

Online Pre-enrollment application fill up procedure:

Steps:

Step 1. Open the Department of Passport Web portal www.nepalpassport.gov.np

Step 2. Click on the “Online Pre-Enrollment Button on the top of the page. This will open the Pre-Enrollment Home page.



Step 3. Read the instructions and check the acknowledgment checkbox and then click the Next button.

Before you start

The Pre-enrollment allows for an applicant to enter the text data for a passport application before going to enroll. Please note that the submission of the pre-enrollment application is not the submission of a passport application. The passport application will only be submitted once the applicant goes to an enrollment station and provides biometric information.

An application can be saved temporarily or a submitted application can be edited and appointment date can also be updated. But before it can be saved, certain mandatory fields must be filled in. These fields can later be entered to retrieve the saved or submitted application. Applications are saved for 15 working days or till enrollment is done, whichever is first. After 15 working days, even if enrollment is not done, that application can no longer be retrieved using the information.

Once pre-enrollment application is submitted, a printout of the pre-enrollment application will need to be taken. This printout is important and has to be taken along with other necessary document to the enrollment station for enrollment. If a printout is lost, the applicant needs to log in and take another printout.

Same person cannot submit multiple pre-enrollment applications if an applicant wants to change appointment or correct information, he/she will need to login and retrieve the existing application to do it. Otherwise he/she will have to wait for 15 working days for the application to be removed automatically before another pre-enrollment.

If a government holiday is announced late, so as an appointment date falls on a government holiday, the appointment will be nullified and the applicant will either need to set another appointment date within the 15 working days of initial submission period or simply go for an enrollment within that period.

Appointments are not mandatory but enrollments with appointments will get higher priority.

acknowledge that I have read and agree to the above Terms and Conditions

Next

Edit / View Application

To retrieve your application within 15 days if not enrolled already, please click on the EDIT/VIEW APPLICATION button. You will need all of the following information to retrieve your application:

1. Reference number of Pre-enrollment.
2. Surname.
3. Date of Birth in Nepali calendar.
4. Citizenship number, and
5. Citizenship place of issue.

Passport Fees
Contact Department Of Passport, Nepal.

Passport Photo Requirements
Contact Department Of Passport, Nepal.

Required Documents
Contact Department Of Passport, Nepal.

Forms

Step 4. Fill in and submit the captcha correctly to start the Pre-Enrollment.

Captcha Validation

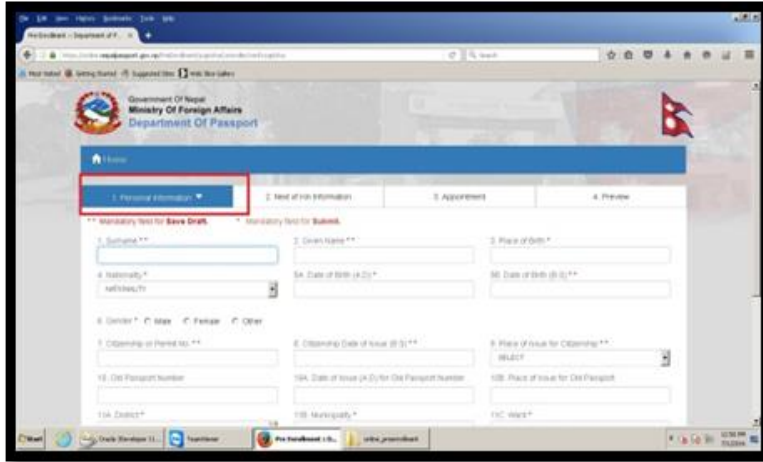
Enter the text below:

W50Fb

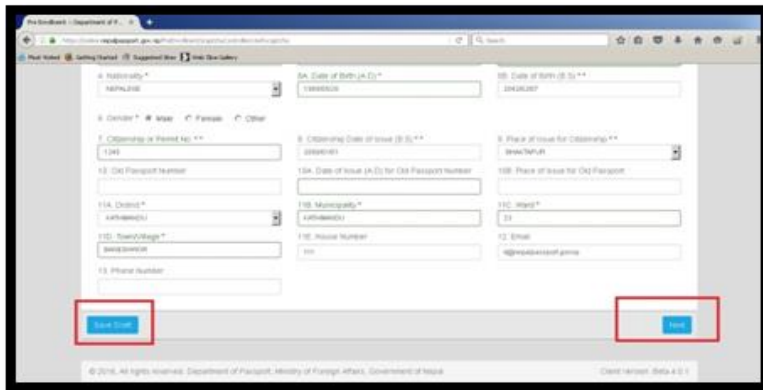
Having trouble? Try another one

Close **Submit**

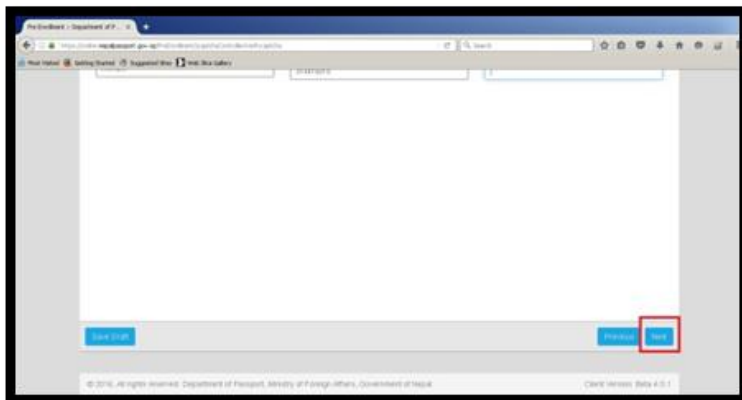
Step 5.The page opens with the personal Information Tab open. Fill in the mandatory fields for Save Draft, marked with “**”.



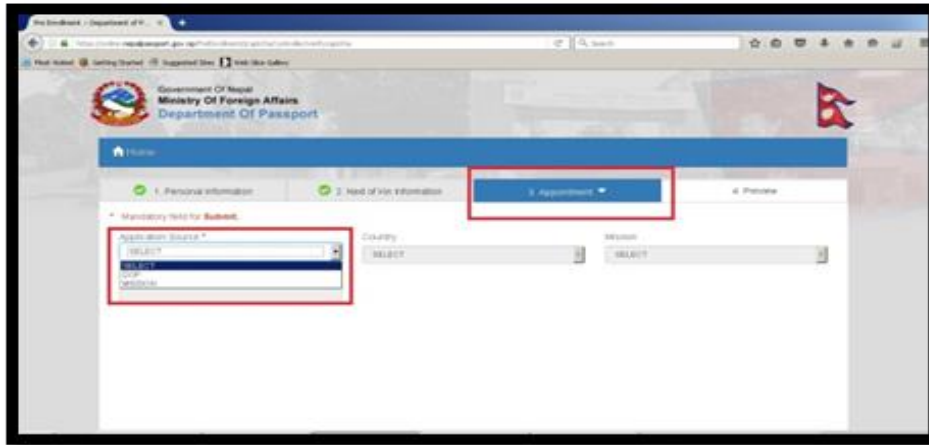
Step 6.The form can now be saved as draft to finalize later or can be continued to finalize immediately. Click on Save Draft button to save it or Next button to continue.



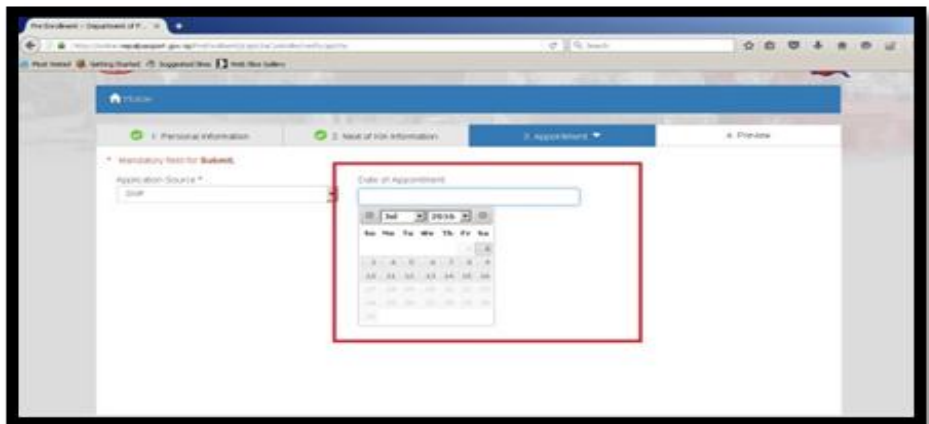
Step 7.Click on Next button and then fill up information on Next of Kin Tab. The Next button in this tab will open the appointment tab.



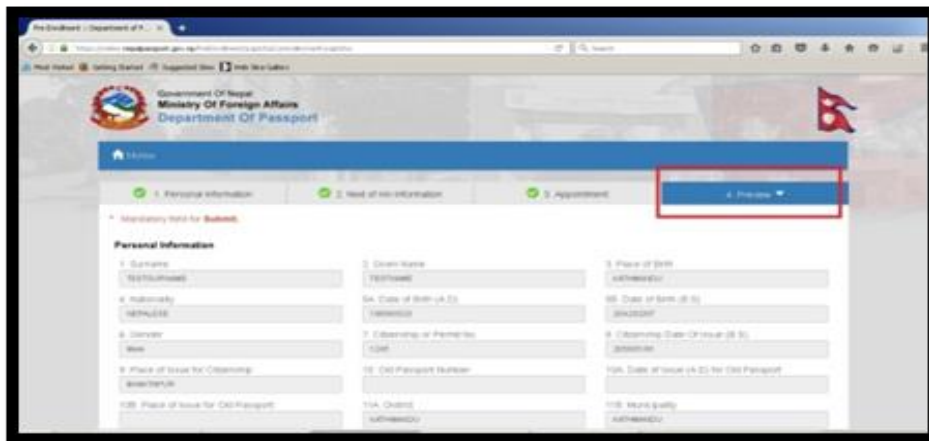
Step 8.Select the Application source, Country and Mission as applicable according to the place where the application will be submitted and enrollment will take place.



Step 9.Select the date for the enrollment (which is optional).



Step 10.Click Next to move to the Preview tab to check the correctness of the filled information.



Step 11. If everything is ok, click on the Submit button. A Success pop-up will notify the submission.

The screenshot shows a web browser window displaying a passport application form. The form is divided into several sections: 'Next of Kin Information', 'Appointment', and 'Personal Information'. The 'Submit' button is highlighted with a red box.

Field	Value
Next of Kin Information	
13A. Full Name	TESTNAME
13B. District	SAHIBWADI
13C. Municipality	SAHIBWADI
13D. Ward	SAHIBWADI
13E. Town	SAHIBWADI
13F. VILLAGE Number	SAHIBWADI
13G. Relationship	SAHIBWADI
13H. Phone Number	SAHIBWADI
13I. Email	SAHIBWADI
Appointment	
Application Source	SAHIBWADI
Country	SAHIBWADI
City	SAHIBWADI
Date of Appointment	2016-07-02

Step 12. Click on the OK button.

The screenshot shows the same web browser window as in Step 11, but with a success pop-up message in the center. The pop-up message reads: "Record Successfully submitted with Reference No. 10001629042. Please remember your Reference No. to track your application in future." The 'OK' button on the pop-up is highlighted with a red box.

Steps 13. Information on the screen are needed to login, update and proceed the application.

The screenshot shows the same web browser window as in Step 11, but with the 'Download Application Form' section highlighted. The section contains the following information:

- Reference No: 10001629042
- Surname: TESTSURNAME
- Date Of Birth (D.O.B): 2040-02-07
- Citizenship Number: 1234
- State of Origin: SAHIBWADI

The 'Download Application Form' button is highlighted with a red box.

Step 14. Click on the Download Application button and print the Downloaded application.

गणतन्त्र नेपाल - नेपाल सरकार (को प्रशासनिक षेत्र मन्त्रालय)
Government of Nepal
 Ministry of Foreign Affairs, Department of Passport
 Department of Passport Office

PASSPORT APPLICATION FORM

Please fill in each box with one character and leave an empty box for space. Use only CAPITAL letters.
 एक बाटोमा एक अक्षर मात्र राख्नुपर्नेछ। खाली बाटोहरू राख्नुपर्नेछ। केवल ठूलो अक्षरहरू मात्रै प्रयोग गर्नुपर्नेछ।

Personal Information/व्यक्तिगत विवरण

1. Surname/पदनाम *
 TESTSURNAME

2. Given Name/नाम *
 TESTNAME

3. Place of Birth/जन्मस्थान *
 KATHMANDU

4. Nationality/राष्ट्रियता *
 NEPALESE

5. Date of Birth/जन्म मिति *
 5A. A.D. 1985/05/20 5B. B.S. 2042/02/07

6. Sex/लिंग *
 M Male/Male/पुरुष F Female/Female/स्त्री

7. Citizenship or Parental No./राष्ट्रियता वा अभिभावक नं. *
 1245

8. Date of Issue B.S. (non-essential)/मिति (अवश्यक नभएको) *
 2050/01/01

9. Place of Issue/मिति राख्ने स्थान *
 BHAKTAPUR

10. Date of Issue A.D./मिति राख्ने स्थान *
 10B. Place of Issue/मिति राख्ने स्थान

11. Address/ठेगाना
 11A. District/जिल्ला *
 KATHMANDU

11B. Municipality/Village Development Committee/मुहानिया/गाविस *
 KATHMANDU

11C. Ward No./वार्ड नं. *
 23

11D. Town/Village/गाविस *
 BANESHWOR

11E. House No./घर नं. *
 111

12. Email/ईमेल *
 n@nepalpassport.gov.np

13. Phone No./फोन नं. *
 014415010

14. Next of Kin/सम्बन्धित परिवार अक्षर गर्ने निवासीको नाम *
 14A. Full name/पूर्ण नाम *
 TESTNOK

14B. Address/ठेगाना
 14C. District/जिल्ला *
 KATHMANDU

14D. Municipality/Village Development Committee/मुहानिया/गाविस *
 KATHMANDU

14E. Ward No./वार्ड नं. *
 23

14F. Town/Village/गाविस *
 BANESHWOR

14G. House No./घर नं. *
 123

15. Relationship/सम्बन्ध *
 FATHER

16. Phone No./फोन नं. *
 014415010

17. Email/ईमेल *
 Thumb Impression/चुम्बिमाथको छाप *
 Right Thumb/दायाँ थुम्बा
 Left Thumb/बायाँ थुम्बा

Applicant's Signature/प्रतिवेदको सही *
 Verifying Officer
 Name & Signature: _____
 Designation: _____
 Date: _____

FOR OFFICE USE ONLY
 Please fill in the appropriate box with an "X" mark.

Application Source & Name
 DOP District Mission **DEPARTMENT OF**

Application Type
 Regular Emergency New Lost Renewal

Document Type
 Ordinary Diplomatic Official Travel Document

Validity
 Year: 1 2 3
 Months: 1 2 3 4 5 6
 Date: 1 2 3 4 5 6

100016262642

Step 15. Go for Enrollment at the designated office on the appointed date with all necessary documents along with the printed bar-coded application form.