

WAIVER OF BIOMETRICS (Epassport checklist)			
#	CHECKLIST	YES	NO
1	REQUEST LETTER <ul style="list-style-type: none"> Stating reason for the request for waiver of biometrics Authorizing 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	PASSPORTAPPLICATION FORM <ul style="list-style-type: none"> 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 which requires left thumb print and two signatures on the application form. 		
3	2 COLORED PASSPORT SIZE PHOTOS <ul style="list-style-type: none"> 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 <ul style="list-style-type: none"> Certified copy of birth certificate for those born in Fiji with the extract which show the registration no Any applicant born out of the country will be required to provide a certified birth certificate and Fiji citizenship certificate. 		
6	Signature on a blank page		
7	Current Immigration Status <ul style="list-style-type: none"> Current Immigration status on the current country of residence Filled Statutory Declaration form for those who do not have any valid Immigration status on the current country of residence 		
8	Police Report (Lost and Valid passport) <ul style="list-style-type: none"> Police report is only required if the current passport is valid/lost. 		
9	Statutory Declaration Form (Lost or damage Valid passport) <ul style="list-style-type: none"> SD form is only required if the current passport is valid/damaged or valid/lost 		
11	Normal Process <ul style="list-style-type: none"> \$211.05(expired passport/new) -5 to 7 working days \$422.05 (lost/Damage/Valid) – 5 to 7 working days 	FJ\$	
12	Urgent Process <ul style="list-style-type: none"> \$290.15 (expired passport/new) – 2 to 3 working days \$548.65 (lost/damage/valid)- 2 to 3 working days 		

OFFICIAL USE ONLY:

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

REMARKS:
