>		
<b>Original Copy of MSF Receipt with the prescribed fee:(Mandatory)</b> <ul style="list-style-type: none"> <li><b>K100.00</b> – Normal Lodgment (7 working days turn-around time-frame)</li> </ul>		
<b>Additional fee applied for priority processing of applications</b> <ul style="list-style-type: none"> <li><b>K200</b> - Fast Track processing (2 working days)</li> </ul>		
<b>Photograph: (Mandatory)</b> <ul style="list-style-type: none"> <li>2x photos taken from head to shoulders only (full face) without tinted glasses and with a WHITE COLORED background. Photo size must be 45mm x 35mm</li> <li>Facial Expression _ Neutral – NO SMILING AND SHOWING OF TEETH</li> </ul>		
<b>Commissioner of Oaths: (Mandatory)</b> <ul style="list-style-type: none"> <li>Must be Commissioned by a certified lawyer who can has a Commissioner of Oaths ; Or</li> <li>At the court House ; Or</li> <li>Non – lawyers who has Commissioner of Oaths who was authorized by the Chief Migration Officer</li> </ul>		
<b>Consent of lodging Parent or legal Guardian: (Mandatory)</b> <ul style="list-style-type: none"> <li>Both biological parents (Father and Mother) must sign Section 9 of the Application for a Travel Document (Passport)</li> <li>Provide Copies of both parents identification document such as Passport bio- page, Driver's license.</li> </ul> <b>Or if the child is adopted:</b> <ul style="list-style-type: none"> <li>The legal Guardians or adopted parents must provide Court Order, granting Legal Custody and Parental rights over the child.</li> <li>Provide Copies of both parents identification document such as Passport bio- page, Driver's license with signature.</li> </ul>		