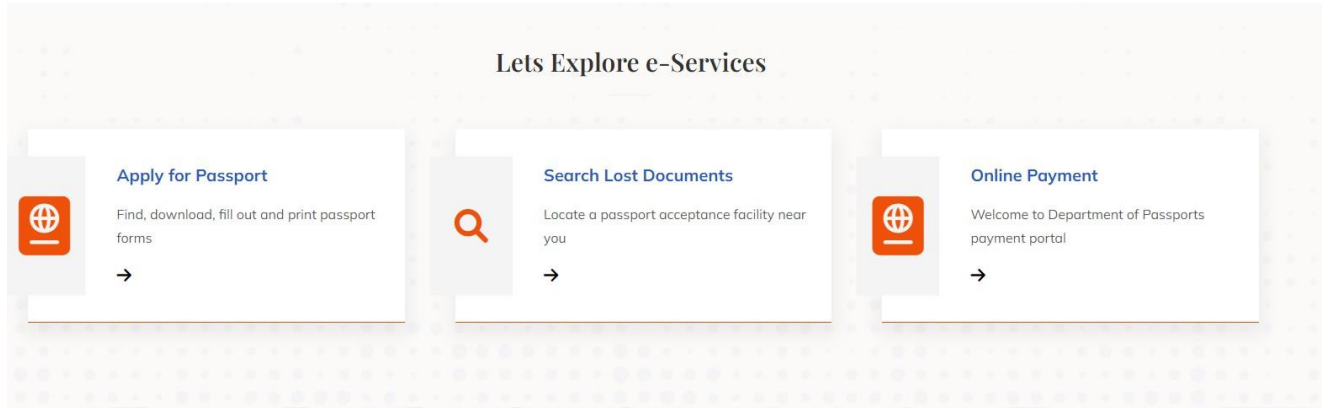


## Online Pre-enrollment Application Form Fill Up Procedure for ePassport:

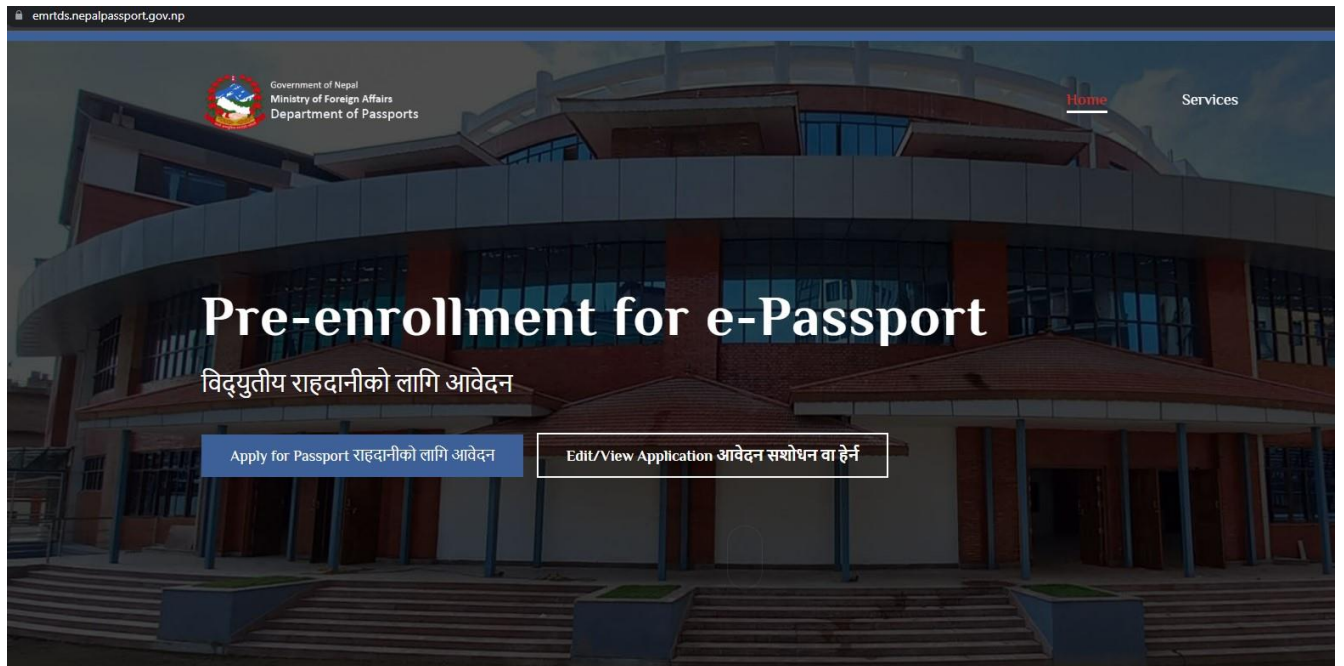
### **Steps:**

**Step 1.** Open the Department of Passports web portal <https://nepalpassport.gov.np>

**Step 2.** Scroll down and click on “Apply for Passport” under Let’s Explore e-Services. This will open the Pre-enrollment Home Page.



**Step 3.** Click on “Apply for Passport राहदानीको लागि आवेदन” button.




#### Step 4. Please choose your application type.


Government of Nepal  
Ministry of Foreign Affairs  
Department of Passports


[Home](#) [Services](#)


### Type of Application

Please choose your application type

 **First Issuance**  
पहिलो पटक राहदानी लिन  
Passport First Issuance

 **Renewal**  
म्याद सकिएको राहदानी नवीकरण गर्न  
Passport Renewal

 **Replacement (Lost/Stolen)**  
हराएको/चोरिएको राहदानीको सट्टामा  
Passport Replacement (Lost/Stolen)

 **Replacement (Damaged)**  
विप्रेको राहदानीको सट्टामा  
Replacement (Damaged)

**Step 5.** Read the “Before Pre-enrollment” instructions, choose a passport type – Ordinary 34 pages for normal passport and Ordinary 66 pages for business passport. For other passport types, click on “Other Passport Types” and choose appropriate type.

Government of Nepal  
Ministry of Foreign Affairs  
Department of Passports

[Home](#) [Services](#)

### यो पढेर मात्र प्रिइनरोलमेन्ट गर्नुहोला

#### READ BEFORE PRE-ENROLLMENT

१) राहदानीको निवेदन पेश गर्नको लागि प्रिइनरोलमेन्ट पहिलो चरण हो । लाइभइन्रोलमेन्ट गर्ने ठाउँमा गएर बायोमेट्रिक बिबरण (तस्तिर खिच्ने, औंठा छाप लगाउने आदि) उपलब्ध गराए पछि मात्र यो चरण पूरा हुन्छ ।

Submission of the pre-enrollment application for a Passport is the first step and the process ends with providing biometric details (photograph, finger print etc).

२) यसरी भरिएको निवेदन सच्याउन र लाइभइन्रोलमेन्टको लागि बुक गरेको मिति १५ दिन भित्र परिवर्तन गर्न सकिन्छ । The filled-in application can be edited and appointment date can also be rescheduled within 15 days.

३) प्रिइनरोलमेन्ट गरेको निवेदन अतिव्यवस्थामा प्रिन्ट गरेर अरु कामजात सहित पेश गर्नु पर्दछ । यदि त्यो हरायो भने पुनः लग इन गरेर अर्को प्रिन्ट निकाल्नु पर्छ ।

A printed copy of the pre-enrolled form must be submitted along with other documents. If it is lost, the applicant needs to log in and take another printout.

४) यदि लाइभइन्रोलमेन्टको लागि समय लिएको दिन सार्वजनिक बिदा पच्यो भने अर्को समय बुक गर्नु पर्छ । यस्तो अवस्थामा निवेदकले कित १५ कार्य दिन भित्र अर्को समय लिनु पर्छ कि उक्त समयभित्र सीधै इन्रोलमेन्ट गर्ने ठाउँमा जानु पर्छ ।

The appointment will be canceled if Government announces public holiday on the scheduled date and the applicant either needs to set another appointment within 15 working days or go to the enrollment station within the period.

Please choose from the following available Passport types

Ordinary 34 pages  Ordinary 66 pages


> Other Passport Types

#### External Links

- [Passport Fees](#)
- [Photo Requirements](#)
- [Required Documents](#)
- [Forms](#)

**Step 6.** Agree “Data Privacy Consent” to proceed further.

Data Privacy Consent  
विवरण गोपनीयताको स्वीकृति



I acknowledge that I have read and agreed to the presented Terms and Conditions.  
माथि उल्लेखित सर्तहरू मैले पढेँ र त्यसमा मेरो सहमति छ

[I refuse स्वीकृत छैन](#)

**Step 7.** Select the Appointment Country, Province, District and Location respectively as applicable according to the place where the application will be submitted and enrollment will be done. Check for available dates and choose appropriate date. Fill in the CAPTCHA correctly and click “Next” to start the Pre-Enrollment.

**BOOK YOUR APPOINTMENT**

Appointment Country:

Appointment Province:

Appointment District:

Appointment Location:


**Please choose the nearest enrollment center to your location**

Select a date:

November 2022						
Su	Mo	Tu	We	Th	Fr	Sa
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3

There are no available slots at the moment for : 31-10-2022 .

To continue, please Retype the characters from the picture:



**Step 8.** Fill up Demographic Information, Citizenship Information, Applicant’s Contact Details and Contact Details in Case of Emergency and click on “Next”. Kindly note that National Identity Number (NID) is mandatory for applicants applying from within Nepal. In addition, applicants do not need to enter hyphen (-) or slash (/) in case of citizenship number.

**Note:** In case of Place of Birth in abroad country, applicants must choose “Other(Countries)” in “Place of Birth” field and choose desired country in “Birth Country” field.

APPLICATION FORM  
आवेदन

\* Mandatory Field

DEMOGRAPHIC INFORMATION - जनसांख्यिकी जानकारी

Last Name / Surname \*  
First Name  
Gender \*  
 Male  Female  Other

Date of Birth (AD) - YYYY-MM-DD \*  
Is this exact Date of Birth? \*  
 Yes  No  
Date of Birth B.S (Nepali) - YYYY-MM-DD \*  
\_\_\_\_-\_\_\_\_-\_\_\_\_

Place of Birth (District/Country if born abroad) \*  
Birth Country  
Nepal  
Nationality \*  
NEPALI

Father's Last Name / Surname \*  
Father's First Name  
Mother's Last Name / Surname \*  
Mother's First Name

CITIZENSHIP INFORMATION-नागरिकता सम्बन्धी जानकारी

APPLICANT'S CONTACT DETAILS- आवेदकको सम्पर्क विवरण

CONTACT DETAILS IN CASE OF EMERGENCY-जस्तै परेमा सम्पर्क गर्ने विवरण

Previous Next

**Step 9.** Upload citizenship front, back for First issuance (New); citizenship front, back and Passport front, back for Renewal/ Lost/ Damaged application type. (Kindly note the document size should be less than 300 kb and should be in .jpeg or .png format).

E-Service File Attachment Prerequisites  
Supported file types : JPEG, PNG  
 Major  Minor

\*Mandatory File

Citizenship Certificate Front \*  
Citizenship Certificate Back \*  
Academic Certificate  
Divorce Certificate

Marriage Registration  
National ID  
Any other supporting document  
Additional 1

Previous Next

**Step 10.** Review Application Summary and edit the details if necessary. Fill up the CAPTCHA correctly at bottom of the page and click on “save”.

APPLICATION SUMMARY

DEMOGRAPHIC INFORMATION - जनसाङ्ख्यिकी जानकारी

Last Name / Surname First Name Gender

To continue, please Retype the characters from the picture

b6q9f

Previous save

**Step 11.** Copy the reference number for future reference and click on Finish. The reference number will be used to check the e-Passport Application Status from Nepal e-Passport mobile app.

Your request has been saved, use the Request Number here-below to follow-up your request

e76ca9bf-3d74-427a-928b-bed3fcc49d02

To proceed with your payment click here

Finish

**Step 12.** Download application file and print downloaded form.

**APPLICATION FOLLOW UP**

---

Request Number  
[REDACTED]

E-Service  
**Passport First Issuance**

Request History  
31/10/2022 Request has been successfully submitted

Appointment Details

Date  
**October 31, 2022**

Time  
**12:00**

Location  
[REDACTED]

Please print the form or take a screen shot of the downloaded form with barcode before going to the enrollment center

Payment
Download PDF



**GOVERNMENT OF NEPAL**  
Ministry of Foreign Affairs, Department of Passports  
**ePASSPORT APPLICATION FORM**

Personal Information/व्यक्तिगत विवरण

1. Surname/पद \* [REDACTED]

2. Given Names/नाम \* [REDACTED]

3. Place of Birth/जन्मस्थान \* (District/Country if Abroad)  
Achham

4. Nationality/राष्ट्रियता \*  
NEPALI

5. Date of Birth/जन्म मिति (Year/Month/Day)  
5A. A.D. [REDACTED] 5B. B.S. [REDACTED]

6. Sex/लिंग \*  
M (for Male/पुरुष) F for Female/स्त्री X for Others/अन्य

7. Citizenship or Permit No./नागरिकता वा अनुमति नं \* [REDACTED]

8. Date of Issue B.S. (YEAR/MONTH/DAY)/मिति (ब.स.) [REDACTED]

9. Place of Issue/जारी भएको स्थान \*  
Achham

10. National Identity No./राष्ट्रिय पहिचानपत्र नं. [REDACTED]

11. Latest Passport or Travel Document No./पछिल्लो राहदानी वा यात्रा अनुमतिपत्र नं. [REDACTED]

11A. Date of Issue A.D./जारी भएको मिति (इ.स.) [REDACTED]

11B. Place of Issue/जारी भएको स्थान [REDACTED]

12. Address/ठेगाना

12A. Province/प्रदेश \* Bagmati 12B. District/जिल्ला \* Bhaktapur

12C. Rural Municipality/Municipality Bhaktapur Municipality 12D. Ward No./वार्ड नं. 1

12E. Street/Village सडक/गाउँ \* 12F. House No./घर नं. [REDACTED]

13. Email/इमेल \* 14. Phone No./फोन नं. +977 12512512

15. Father's Full name / बाबुको नाम,पद \* 16. Mother's Full name / आमाको नाम,पद \* [REDACTED]

17. Contact details in case of emergency/जसरी परेमा सम्पर्क गर्ने विवरण

17A. Fullname/नाम,पद \* ASD

17B. Address/ठेगाना

17C. Province/प्रदेश \* Bagmati 17D. District/जिल्ला \* Bhaktapur

17E. Rural Municipality/Municipality Bhaktapur Municipality 17F. Ward No./वार्ड नं. 1

17G. Street/Village सडक/गाउँ \* 17H. House No./घर नं. [REDACTED]

18. Email/इमेल \* 19. Phone No./फोन नं. [REDACTED]

माथि उल्लेखित विवरण सही हो । केनै प्रचलित कानूनसमूहमा अपराध हुनसक्ने कुनै काम गरेको छैन । कानूनसमूहमा राहदानी प्रयोग गरिनेछ ।  
यस फारममा उल्लेखित केनै विवरण सत्य नभएको भए, प्रकृत सत्यतामा कुनै सरकारी निकाय र राहदानीसँग सम्बन्धित कर्मचारीले निवेदनको निवेदनमा प्रयोग गरिने भएको हुन सक्छ ।  
Applicant's Signature/Signature of Guardian, In case of minor  
निवेदकको सही/यात्राकर्ताको हस्ताक्षर (अनिवाहकको सही)  
Date/मिति \* [REDACTED]

Appointment Details  
Enrollment Center  
Date & Time 2022-10-31 12:00

---

**FOR OFFICE USE ONLY**

Please fill in the appropriate box with an "X" mark.

Application Type  
 Regular  Emergency  
 New  Renewal  Damaged  Lost

Document Type  
 Ordinary (34 Pages)  Ordinary (66 Pages)  Temporary  Travel Document  Diplomatic  Official  
 Service

Verifying Officer  
 Name: \_\_\_\_\_  
 Signature: \_\_\_\_\_  
 Designation: \_\_\_\_\_  
 Date: \_\_\_\_\_



a0bb02b2-f71a-4f87-ab7f-db32c1de72a8

**Step 13.** Go for enrollment at the designated office on the appointed date with all necessary documents along with printed bar-coded e-Passport application form.