



**Embassy of Maldives**  
Tokyo, Japan

## Request for National Identity Card (NIC) Service

This form is to be submitted together with Dept. of National Registration DNR's NIC Application Form.

**PLEASE COMPLY WITH DNR PHOTO GUIDELINES.**

(CLICK HERE <http://dnr.gov.mv/wp-content/uploads/2018/09/Application-Form.pdf.pdf>)

**1. Full Name:** (USE BLOCK CAPITAL LETTERS)

**2. NIC No.:** **3. NIC Expiry Date (DD/MM/YYYY):** / /  
**4. Passport No.:** **5. PP Expiry Date (DD/MM/YYYY):** / /

**4. Address in Japan:**

**5. Contact Telephone:** **6. Contact Email:**

**7. Reason for Travel to Japan:**

**A. How do you prefer to bring your NIC to Japan?** (please tick one):

- Diplomatic Mail** (ID card can be arranged to be sent through Min. of Foreign Affairs by diplomatic mail to the Embassy. No charges apply)  
 **Collect on behalf** (ID can be collected by your named contact person in C below. DNR will require a letter and passport or ID card of person collecting as specified in the ID Application Form)

### B. How to make payment:

Please fill below contact details of a person who can be contacted to make required payments on your behalf. (The Embassy's services are free of charge)

### C. Contact person's details

**C1: Contact person name:** **C2: Relationship:**

**C2: Contact person telephone:**

#### To make an application you need to supply the following:

- Completed DNR's NIC Application Form. (Please read and comply with ALL GUIDELINES on the NIC application form. The Embassy cannot accept incomplete applications.)
- 2 passport size photos that comply with the photo requirements on Form (1 for this form, 1 for DNR Form)
- NIC Copies of the applicant and representative in Maldives
- This form completed and signed below
- Please submit a soft copy of passport photo (not older than 1 month).

#### When collecting your new NIC please bring the following:

- Your current NIC / passport
- If you are not collecting the NIC yourself a letter and passport or ID card of person collecting as specified in the Passport Application Form.

#### Declaration:

I declare that all the information provided in this form is true and that I will pay all related fees.

Applicant's signature:

Date:

### Our Service Standards

The DNR is the competent Maldivian Government authority that issues NIC to Maldivians. NIC renewal services are, therefore, provided to Maldivian citizens in Japan through the coordinated efforts between DNR, the Ministry of Foreign Affairs and the Embassy. The Embassy will make every reasonable effort to fulfill the following service standards.

- o If all requirements for the application are fulfilled, the Embassy will process the application within one hour of submitting the application to the Embassy in person.
- o If the application is submitted BEFORE 2pm, the Embassy will send the application to DNR on the same day. For applications submitted AFTER 2pm, the Embassy will send the application in the next working day.
- o The Embassy will inform the applicant the same day the Embassy receives the new NIC from Male'.
- o Estimated service delivery time at present is 5-10 working days. (Service time depends mainly on courier time. Diplomatic mail is normally posted from Male' on Thursdays and arrives Tokyo on Monday)

APPL No.	Submitted	Check copies	Sent	Received	Informed	Collected	Receipt No.	Amount(JPY)
	/ /	<input type="checkbox"/> NIC <input type="checkbox"/> IM02	/ /	/ /	/ /	/ /		

Note :

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

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