



Request for Passport Renewal Service

This form is to be submitted together with Dept. of Immigration & Emigration Passport Application Form (IM01).
(USE BLOCK CAPITAL LETTERS)

1. Full Name:			2. ID Number:		
3. Passport No.			4. PP Expiry Date (dd/mm/yyyy):	/	/
5. Contact address in Japan:					
4. Contact Tel:			5. E-mail:		
6. Reason for travel to Japan:					

A. How do you prefer to bring your passport to Japan? (Please tick one):

- International courier service (Dept. of Immigration would send the passport by an international courier service. All charges must be borne by the applicant)
- Diplomatic Mail (Dept. of Immigration would send the passport through Min. of Foreign Affairs by Diplomatic Mail Bag. No charges will apply)

B. How do you prefer to make payment? (please tick one):

- To the Embassy (The Embassy collects the applicable fees on behalf of the Dept. of Immigration in equivalent Japanese Yen based on the exchange rate of the day)
- To Dept. of Immigration through a contact person in Male' (go to C) (The Dept. of Immigration will call the contact person who will have to make all payments on your behalf)

C. Contact person's details:

C1: Name:			C2: Relationship:		
C2: Contact Tel (Land line & mobile):					

To make an application you need to supply the following:

- Completed Dept. of Immigration & Emigration Passport Application Form (IM01).
- Please read and comply with ALL GUIDELINES on the back of the form. The Embassy cannot accept incomplete applications. Note that the Dept. of Immigration no longer provides the service of attaching passports).
- 2 passport size photos that comply with the photo requirements on Form IM01.
- Your current passport (Passport will be returned after checking application).
- If payment is to be made to Embassy, the required cash payment.
- This form completed and signed below.
- OPTIONAL: If you have one, please submit a high resolution soft copy of your passport photo.

When collecting your new passport please bring the following:

- Your current passport (The passport will be cancelled upon issuance of the new passport and returned to you.)
- If you are not collecting the passport yourself a letter and passport or ID card of person collecting as specified in Form IMO1.

Declaration:	
I declare that all the information provided in this form is true and that I will pay all costs (including international courier service charges if I have selected that option) when collecting the passport	
Applicant's signature:	Date:

FOR OFFICE USE

APPL NO:	Submitted	Check copies	Receipt No.	Sent	Received	Informed	Collected
	/ /	<input type="checkbox"/> PP		/ /	/ /	/ /	/ /
Officer		<input type="checkbox"/> IMO1					

Card Received:		
Applicant's signature:	Name	Date:

Application forms can be submitted to the Embassy between 9:30am and 4:00pm Monday to Friday.