CHECK LIST:

- **Form Size** and **Information fill-up in the designated format** are the two most important parts of your application form. Form must be printed in 27 cm vertical length covered by print from top to bottom end. Read thoroughly/verify by every means and make sure everything is correct then only put your thumb prints, sign within the box, paste your photographs on one form within the border only and send.
- Note that you must fill in all the dates given in the form in **YEAR MOTH DAY** format
- Remember that data field numbers **having *** at the end cannot be left blank, you **must fill them up**
- **Do not write DAO,RNE,MOFA etc before the name of a District/country from where your Passport/citizenship certificate/ Birth certificate was issued Just type the name of the District in case of Nepal and name of the country if other than Nepal.**
- Please check the form number wise now:

1. Write your **surname** (DAHAL, BK. YADAV, SHERPA, GURUNG, RAI) if more than one surname, give space using Tab and write like PANDEY KSHETRI. No brackets and dots only space.

2. Write your **given name and middle name/s** (RAMA DEVI, RAM DEV PRASAD). You may wish to put one of your surnames/cast as middle name if you have more than one.

3. Out of 75 districts you must write the **name of the district** in which you were born like: MAKAWANPUR, ILAM, KATHMANDU, KAILALI . Never write Nepal/ Pokhara/Dhangadhi. If you were born in a country **other than Nepal** write the name of the country like AUSTRALIA, INDIA. (Ignore whatever is written in your current passport and fill up the form as instructed).

4. Must be written **NEPALESE** (not Nepali)

5. Write in the format of **YEAR MONTH DAY (e.g.19830123)**, ignore the format used in your current passport.

6. Write **Nepali Year** using English letters/alphabets in **YEAR MONTH DAY** format like 20440621

7. Write you **citizenship number**. If there is slash / in the citizenship **use dash** -. If there is a Letter or alphabets like E, A, Ka do not write it in the form just type the numbers only. **For a Child** please write the **registration number of Minor ID Card/ Birth Certificate** but never leave it blank as it is marked with *. If citizenship numbers could not adjust in the space start filling up last number from last space and leave the unaccomodated beginning digits.

8. **Nepali date of issue of the citizenship** certificate (**minor ID/ Birth certificate** in case of a child, You can write English date of issue if the Birth Registration Certificate is from a country other than Nepal).

9. **Name of District** from where citizenship or birth certificate was issued (be careful don't write VDC/Municipality name here like Bharatpur/pokhara etc. Write only KATHMANDU). Write the name of the country if a Birth certificate is not from Nepal.

10. Your **current passport number** (whatever expired, lost or damaged but your latest passport for everyone except new born baby). It will be **blank in case of new born baby** applying for passport for the first time.

10A. Date of issue of your current passport in **YEAR MONTH DAY** format. **Blank for new born baby**.

10B. Write only the name of the district from where your passport was issued BAGLUNG, ILAM. In case a passport has been **issued by the Nepalese Embassy** abroad just write the **name of the country** like AUSTRALIA, JAPAN, SAUDI ARAB, no name of the city like Tokyo, Canberra, Riyadh etc)

11A. District name like KATHMANDU (No name of a Zone like Bagmati)

11B. Name of your Village Development Committee or Municipality KATHMANDU, BIRATNAGAR (no need to write Metro-politan/Sub municipality/Municipality/VDC again on the form by you)

11C. Ward No. in 06 format (If single digit ward write 0 first)

11D. Write the name of your small Tole like BANESHWOR, BATASE otherwise repeat the name of VDC/ Municipality if no name of the Tole **but never leave it blank as it is with *.**

11E. If there is no house No. leave it blank

12. Your email is for communication from the Embassy. You can write clearly by hand if it is longer

13. Your current phone for communication from the Embassy (It will not be Nepal's number).

14. You may write any of your relatives as the Next of Kin but **with the address of Nepal**.

14A. First, Middle (if applicable) and last name of your next of kin (use tab to give space to separate first middle and last name)

14C. Name of the District where your Next of Kin lives

14D. Name of Municipality (Be clear, some districts and the municipalities have the same names in Nepal, like KATHMANDU, BAGLUNG, ILAM never write zones like Bagmati in district data field)

14E. ward no. of the VDC/Municipality (if one digit ward No. like 4 give 0 in front of it and fill in 04)

14F. Small area name or Tole like THAMEL, BARGACHHI, GURANSHE etc or repeat VDC/Municipality **but don't leave it blank as it is with the mark *.**

15. Your relationship with Next of Kin: HUSBAND, FATHER, SISTER, AUNT. (Relationship like friend/fiancé/defacto/partner is not acceptable as per Nepalese law.

<u>Photo Specification:</u> plain & light background borderless 4 photographs with 35X45mm size, head: chin to crown between 29 to 34mm (not over-zoomed), both ears visible (no extra accessories/ornaments), teeth not exposed/neutral expression, forehead not covered (by hair/objects), no eye-glasses worn, evenly focused light on face with applicant's natural colour)