

## **Passport Service application requirement.**

**Please read the following carefully and fulfil all the requirements. Failure to fulfil 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, colour passport size Photographs with white background with the name of the applicant at the back of the photograph;
- 2** The actual passport should be sent with application
- 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 plus USD \$15 (for courier charges to and from Tokyo) for Australia , New Zealand and Papua 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(for those who wants to send direct to Ethiopian Embassy through mail service)
- 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, Fingerprint is not necessary for those who have electronic passport to renewal and children under 14 years old.
  - Fingerprint 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, colour 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 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 country.
  - Alien registration card
  - Other document that show present immigration status
- 4** Service fee USD \$60.00 plus USD \$15 (for courier charges to and from Tokyo) for Australia , New Zealand and Papua 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(for those who wants to send direct to Ethiopian Embassy through mail service)
- 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 , New Zealand and Papaw New Guinea with their parents as a co-traveller 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, colour 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 USD \$50.00 plus USD \$15 (for courier charges to and from Tokyo) for Australia , New Zealand and Papaw New Guinea (none students) USD \$ 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 (for those who wants to send direct to Ethiopian Embassy through mail service).
  - 5 Fingerprint of the Applicant and a copy of it.
    - Please go to the nearest police station or to the company's 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 charges from Australia or New Zealand and Japan should be from the customer side (not from beneficiary side). For more information please call to Embassy before transfer your fee.**

### Bank Transfer(Yen Account)

- Name of Bank : Mitsubishi UFJ Bank, Gotanda Branch
- Account Name : Ethiopian Embassy- Tokyo
- Account Number : 0284060
- Account Type : Saving
- Swift Code : BOTKJPJT

**(USD Account)**

- Name of Bank : Mitsubishi UFJ Bank, Gotanda Branch
  - Account Name : Ethiopian Embassy- Tokyo
  - Account Number : 0118532
  - Account Type : Saving
  - Swift Code: BOTKJPJT
- \*Note: After transferring your payment, please fax the receipt to Consular Section.
- FAX : +81-3-5420-6866

Embassy of Ethiopia

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