

How to Get Your Passport Made

After submitting the prescribed **Passport Fee** for acquiring the relevant **Passport Category**, the applicant will go through the following stages at their Regional Passport Office (RPO) for obtaining Machine Readable Passport (MRP):

Process Flow:

1) **Arrival of Applicant at Customer Service Counter**

- The applicant will approach the customer service counter at Regional Passport Office.
- Applicant will be guided about the process flow of the System for applying the passport.
- In case the applicant has all the requisite documents he/she will be guided to the Token Counter.
- Separate passport will be issued to each and every applicant irrespective of age.
- ALL SORTS OF ENDORSEMENTS INCLUDING NAMES OF CHILDREN IN PARENTS PASSPORTS IS Not-Allowed in the Machine Readable Passport.

2) **Token Counter + Photograph Capturing.**

- The applicant will produce the original CNIC/Smart-Card/NICOP or Children Registration Certificate (CRC), in case of below 18 years of age, along with its copies and Bank Chalan Form.
- The Camera operator will proceed with capturing of applicants photograph.
- Token will be issued to the applicant.

3) **Biometric Data Capturing. i.e.(Finger Print)**

- The applicant after obtaining token will approach the Biometric Counter as soon as his token appears at Biometric Capturing Counter.
- Data Entry Operator (DEO) at the Counter will capture his right thumb, right index finger, Left Thumb and Left index finger impressions.

4) **Data Entry.**

- The Applicant will move to the Data Entry Counters as soon as his token number appears on the Counter.
- The Data Entry Operator will enter all the required data of the Applicant while the data entry screen will also be visible to the Applicant.
- In case of any modification in data, the Applicant should guide by the Data Entry Operator accordingly. After the data entry is completed Data Entry Form will be printed by the operator and will be presented to the Applicant for verification.
- The Applicant will verify all its contents by signing the form.
- The applicant will be asked to collect duplicate token from the data entry counter.
- **NOTE:** any change in the data should be pointed out at this stage. Once the information have been saved, for any modification the token will have to be cancelled and the applicant will have to go through the whole process again. After allowing "go ahead" the data by the assistant director, no change in the data will be possible.

5) **Verification as per Office Record (ECL/BL).**

- The verification against office record will be carried out.
- Verification against Exit Control List (ECL) and Black List (BL).
- In case of slightest doubt about the National Status of the applicant the case may be referred to Special Branch/IB for confirmation of his National Status as a citizen of Pakistan or otherwise.

6) **Interview and Decision by Assistant Director.**

- Finally the applicant will appear before Assistant Director when his token appears on AD counter along with all the original documents.
- The Assistant Director will interview the Applicant and declare his verdict to the applicant whether his case is to be allowed go-ahead or overruled.
- Assistant Director will defer the case of Applicant below 18 years of age and will handover the printed form to the applicant for attestation of his photograph from a Class 1 Govt. officer.
- The attester will have to write his/her CNIC/Contact No. along with the official stamp on the form.
- On production of data form (duly attested) the deferred Token will be allowed go-ahead.

7) **Passport Delivery Counter.**

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

10 working days time to collect his/her passport; in case of normal passport.
 04 working days time to collect his/her passport; in case of urgent passport.

NOTE: Before arrival at the Regional Passport Office (RPO), Original Bank Challan receipt must be acquired from the relevant **branches of the National Bank**, by depositing a prescribed **Passport Fee**.

Documents

Following are the mandatory requirements for applying Machine Readable Passport (MRP).

Category	Age	Pre-Requisite Documents Required
Normal/ Urgent	18 & Above	Original Bank Challan (receipt) with prescribed fee deposits . Original Computerised National Identity Card (CNIC)/NICOP/Smart-Card issued by NADRA with its 2-photocopies. OLD Passport with its photocopy, if issued. NOC in case of a Government Servant. Foreign Passport along with its photocopy, for Dual-Nationality holders only.
Normal/ Urgent	Under 18	Original Bank Challan (receipt) with prescribed fee deposits . Original Computerized Registration Certificate (CRC) issued by NADRA with its 2-photocopies. Copies of Parents Computerised National Identity Card (CNIC), accompanied with either of them (Father/Mother). Foreign Passport along with its photocopy, for Dual -Nationality holders only.

Duration

Machine Readable Passport (MRP) shall require not less than following time duration, to be made available for its delivery after being successfully processed.

Category	Time Duration
Normal	10 days
Urgent	4 days

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 i.e. respective Regional Passport Office (RPO) or Foreign Mission (FM), they may take some additional shipment time.

Fee

Fee for 5 Year Validity

Category	Fee	Category	Fee
Normal (36-Pages)	Rs.3,000/-	Normal (72-Pages)	Rs.55,00/-
Urgent (36-Pages)	Rs.5,000/-	Urgent (72-Pages)	Rs.9,000/-