

Passport Service

Please read the following carefully and fulfill all the requirements. Failure to fulfill the requirements may result in delaying the processing time or denial of the issuance of the passport.

Apply for Passport

Requirements for Replacement of an Expired Passport

- 1** Four recent, color passport size Photographs with white background with the name of the applicant at the back of the photograph;
- 2** The actual passport
- 3** Two copies of Expired Passport
- 4** Document that show your Current Status
 - Two copies of document that show present immigration status
 - Alien registration card
- 5** Service fee \$50.00 for Australia , Newzealand and Papawa New Guinea, 6050 yen for Japan must be in bank transfer made payable to the Embassy of Ethiopia or cash ,we do not accept check order
- 6** Fingerprint of the Applicant and a copy of it.
 - Please go to the nearest police station or to the companies authorized to take finger prints, Finger print is not necessary for those who have electronic passport to renewal and children under 14 yearsrs old.
 - Finger print Capture form
- 7** A self addressed return envelope with sufficient prepaid postage (for those using mail service)
- 8** Two copies of the Application Form

Requirements for Replacement of a Lost Passport

- 1** Four recent, color passport size Photographs with whit`e background with the name of the applicant at the back of the photograph;
- 2** Two copies of any supporting documents showing Ethiopian Citizenship
 - Copy of old Passports or
 - Birth Certificate which is authenticated through Ministry of Foreign Affairs of the Federal Democratic Republic of Ethiopia or
 - Kebele Identification Card (ID)
- 3** Documents that show your Current Status in the the country.
 - Alien registration card
 - Other document that show present immigration status
- 4** Service fee \$60.00 for Australia , Newzealand and Papawa New Guinea, 7260 yen for Japan must be in bank transfer made payable to the Embassy of Ethiopia or cash ,we do not accept check order.

- 5 Fingerprint of the Applicant and a copy of it.
 - Please go to the nearest police station or to the companies authorized to take finger prints.
 - Finger print Capture form
- 6 A self addressed return envelope with sufficient prepaid postage (for those using mail service)
- 7 Two copies of the Application Form

Requirements for First time Applicant

- Those Ethiopians who entered Japan,Australia , Newzealand and Papawa New Guinea with their parents as a co-traveler by their parents passport and can present evidence for that
 - Those Ethiopians who never had an Ethiopian Passport and can present Evidence.
- 1 Four recent, color passport size Photographs with white background with the name of the applicant at the back of the photograph;
 - 2 Two copies of any supporting documents showing Ethiopian Citizenship
 - Copy of parents Passport and/or
 - Birth Certificate which is authenticated through Ministry of Foreign Affairs of the Federal Democratic Republic of Ethiopia and/or
 - Kebele Identification Card (ID)
 - 3 Documents that show your Current Status in the country
 - Two copies of Work permit (both Side) or
 - Other document that show present immigration status (for those who do not have Work permit)
 - 4 Service fee \$50.00 for Australia , Newzealand and Papawa New Guinea (none students) \$ 25 for students,6050 yen for Japan(non students),3025 yen for students must be in bank transfer made payable to the Embassy of Ethiopia or cash ,we do not accept check order.
 - 5 Fingerprint of the Applicant and a copy of it.
 - Please go to the nearest police station or to the companies authorized to take finger prints, not necessary for children under 14 years old.
 - The Finger print Capture form
 - 6 A self addressed return envelope with sufficient prepaid postage (for those using mail service)
 - 7 Two copies of the Application Form

Note: [Payment in cash or by bank transfer is accepted](#)

Bank Transfer(Yen Account)

- Name of Bank : CITI BANK N.A. 2-2-1 Otemachi, Chiyoda-ku, Tokyo
- Account Name : Ethiopian Embassy- Tokyo
- Account Number : 0103071
- Account Type : Checking
- Swift Code : CITIJPJT

(USD Account) (for non-Japanese)

- Name of Bank : CITI BANK N.A. 2-2-1 Otemachi, Chiyoda-ku, Tokyo
- Account Name : Ethiopian Embassy- Tokyo
- Account Number : 92506900
- Account Type : MultiMoney
- Swift Code : CITIJPJT
- *Note : After transferring your payment, please fax the receipt to Consular Section.
- FAX : +81-3-5420-6866

Embassy of Ethiopia

Takanawa Kaisei Bldg.2Fl.

3-4-1 Takanawa,Minatok-ku

Tokyo 108-0074

Japan,Tokyo