

## Checklist for Reissue of passport for children under the age of 18 years

	<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\$ 86 (for applicant aged under 15)</b>  <b>Fee of NZ\$ 126 (for applicant between age 15 to 18)</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. ** Debit Card payment is accepted at the counter if application is submitted in person.</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)          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.  <b>Do not staple/pin the photographs.</b></p>	
	<p><b>Annexure "E"</b> must be signed by both parents.</p>	
	<p>Both parents' Passports copy (Bio Page, Back details page and Visa page)</p>	
	<p><b>Annexure "D"</b> must be signed by both the parents.</p>	
	<p>In case one parent has not given consent for issue of passport for the child,  <b>Annexure - "C"</b> must be completed.</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</li> <li>• Valid Ration card/ Aadhar Card/ Election Commission photo ID</li> <li>• Parent's passport copy.</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>	