

Embassy of Nepal
81, rue de la Servette, CH-1202 Geneva, Switzerland
Tel: 0041(0)22 733 2600/2621, Fax: 0041(0)22 733 2722
Email: mission.nepal@bluewin.ch, Website: www.gva.nepalmission.gov.np
Regarding Machine Readable Passport (MRP)

Renewal of Existing passport

1. Application form (2 copies) (Please download and print. While printing, please select “none” in the **page scaling** in print menu for exact size)
2. 4 photographs, please note the size (35X45, white background) as prescribed in the website.
3. Passport (Original)
4. Citizenship Certificate (Original)
5. Fee : CHF170.00
6. A brief application outlining the need for a new passport (why a new passport is required e.g. expiry, damage etc)

In case of a lost passport

1. Application form (2 copies) (Please download and print. While printing, please select “none” in the **page scaling** in print menu for exact size)
2. 4 photographs, please note the size (35X45, white background) as prescribed on the website.
3. Police Report in English clearly mentioning the passport number and name of the bearer.
4. Copy of passport.
5. Citizenship Certificate (Original) 6. Fee: CHF340.00
7. Simple application stating the need of passport (How the passport was lost etc).

Child below ten-year age applying for passport

1. Application form (2 copies) (Please download and print. While printing, please select “none” in the **page scaling** in print menu for exact size)
2. A joint application from parents
3. 4 photographs, please note the size (35X45, white background) as prescribed on the website.
4. Birth Certificate issued by appropriate Registrar’s office in Nepal as well as respective country of residence.
5. Marriage Certificate of parents issued by appropriate Registrar’s office in Nepal.
6. Copy of the passports of parents.
7. Citizenship Certificates of Parents (Original).
8. Fee : CHF85.00

Methods of Payment

1. Fee may be paid in cash or may be transferred at the following account of the Embassy:

Post Finance Swiss Post

Postal Account Number: 17-316926-8

IBAN: CH61 0900 0000 1731 6926 8

BIC: POFICHBEXXX

Embassy of Nepal, 81, rue de la Servette, 1202,
Geneva, Switzerland.

2. Please enclose the **original receipt** of the payment with your application.

Application and Delivery Options

1. Application may be forwarded by post.
2. Applicants living in Switzerland can collect passport and original documents in person from the Embassy. If the applicant wishes to receive passport by post, a postage paid self-addressed registered return envelope should be provided with the application.

3. Applicants living in Italy can collect passport and original documents in person from the Embassy. If the applicant wishes to receive passport by post, please pay additional postage charge of CHF 10.00 (for one passport), CHF 13.00 (for two passports) and CHF 15.00 (for three passports) to send in one envelope and enclose a self-addressed return envelope with the application. The Embassy uses regular registered post, and this does not include the charge for express post.
4. The Embassy is not liable for any damage or losses of the passport(s) or documents in the post and non-delivery of it due to inaccurate/incomplete address or insufficient postage paid.

Important:

1. Please check the website for detail information and instructions.
2. Applicants are suggested to pay special attention to the application forms and photographs.
3. Before sending, please note that the forms are not bent.
4. Generally, passport preparation process takes 2-3 months.

Thank you.