

## **REQUIREMENTS FOR PASSPORT RENEWAL**

1. 2 passport photos ( Signee on section 5 of the form must sign on the back of the passport photos)
2. Birth Certificate (for first time applicant for new or stolen passport) or old or expired passport for passport renewal). For an applicant under 16 years of age, you must have a birth certificate regardless if you possess an expired one.
3. Complete the application form for the passport.
4. Passport fees:
  - a. \$86.25 for 5 years
  - b. \$115.00 for 10 years

## **GUIDELINES FOR FILLING THE APPLICATION FORM**

Section 1 - Please fill in the details exactly on the birth certificate. Please remember to ensure the text's font size are at the same height in the box.

Section 2 – Please fill in the number of the old birth certificate or number of the old passport on the box provided

Section 3 - Please fill in the correct address you are currently living/staying. If an applicant is from overseas, please put down the overseas address. Please remember telephone number, fax number and email address are very much needed.

Section 4 – This section of the form must be filled by the parent of the applicant whom under 16 years of age. 17 years of age or older would not need to fill in this section

Section 5 - This section requires a civil servant to sign who is known to the applicant and vice versa or someone who known to the applicant and is required to provide a photocopy of his/her valid Tongan passport.

Section 6 – Passport fees : (a) \$86.25 for 5 years, (b) \$115 for 10 years

Section 7 - Please fill in all the sections that apply to you and put an X on sections that do not apply to you. Please ensure that the applicant signs the form and dates. Applicant who could not sign their names or for any other reason, please put down "Can not sign"

Section 8 – Please this section is required to be completed by those who have lost/stolen or damaged their passport.

**PLEASE BE INFORMED THAT ALL APPLICATION FORMS FOR PASSPORTS MUST BE COMPLETED. INCOMPLETE FORMS ARE NOT ACCEPTED UNTIL THEY ARE COMPLETED.**