

## APPLICATION FORM FOR NEPALI PASSPORT/TRAVEL DOCUMENT

Royal Nepalese Embassy  
2131 Leroy Place, N. W.  
Washington, D. C. 20008

Permanent Mission of Nepal  
820 Second Avenue, Suite 17 B,  
New York, NY 10017

Affix your both ears  
exposed 2" x 2" size  
photo here and provide  
one for Passport

Photo should not be  
more than six months  
older

I, the undersigned, apply for Passport/Travel Document with my following particulars. I will fully comply with the Passport Act, 2024 and Passport Regulations, 2027.

01. Applicant's full Name (in Nepali and English, block letters) Nepali: Mr./Mrs./Miss:	02. Permanent Address in Nepal: Block no: Ward No:                      Tole/Gaon: VDC/Municipality:                      District:									
03. Temporary Address (your address in foreign country): House no.:                      Street : Apt. no.:                      City:                      State:                      Zip code:                      Country:                      Tel.:										
04. Date of Birth B. S. A. D.	<table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td style="width: 30px;">Month</td> <td style="width: 30px;">Date</td> <td style="width: 30px;">Year</td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> </table> 05. Father's name: Nationality:                      Address: Block no: Ward no:                      Tole/Gaon: Municipality/VDC:                      District:	Month	Date	Year						
Month	Date	Year								
06. Place of Birth: Place:                      Country:	07. Nationality:                      Applicant's Profession:									
08. <input type="checkbox"/> Married <input type="checkbox"/> Unmarried    09. <input type="checkbox"/> Male <input type="checkbox"/> Female										
11. Color of eyes:                      Color of hair: Complexion:                      Height: ..... m. .... cm. Special peculiarities:	12. If you are a Nepalese government employee, please specify: Position:                      Class: Office/Organization:									
13. Emergency contact address of your next of kin in Nepal: Name:                      Relation: VDC/Municipality: Ward no:                      Tole/Gaon: District:                      Tel:	14. Your Citizenship no.: Date of issue:                      District: 15. Your current Passport no: Date & place of issue:									
16. Please give the following details of the minor and disabled child travelling with you:										
No.	Full Name	Date of birth	Relation	No.	Full Name	Date of birth	Relation			
1.				2.						
I solemnly declared that the information provided above are correct. Signature of the Applicant ..... Date: .....										
For official purpose only (please don't write anything below this line)										
1. No. of Passport issued: 2. Type: <input type="checkbox"/> Regular <input type="checkbox"/> Official <input type="checkbox"/> Diplomatic 3. Date of Issue: 4. Valid until:	5. Passport fee in US \$:                      Gratis <input type="checkbox"/> I have received the above passport: Signature:                      Date:									

## **REQUIREMENTS FOR OBTAINING PASSPORT/TRAVEL DOCUMENT**

### **Passport applicants from New York, New Jersey, and Connecticut States have to apply in the Nepalese Consulate Office in New York**

Nepali Passport is valid for Ten years from the date of issue. It is non-renewable; thereafter passport holders are required to apply for a new passport well within time before expiry, but not earlier than six months validity period. However, in case of accidental damage of the passport or use of all the pages meant for visa, one could apply for new passport any time. Please note the following and send application accordingly at either one of the following addresses:

Royal Nepalese Embassy  
2131 Leroy Place, N. W.  
Washington, D. C. 20008.  
Tel: 202 667 4550, Fax: 202 667 5534

Royal Nepalese Consulate General  
820 Second Avenue, Suite 17 B  
New York, NY 10017.  
Tel. (212) 370 3988/89 Fax (212) 953 2038

1. Fill the form clearly in CAPITAL LETTERS.
2. Affix one photograph with both ears exposed (size 1 ½ x 1 ¾) on the designated place in the application form and enclose one for passport. Photographs should not be older than six months.
3. Send money order or cashier's check of US \$ 80.00 in the name of Royal Nepalese Embassy. If two or more applicants applying together, you may make a single money order or cashier's check multiplying the fee by the number of applicants. PERSONAL CHECKS ARE NOT ACCEPTED.
4. Send your current passport and its copies of page no. 1, 2 and 3.
5. Send a self-addressed strong envelope with sufficient postage to return passport/s. Regular or first class mail has no tracking number to inquire the delivery status. We advise applicants to send prepaid envelope of any kind of express mail to return passport/s. We take no responsibility of any undelivered passport/s because of the insufficient postal charge or a weak envelope to bear up the load.
6. For inclusion of child/children's name in the parent's passport, please include additional US \$ 25.00 for each child and provide the following in a separate application addressed to the Embassy: (i) full name of the child (ii) sex (iii) date and place of birth (iv) copy of birth certificate (v) two passport size photographs, and (vi) copy of father's passport (page no. 1, 2, and 3). Parent/s may apply for individual passport for their child/children by filling-out a separate application form providing all the information and documents as mentioned above. A child, whose father is not a citizen of Nepal, is not eligible to obtain Nepali passport.
7. Those, who marry after arrival in foreign country and wish to include husband's family name in the passport, must submit a notarized copy of marriage certificate, for the first time.
8. Any amendment or modification of particulars given in the passport can be made only on payment of US \$ 25.00 for each such amendment/modification.
9. It takes about 2 weeks to issue a new passport after the application is received at the Embassy. In case of emergency, please call the Embassy to process your application at the earliest possible date.
10. Passport applicants from New York, New Jersey, and Connecticut States have to apply in the Nepalese Consulate Office in New York

### **ADDITIONAL REQUIREMENTS IN CASE OF LOSS OF THE OLD PASSPORT**

1. Report to the local police and ask for an acknowledgement in writing as a proof and enclose it with your application for new passport.
2. Send copies of page no. 1, 2 and 3 of lost passport. Also send a copy of visa, if available.
3. Send your original Citizenship Certificate, if not send its copy.
4. If you don't have copy of the lost passport and citizenship certificate, please specify the number of the lost passport and date and place of issue. In such a case, an indefinite time is required to verify records to issue a new passport if the lost passport was not issued by the Embassy or Consulate General indicated above.