

नेपाली राजदूतावास, जेनेभाले ई-राहदानी तथा अन्य कन्सुलर सम्बन्धि परामर्शका
लागि घुम्ती सेवा संचालन गर्ने सम्बन्धी सूचना

यही मिति २०८०।०२।२० गते तदनुसार ०३ जुन २०२३ का दिन ईटालीको रोम शहरमा ई-राहदानी नविकरण गर्न वा नयाँ बनाउनका लागि यस नियोगको घुम्ती टोली त्यस तर्फ जाने भएकोले उक्त सेवा प्राप्त गर्न तथा अन्य कन्सुलर सेवा सम्बन्धी परामर्श चाहनेले देहायको स्थान र समयमा उपस्थि भइदिनुहुन बिनम्र अनुरोध गरिन्छ।

स्थान: Honorary Consulate Office of Nepal, Rome
Largo Carlo Grigioni, 7, 00152 Roma RM, Italy

समय: बिहान ११ बजे देखी बेलुका ५ बजे सम्म

नेपाली राजदूतावास
जेनेभा, स्विट्जरल्याण्ड।
२०८० जेठ ८



-ई-राहदानीको लागि अनिवार्य रूपमा Online Form भरी verification का लागि ०१ मे २०२३ भित्र उक्त फाराम नियोगको इमेल mission.nepal@bluewin.ch मा पठाएर मात्र आउनुहुन अनुरोध गरिन्छ।

-ई-राहदानीका लागि आवश्यक कागजात तथा फाराम भर्ने प्रक्रियाका लागि यसैसाथ संलग्न पत्रमा हेर्न सकिन्छ।

The Permanent Mission/Embassy of Nepal, Geneva

Requirements for E-Passport applications

Please complete the online application (Opened from 15 May 2023) at <https://emrtds.nepalpassport.gov.np/> (select the appointment date of 2nd June). After completion, print the filled-up form with barcode and send it to the Mission via email (mission.nepal@bluewin.ch) by 31st May 2023. Also bring the same printed form at the form collection site with the following documents on 3 June 2023 (From 11 am to 5 PM)

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
6. Photographs will be taken on the enrolment site.
7. Only the passports with validity less than 1 year can apply for the new one.

(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. Police Report
3. Photocopy of lost/stolen/damaged passport if available
4. Original Nepali citizenship card and a photocopy
5. Revenue fee CHF 340 (for 34 pages) and CHF 390 (for 64 pages)
6. Proof of stay in Switzerland/Italy/Liechtenstein/San Marino
7. Photographs will be taken on enrolment site.

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. No compulsion for minors to be present in enrolment site, any of the parents can bring all necessary documents along with a valid passport sized photograph.
8. 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.
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Photocopies of all the documents must be brought.

*Revenue will be collected in Euro according to the exchange rate of Swiss Franc with Euro of the same day.

*Do not forget to send the filled-up form to the Mission before 31st May 2023. Otherwise, your application will not be processed at the enrolment site.

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. Click on 'Book Your Appointment' and select **PMN/NE, Geneva** as your option and select your preferred date and time.
6. 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.
7. 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.
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/>

