

## Checklist for Reissue of passport

	<p><b>All applicants must complete online Passport Application Form</b>  <b>At: <a href="https://embassy.passportindia.gov.in/">https://embassy.passportindia.gov.in/</a></b> Best viewed in Internet Explorer 9.0 and above. Passport Online Application should be accurately filled and a print-out of the form should be sent to High Commission.</p>	
	<p><b>Fee of NZ\$ 126 (for normal re-issue of Passport-36-page booklet)</b>  <b>Fee of NZ\$ 167 (for normal re-issue of Passport-60-page booklet)</b>  <b>Fee of NZ\$ 248 (in case of lost/damaged Passport- 36-page booklet)</b>  <b>Fee of NZ\$ 288 (in case of lost/damaged passport- 60-page booklet)</b>          Fee can only be paid by Online Bank Transfer in favour of "<b>High Commission of India Wellington</b>". * We do not accept personal cheques/Money orders/Credit Card.  <b>** Debit Card payment is accepted at the counter if application is submitted in person.</b></p>	
	<p>Copy of valid <b>New Zealand Visa</b> [If Visa is not stamped on the Passport]</p>	
	<p><b>Original Indian passport</b> (Not attested copies please) (not applicable for lost Passport applicants)          All the submitted Passports will be returned after re-issue of new Passport</p>	
	<p><b>Four recent photographs</b> of 2 inches X 2 Inches (51mm X 51mm) with light background.          Please <b>paste</b> one photo on the Passport application.          Please <b>paste</b> one photo on the Personal Particular form.  <b>Do not staple/pin the photographs.</b></p>	
	<p><b>Annexure "E"</b> must be completed and signed by the applicant.</p>	
	<p><b>Personal Particulars Form</b></p>	
	<p><b>In case of change of appearance</b>  <b>Annexure 'J'</b> duly attested by Justice of Peace/Notary.</p>	
	<p><b>In case of Lost Passport ONLY-</b>          Copy of Passport  <b>Annexure "F"</b> for Lost Passport attested by JP.  <b>Police report</b> in original (the Police report <b>MUST</b> include <b>Passport number</b>)          Letter from <b>Employer/institution/organization</b> confirming employment /enrolment          Copy of <b>Drivers Licence/PAN Card/any other Photo ID</b> Attested by Justice of Peace</p>	
	<p><b>Annexure "F"</b> for Damaged passport attested by JP in case of damaged Passport</p>	
	<p>In case of <b>Change in Address</b> please attach <b>any one</b> of the following:</p> <ul style="list-style-type: none"> <li>• Water/Electric/Telephone/Gas connection bill/Drivers Licence</li> <li>• Valid Ration card/ Aadhar Card/ Election Commission photo ID</li> </ul>	
	<p><b>Following is mandatory if the Passport has expired more than one year ago</b></p> <ul style="list-style-type: none"> <li>• Local Police Clearance certificate from Ministry of Justice, New Zealand</li> <li>• Letter from applicant giving reason for not renewing the passport within a year of date of expiry.</li> </ul>	
	<p><b>Self-addressed prepaid</b> courier envelope to return your passport. The applicant may use any courier service (with tracking facility) of their choice and are advised to keep the tracking numbers with them as High Commission of India will not take any responsibility in case the courier is lost/misplaced/damaged or delayed. <b>Please do not send the application via ordinary post.</b> Before making any status enquiry about the application please check with the courier service whether the application has been delivered to our office.</p>	
	<p>Interview with Passport Officer may be required on case to case basis.</p>	