

**EMBASSY OF PAKISTAN**  
**KATHMANDU**

**REQUIREMENTS FOR MACHINE READABLE PASSPORT**

**Policy**

- Ordinary Machine Readable Passport is issued to all citizens of Pakistan having long term visa or resident permit in Nepal.

**Validity**

- The Embassy will process issuance of the Machine Readable Passport (MRP) valid for **five years & Ten years** subject to fee deposit.

**NOTE:**

- Passport having validity of 05 years cannot be converted into validity for 10 years.
- Children under 15 years of age will be issued Passport having 05 years validity.

**Categories of Passport and tentative processing/printing/delivery period**

- There are two categories of Ordinary Machine Readable Passport, only for variation among application type/procedure of obtaining passport.
- Machine Readable Passport (MRP) after being successfully processed, usually require the following time duration for its delivery.

| <b>Category</b> | <b>Time Duration (approx.)</b> |
|-----------------|--------------------------------|
| Normal          | 25 to 30 days                  |
| Urgent          | 10 to 14 days                  |

## **DOCUMENTS REQUIRED**

- Following are the mandatory requirements for applying Machine Readable Passport (MRP).

| <b>Category</b>           | <b>Age</b>                | <b>Pre-Requisite/ Documents Required</b>  |
|---------------------------|---------------------------|---|
| <b>Normal/<br/>Urgent</b> | <b>18 &amp;<br/>Above</b> | <ul style="list-style-type: none"> <li>• Personal appearance of the applicants</li> <li>• Original Bank Challan (receipt) with prescribed fee deposits.</li> <li>• Original valid Computerized National Identity Card (CNIC)/NICOP/Smart-Card issued by NADRA with its 2-photocopies.</li> <li>• OLD Passport with its photocopy (pages 1 to 7) or (Pages 1 to 2) in case of Computerized Passport.</li> <li>• Residence Permit or proof of visa along with photocopy</li> <li>• NOC in case of a Government Servant.</li> <li>• In case of loss of passport following additional requirements are mandatory:-               <ul style="list-style-type: none"> <li>○ Lost Report from the local Police authorities mentioning the</li> <li>○ Photocopy of the lost passport, its number, date and place of issue, and date of its expiry</li> </ul> </li> </ul>  |
| <b>Normal/<br/>Urgent</b> | <b>Under<br/>18</b>       | <ul style="list-style-type: none"> <li>• Original Bank Challan (receipt) with prescribed fee deposits.</li> <li>• Original NICOP or Original Computerized Child Registration Certificate (CRC) issued by NADRA with its 2-photocopies (Original NICOP with two photocopies is a must if above 14 years)</li> <li>• Copies of Parents Computerized National Identity Card (CNIC)/NICOP, accompanied with either of them (Father/Mother).</li> <li>• Residence Permit or proof of visa along with photocopy</li> <li>• In case of loss of passport following additional requirements are mandatory:-               <ul style="list-style-type: none"> <li>○ Lost Report (original in English) from the local Police authorities mentioning the Passport Number of the lost Passport</li> <li>○ Photocopy of the lost passport, its number, date and place of issue, and date of its expiry</li> </ul> </li> </ul> |

## PASSPORT FEE

|                               | <i>Fee 5 Years<br/>Validity</i> | <i>Fee<br/>10<br/>Years<br/>Validity</i> | <i>1<sup>st</sup> time<br/>Loss*</i> | <i>2<sup>nd</sup> time<br/>Loss*</i> | <i>3<sup>rd</sup> time<br/>Loss*</i> |
|-------------------------------|---------------------------------|--|--------------------------------------|--------------------------------------|--------------------------------------|
|                               | <i>NRs.</i>                     | <i>NRs.</i>                              | <i>NRs.</i>                          | <i>NRs.</i>                          | <i>NRs.</i>                          |
| <b>Normal<br/>(36-Pages)</b>  | <b>3,600</b>                    | <b>5400</b>                              | <b>Double<br/>Fee</b>                | <b>Four<br/>times fee</b>            | <b>Eight times<br/>fee</b>           |
| <b>Urgent<br/>(36-Pages)</b>  | <b>6,000</b>                    | <b>9000</b>                              | <b>Double<br/>Fee</b>                | <b>Four<br/>times fee</b>            | <b>Eight times<br/>fee</b>           |
| <b>Normal<br/>(72-Pages)</b>  | <b>6,600</b>                    | <b>9,900</b>                             | <b>Double<br/>Fee</b>                | <b>Four<br/>times fee</b>            | <b>Eight times<br/>fee</b>           |
| <b>Urgent<br/>(72-Pages)</b>  | <b>11,800</b>                   | <b>17,800</b>                            | <b>Double<br/>Fee</b>                | <b>Four<br/>times fee</b>            | <b>Eight times<br/>fee</b>           |
| <b>Normal<br/>(100-Pages)</b> | <b>7,200</b>                    | <b>10800</b>                             | <b>Double<br/>Fee</b>                | <b>Four<br/>times fee</b>            | <b>Eight times<br/>fee</b>           |
| <b>Urgent<br/>(100-Pages)</b> | <b>14,400</b>                   | <b>21600</b>                             | <b>Double<br/>Fee</b>                | <b>Four<br/>times fee</b>            | <b>Eight times<br/>fee</b>           |

### Passport, when reported Lost

\* **In case of the loss of passport following formalities will be completed:**

- Police report to be lodged with the concerned police station mentioning previous passport number.
- Requisite fee as per nature of loss i.e. 1<sup>st</sup> loss, 2<sup>nd</sup> loss, 3<sup>rd</sup> loss to be deposited in the Bank.
- **On 3<sup>rd</sup> Loss of Passport**, the Embassy will issue emergency passport for return to Pakistan with intimation to Directorate General of Immigration and Passport. In Pakistan, the case will be referred to Directorate General of Immigration and Passport for further action.



It is mandatory to provide bank statement showing evidence of deposition of fee in the Embassy's designated account along with deposit slip. The fee should be deposited in the following account:

**Himalayan Bank**

**Embassy of Pakistan MRP Account No. 0 1 9 0 6 2 4 5 3 8 0 0 1 4**

**NOTE:**

- Passport Fee is non-refundable.

- Online/cash submission of fee is not acceptable.

### **IMPORTANT NOTES**

- a) In case the applicants are below 18 years of age, they should be accompanied by either of the parents/legal guardian, along with original plus two copies of passports of both the parents.
- b) Applicants' thumbs and index fingers of both right and left hands should be without any indelible colouring e.g. ink or henna (menhdi) for proper finger prints.
- c) It is mandatory that both ears of the applicants are visible at the time of taking photographs.
- d) No endorsement in MRP is possible.
- e) Names of children cannot be included in parent's passport.
- f) For applicants serving in the Government of Pakistan service, no objection letter (NOC) from their parent department and authorization from Directorate General of Immigration and Passports are also mandatory.
- g) In case of dual nationals please bring original passport of that country and its copy along with the Pakistani passport.
- h) In case of Government Officer/Employee (Federal or Provincial departments of Pakistan/Autonomous/Semi-Autonomous Departments/ Defence Forces), must bring original NOC addressed to the Embassy for Issuance of Passport by the Competent Authority. The employees who have left Government service must bring original Resignation Acceptance/ Service Termination Certificate.
- i) If CNIC/NICOP is valid but picture does not match your current facial features, please revise picture on NICOP prior to coming for MRP.
- j) Appointment is mandatory in case of application for Diplomatic or Official Passports.

### **Application Procedure:**

- Machine Readable Passports are processed during Monday-Thursday from 1000-1230 hours except on public holidays.
- Collection timing for collection of passports are fixed from Monday to Thursday from 1400-1600 hours.
- The MRP process will commence at the Photographic Desk (required documents will be scrutinized and photograph bearing token will be issued).
- Applicants will then proceed to the next counter for finger prints/ data entry.
- Finally, applicants will be interviewed and decision will be made / conveyed by the Incharge MRP/Consular Officer for further processing in Islamabad.

## **MRP Collection**

- Applicants are advised to collect their new passports from the Embassy in person. The applicants are requested to bring their previous original passports and the MRP receipt at the time of delivery.

## **Following are the Requirements for the New Born Babies:**

- Children born to Pakistan National Parents (either father or mother) are eligible for Pakistani Passport.
- Registration of Child's Birth must be done with the Embassy of Pakistan Kathmandu within three months after the birth.
- Children successfully registered with the Embassy will get form S-1.
- Eventually, the passport will be processed upon issuance of NICOP/Smart card.

### **Further Documents required are;**

- Parents CNIC and copies
- Visa and copies
- Accompanied with father or mother.
- Birth certificate and copy

\* **Children under 15 Years of age will be issued 05 years validity passport.**

\* **Manual Extension on passport is not-applicable.**