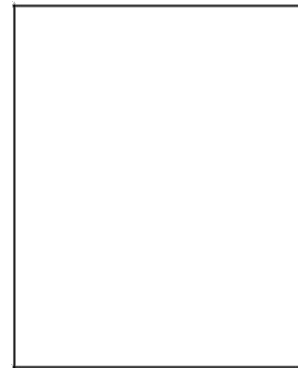




**Embassy of Maldives**  
Tokyo, Japan



## Request for Passport Service

This form is to be submitted together with Maldives Immigration Passport Application Form.

**PLEASE COMPLY WITH IMMIGRATION PASSPORT PHOTO GUIDELINES.**  
(CLICK HERE <http://immigration.gov.mv/pages/passport.html>)

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

**2. Passport No.:**

**3. 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 passport to Japan?** (please tick one):

- International Courier** (Maldives Immigration sends passport by an international courier all charges must be borne by applicant representative) Maldives Immigration will call the contact person who will have to make all payments on your behalf)
- Diplomatic Mail** (Passport can be arranged to send through Min. of Foreign Affairs by dipl mail to the Embassy. No charges apply)

**B. How to make payment** (please tick):

- To Immigration Dept. through a contact person in Male'**  
(Maldives Immigration will call the contact person who will have to make all payments on your behalf)

**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 Maldives Immigration Passport Application Form. (Please read and comply with ALL GUIDELINES on the passport application form. The Embassy cannot accept incomplete applications. Note that the Maldives Immigration no longer provides the service of attaching passports) [http://www.immigration.gov.mv/forms/passport\\_form\\_a5.pdf](http://www.immigration.gov.mv/forms/passport_form_a5.pdf)
- Completed Maldives Immigration Form IM32 <http://immigration.gov.mv/forms/im32.pdf>
- Letter addressed to the Maldives Immigration informing the details of the person who will do everything related to the renewal (including payments). <http://immigration.gov.mv/forms/collection-payment-letter-abroad.pdf>
- 2 passport size photos that comply with the photo requirements on Form (1 for this form, 1 for Maldives Immigration Form) <http://immigration.gov.mv/pages/passport.html>
- Your current passport (Passport will be returned after checking application).
- NIC Copies of the applicant and representative in Maldives
- This form completed and signed below
- Please submit a soft copy of 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 the Passport Application Form.

**Declaration:**

I declare that all the information provided in this form is true and that I will pay all costs (including international courier charges if I have selected that option) when collecting the passport.

Applicant's signature:

Date:

**Our Service Standards**

The Maldives Immigration is the competent Maldivian Government authority that issues passports to Maldivians. Passport renewal services are, therefore, provided to Maldivian citizens in Japan through the coordinated efforts between the Maldives Immigration, 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 15 to 30 minutes of submitting the application to the Embassy in person.
- o If the application is submitted BEFORE 2pm, the Embassy will send the application to the Maldives Immigration 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 passport from Male'.
- o Estimated service delivery time at present is 5-10 working days. (Service time depends mainly on courier time. International courier from Male' takes about 2-3 working days. 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"/> PP <input type="checkbox"/> IM01	/ /	/ /	/ /	/ /		

Note :

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