

# E-Passport

## Passport

The Permanent Mission/Embassy of Nepal, Geneva has started e-passport services from April 15, 2022. This requires Nepali nationals to be physically present at the Embassy for live enrolment. ***(Note: Date and time slot of appointment for the Mission visit should be selected while filling up the online e-passport application form. No email or telephone call for appointment is needed.)***

Please complete the application form at <https://emrtds.nepalpassport.gov.np/>, get the print out of the filled up form and visit the Mission physically with the following documents on the date of your appointment.

## For Renewal

1. Printed application form
2. Original passport and a photocopy
3. Original Nepali citizenship card and a photocopy
4. Revenue fee CHF 170 (for 34 pages) and CHF 220 (for 64 pages)
5. Proof of stay in Switzerland/Italy/Liechtenstein/San Marino

(Applicants above 16 years without citizenship certificate who were not being able to travel to Nepal to obtain such certificate can apply for passport renewal with validity of 2 years. Such applicants should submit minor certificate in place of citizenship certificate. Rest of the requirement remains the same as above.)

## For Replacement (in case of lost/stolen/damaged)

1. Printed application form
2. Photocopy of lost/stolen/damaged passport
3. Original Nepali citizenship card and a photocopy
4. Revenue fee CHF 340 (for 34 pages) and CHF 390 (for 64 pages)
5. Proof of stay in Switzerland/Italy/Liechtenstein/San Marino

## For Minor/New-born

1. Printed application form
2. Birth certificate (Registered in the competent authority of the country of birth) or Minor Identity Card issued from the District/Area Administration Offices in Nepal.
3. Photocopies of personal data page of passports and current immigration status of both the parents
4. Original citizenship certificate of both the parents
5. Original marriage certificate of parents
6. Proof of stay in Switzerland/Italy/Liechtenstein/San Marino.
7. Revenue fee for
  - 34 pages passport CHF 85 for minor under 10 years (CHF 170 for minors aged above 10 years)
  - 64 pages passport CHF 110 for minor under 10 years (CHF 220 for minors aged above 10 years)
  - Fee will be doubled in case of lost/damaged

### **Instructions to Fill Out the Form**

1. Enter <https://emrtds.nepalpassport.gov.np/> on your browser.
2. Choose among First Issuance/Renewal/ Replacement (Lost/Stolen)/Replacement (Damaged)
3. Select Ordinary (34 pages) or one of the available options and then click on proceed.
4. Select 'I agree '
5. Fill up your required details under the different subheadings. Please note that applicants in abroad are not mandatorily required to fill up their NIN (National ID Number). You can skip the field if you do not have National ID number.
6. Upload separate scanned copies of your Nepali citizenship card (front and back). Also, upload scanned copies of your MRP passport' s personal data page (Page 2 and Page 3) and back page (Page 30 and Page 31). You are also required to upload a scanned copy of your marriage certificate in case your current surname has changed because of your marriage. Similarly, you are required to upload a scanned copy of your migration certificate in case your permanent address is other than mentioned in your citizenship card.
7. Click on 'Book Your Appointment' and select **PMN/NE, Geneva** as your option and select your preferred date and time. *(Please note that if you do not visit the Embassy on your scheduled date and time, the Embassy will no longer be able to receive your application. In that case, you are required to schedule a new appointment.)*
8. Then submit the form and download it.
9. Please print a copy of the form as it should be submitted along with your application at the Mission.

### **Application processing time**

1/2 months

### **Delivery of New passport**

Once the Embassy receives new passport from the Department of Passport. You will get notification in your email/mobile.

**Additional information on e-passport can also be found on the website of the Department of Passports, Kathmandu - <https://nepalpassport.gov.np/>**