

# MACHINE READABLE PASSPORT INFORMATION

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## **Application Submission**

Personal appearance is mandatory for submission of machine readable passport application.

Applications for MRP Passport would be accepted on **FIRST COME FIRST SERVED** basis in limited numbers during the schedule mentioned below. Appointments **cannot** be made for machine readable passport application.

Our office can only take 20 applications per day on a first come first serve basis.

Applications will be taken in the Consular Section of our office. Please write your name in the "Machine Readable Passport List" upon arrival.

Consulate General of Pakistan in Vancouver only services residents of BC, Alberta, Saskatchewan, and Yukon Territory. If you reside in our service area you may apply for machine readable in our office.

### **Submission Timings:**

Monday – Thursday: 10am - 1 PM    Lunch time: 1 pm – 2 pm

Friday: 10am - 1 PM,

Juma Prayers: 1 pm – 3 pm

### **MRP passport pickup:**

Monday-Thursday: 3pm-4pm

### **Applying for New or Renewal of Machine Readable Passport Information**

Machine Readable Passport (MRP) system uses the data from National Database and Registration Authority's (NADRA) system and MRP application can only be processed if applicant has **one of the following valid original documents issued by NADRA:**

- Computerized National Identity Card (CNIC)
- National Identity Card for Overseas Pakistanis (NICOP)
- Smart National ID Card
- Computerized Child Registration Certificate (CRC) or Bay Form/Form B for under 18 years applicants only

If you do not have a valid CNIC, NICOP, Smart National ID Card or CRC or Bay Form/Form B please apply for one of these NADRA documents and proceed for MRP application after you have received it. Please click the following link for further information on NADRA Cards: <http://id.nadra.gov.pk/>

Machine Readable Passport (MRP) application processing requirements are different for adults and children. Please go through the relevant section carefully before visiting the Consulate General of Pakistan for processing of your MRP application as all documents listed under each category are mandatory and our staff will not be able to process your application if the requirements are not fully met.

### **Application Process:**

Applicant will go through the following stages in order to get the MRP.

- 1) Arrival of applicant at Customer Services (Documents to be checked and proper stapled the photocopies.
- 2) Token Counter (on your turn).
- 3) Biometric Data Capture.
- 4) Photograph Capture.
- 5) Data Entry.
- 6) Verification.
- 7) Interview/Final Decision.

### **Please Read This First:**

1. All requirements are mandatory.
2. Personal appearance is mandatory.
3. All Sorts of Endorsement including names of children in parent's passports is prohibited in the MRP.
4. Form & photographs are not required.

Your data will be manually entered into our system during submission.  
Photographs will be taken in our office.

5. Issuance of MRP is based on NADRA'S (National) Database. Therefore any modification / change in MRP require modification / change in NADRA'S Database first.

6. If the applicant is Refugee, Consul General will take the decision.

7. If the age of child is less than 15 years then passport validity will only be 5 years. **10 years passport will not be issued.**

Children 15 years of age or older can be issued 5 years valid passport or 10 years valid passport.

8. Payment can be made by debit/credit card in our office.

Bank draft/money order/certified cheque already issued in favour of Consulate General of Pakistan will still be accepted.

**Separate bank draft/money order/certified cheque is required per application.** For example: If you are applying for four people you will need four separate bank drafts.

9. **There is no restriction for renewal of passport before its expiry.** Passport having full validity of 5/10 years can be issued to the applicants even if existing passport has not completed its validity. However, a statement mentioning the reason for obtaining a new passport before its expiry may be obtained from the applicant.

10. Your passport can be returned by mail if a pre-paid self-addressed registered mail return envelope is included with your application. **One return envelope is required per applicant.** If there are four applicants you will have to include four return envelopes.

**Must Read the Important Notice:**

**Passports are printed in Pakistan; processing times may vary. Please do not book your flight itinerary without receiving passport from consulate, exceptional delays may occur in printing and delivery from Pakistan.**

**REQUIREMENT OF ADULT'S (18 OR ABOVE):**

Documents listed below #1-3 is required when coming to submit your application.

1) Original and photocopy of valid Computerized National Identity Card. (CNIC / NICOP / Smart NICOP)

\*In case of married women, CNIC / NICOP / Smart NICOP shall have updated marital status.

2) Original most recently issued previous Pakistani Passport and photocopies of pages 1-4 and page 7.

3) In case of Government Servant, No Objection Certificate is required (in original) by their respective Ministries / Divisions / Departments.

Pakistan Government employees are required to produce original No Objection Certificate (NOC) issued within last ninety (90) days by their respective Ministries / Divisions / Departments.

**Notes:**

Married female applicants are required to produce original CNIC / NICOP / Smart National ID Card containing their husband name. They would otherwise be required to get their CNIC / NICOP / Smart National ID Card modified in accordance with their marital status before applying for MRP.

**Instruction:**

Kindly staple your photocopies of documents in the following order:

1) Receipt of payment (issued in our office) or certified cheque/bank draft/money order in original with a photocopy

2) National ID Card (CNIC / NICOP / Smart NICOP).

3) Previous Pakistani passport (first four pages and visa sticker).

4) Canadian status (PR-card/Canadian passport/citizenship/study/work/visitor/visa.

5) In case of Pakistan Government Employee No Objection Certificate (NOC) by their respective Ministries / Divisions / Departments

**REQUIREMENTS FOR NEW BORN AND UNDER 18 YEARS:**

Documents listed below #1-7 is required when coming to submit your application.

1) Presence of both parents (mother & father) is mandatory. In case of absence of one of them, his/her legal consent should be brought by filling out our **NOC form**. In case of absence of one parent please fill in **NOC form** and bring the original.

**NOC form** has to be notarized by a notary public, lawyer, or you may check if the nearest High Commission/Consulate of Pakistan can facilitate you.

Exception: In case one of the parent's is deceased the parent who is alive must appear in person. **There are no exceptions.**

Original death certificate of the deceased parent must be shown at the time of application. Original death certificate must be accompanied with a photocopy.

- 2) Original and photocopy of valid National Identity Card for Overseas Pakistanis (NICOP) or Smart NICOP or Nadra's Child Registration Certificate (CRC or Bay Form/Form B).
- 3) Original and photocopy of **valid** Computerized National Identity Card (CNIC/NICOP) of Mother.
- 4) Original and photocopy of **valid** Computerized National Identity Card (CNIC/NICOP) of Father.
- 5) Original and photocopy of Birth Certificate.
- 6) Original previous Pakistani Passport and photocopies of pages 1-4 and page 7.  
Child whose name was endorsed on mother/father's manual passport, should produce that passport in original.
- 7) If the Passport is lost.
  - a. Loss of Passport police report. (In Original)
  - b. Passport verification from concerned passport authority.

**Note:** New MRP only be processed after receiving the verification from the passport issuing office and police report from concern police station.

**Instruction:**

Kindly Staple your photocopies of documents in the following order:

- 1) Receipt of payment (issued in our office) or certified cheque/bank draft/money order in original with a photocopy.
- 2) Nadra's Child Registration Certificate (CRC or Bay Form/Form B or NICOP or Smart NICOP).
- 3) Previous Pakistani Passport (First four pages).
- 4) Birth Certificate.
- 5) Father's CNIC /NICOP/Smart NICOP.

- 6) Mother's CNIC/NICOP/Smart NICOP.
- 7) NOC form (in case of absence of one parent)
- 8) Police report (if passport is lost).
- 9) Passport verification (if passport is lost).

**REQUIREMENTS IF THE PASSPORT IS LOST:**

Documents listed below #1-3 is required when coming to submit your application.

- 1) Original valid Computerized National Identity Card. (CNIC / NICOP / Smart NICOP). (In case of married women, CNIC / NICOP / SMART NICOP shall have updated marital status).
- 2) Photocopy of previous Pakistani passport and photocopies of pages 1-4 and page 7 (if available)
- 3) If the passport is lost.
  - a. Loss of passport police report. (In Original)
  - b. Passport verification from concerned passport authority.

**Note:** New MRP only be processed after receiving the verification from the passport issuing office and police report from concern police station.

**Instruction:**

Kindly Staple your photocopies of documents in the following order:

- 1) Receipt of payment (issued in our office) or certified cheque/bank draft/money order in original with a photocopy.
- 2) National ID Card (CNIC / NICOP / Smart NICOP).
- 3) Previous Pakistani Ppassport (First Four Pages).
- 4) Canadian status (PR-card/Canadian passport/citizenship/study/work/visitor/visa).
- 5) Original police report.
- 6) Passport verification.
- 7) In case of Pakistan Government employee No Objection Certificate (NOC) by their respective Ministries / Divisions / Departments.

**Note:** In case parents are separated or divorced, the custodian father or mother is required to produce court orders confirming his/her legal right of custody of the child.



### **COLLECTION OF PASSPORT INFORMATION:**

After successful completion of above stages, the applicant will be given:

- 30 days' time to collect his/her passport in case of normal application
- 15 days' time to collect his/her passport in case of urgent application

### **WHO CAN COLLECT MRP OTHER THAN APPLICANT?**

Only blood relatives are allowed to pick up the MRP with the hand written authorization from the applicant. (Only if the applicant is not able to come)

### **COLLECTION BY MAIL:**

Consulate General of Pakistan doesn't provide the mail facility, however, applicant can give pre-paid self-addressed registered courier envelope on his/her own risk at the time of process in order to enable us to mail his/her passport.

### **PICKUP INSTRUCTIONS:**

MRP passport pickup: Monday-Thursday: 3pm-4pm

MRP arrival's will be posted here. If your token number is listed you may come to pick up your passport.

- Please bring original receipt. (if the receipt is lost the MRP will only be issued in person)
- Previous passport
- Hand written authorization from the applicant. (if the applicant is not able to come)

## Machine Readable Passport (MRP) Fees\* and Processing Time

\*Fee is non-refundable.

\*If the age of child is less than 15 years then passport validity will only be 5 years. **10 years passport will not be issued.**

### Debit/Credit card:

Payment can be made by debit/credit card in our office.

### Bank draft/money order/certified cheque:

Bank draft/money order/certified cheque already issued in favour of Consulate General of Pakistan will still be accepted.

**Separate bank draft/money order/certified cheque is required per application.** For example: If you are applying for four people you will need four separate bank drafts.

**Important Note:** If you are a dual national i.e Pakistani and Canadian citizen, please do not deposit urgent passport fee as the passport cases of dual nationals are referred to Islamabad for their report/clearance. Cases are finalized on receipt of report from Islamabad. Passports in these cases could take longer than 30 business days for complete processing.

### 5 YEARS VALIDITY

Validity	Pages	Normal Fee	Normal Processing Time	Urgent Fee	Urgent Processing Time
5 Years	36	C\$ 66	30 business days	C\$ 175	15 business days
	72	C\$ 100	30 business days	C\$ 260	15 business days
	100	C\$ 115	30 business days	C\$ 305	15 business days

### 10 YEARS VALIDITY

Validity	Pages	Normal Fee	Normal Processing Time	Urgent Fee	Urgent Processing Time
10 Years	36	C\$ 132	30 business days	C\$ 350	15 business days
	72	C\$ 200	30 business days	C\$ 520	15 business days
	100	C\$ 230	30 days	C\$ 610	15 business days

**IN CASE OF LOST OF PASSPORT 5 YEARS VALIDITY**

Validity	Pages	First Time Lost Normal Fee	Second Time Lost Normal Fee	Normal Processing Time	1st Time Lost Urgent Fee	Second Time Lost Urgent Fee	Urgent Processing Time
5 Years	36	C\$ 128	C\$ 256	30 business days	C\$ 256	C\$ 512	15 business days
	72	C\$ 190	C\$ 380	30 business days	C\$ 380	C\$ 760	15 business days
	100	C\$ 230	C\$ 460	30 business days	C\$ 460	C\$ 920	15 business days

**IN CASE OF LOST OF PASSPORT 10 YEARS VALIDITY**

Validity	Pages	First Time Lost Normal Fee	Second Time Lost Normal Fee	Normal Processing Time	First Time Lost Urgent Fee	Second Time Lost Urgent Fee	Urgent Processing Time
10 Years	36	C\$ 256	C\$ 512	30 business days	C\$ 512	C\$ 1024	15 business days
	72	C\$ 380	C\$ 760	30 business days	\$ 760	C\$ 1520	15 business days
	100	C\$ 460	C\$ 920	30 business days	C\$ 920	C\$ 1840	15 business days

**IN CASE OF LOST OF PASSPORT 3<sup>rd</sup> Time Lost**

3rd Time Lost	Emergency Passport will be issued for returning to Pakistan
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Duration:

Machine Readable Passports (MRP's) are replacing the existing manual system. MRP shall require not less than following time duration, to be made available for its delivery after being successfully processed.

**NOTE:** Passports dispatched from the Headquarters for delivery to the applicants within prescribed processing period could be tracked through SMS & Online Passport Tracking System, but to reach their destination.

**Abbreviations**

CRC – Child Registration Certificate by NADRA

CNIC – NADRA Urdu Shanakhti Card (13 digits)

NICOP – Regular NICOP by NADRA

SNICOP – Smart NICOP by NADRA