

CONSULATE GENERAL OF PAKISTAN, TORONTO

INSTRUCTIONS – MACHINE READABLE PASSPORT

Applicants are requested to be at the Consulate by 09:15 hrs. **Late comers are likely to wait.**

Applications for Machine Readable Passport (MRP) would be accepted on FIRST COME FIRST SERVE basis.

Monday – Thursday: 9:15 am- 12:15 PM

Lunch time: 1 pm – 2 pm

Friday: 9:15 am – 11:45 AM,

Juma Prayers: 1 pm – 3 pm

Applying for New or Renewal of Machine Readable Passport

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/Form B) for under 18 years applicants only

If you do not have a valid CNIC, NICOP, Smart National ID Card or CRC, please apply for one of these NADRA documents and proceed for MRP application after you have received it.

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 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.

Please Read This Before Applying For Passport:

- Personal Appearance is Mandatory.
- Any of Endorsement including names of children in parents passports is prohibited in the MRP.
- Form & Photographs are not required.
- In case there is a modification, apply for it in NADRA Database first.
- MRP can be renewed 6 months before expiry. In exceptional Cases: Applicant on a valid Canadian work / study visa may apply for renewal 1 year & 6 months before expiry.
- 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.
- Pakistan Government employees are required to produce original No Objection Certificate (NOC) issued

within last ninety (90) days by their respective Ministries / Divisions / Departments.

- If the age of child is less than 15 years, Passport validity will be only 5 years. Children 15 years of age or older can be issued 5 or 10 years valid passport (Depending on Fee).
- Presence of both parents (mother & father) is mandatory. In case of absence of one of them, his / her legal consent should be submitted 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.
- 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.
- In case one of the parents 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 submission of application. Original death certificate must be accompanied by a photocopy.
- **The applicant can provide us pre-paid self addressed registered courier envelope at his / her own risk at the time of submission of the case in order to enable us to mail his / her passport.**
- **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 90 business days for complete processing.**

Must Read the Important Notice:

Passport are printed in Pakistan, So processing time may vary. Please do not book your flight itinerary without receiving passport from Consulate.

MANDATORY REQUIREMENT FOR 18 YEARS OR ABOVE:-

Original & Photocopies of Valid Computerized National Identity Card. (CNIC / NICOP / Smart NICOP) Photocopies (In case of married women, CNIC / NICOP / Smart NICOP shall have updated marital status).

Original Previous Pakistani Passport and Photocopies of first 4 pages and observation Page (if available).

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

Any one of the following to prove valid Status in Canada (original & photocopy) :-

- PR-Card**
- Canadian Passport.**
- Study Permit / Multiple Visa / Super Visa / Work Permit.

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 husbands 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.**
- **Pakistan Government employees are required to produce original No Objection Certificate (NOC) issued within last ninety (90) days by their respective Ministries / Divisions / Departments.**
- **The dual nationals, while applying for the first ever Pakistani passport will be required to be verified by the concerned agencies in Pakistan. The dual nationals are however advised to bring photocopies of their Pakistani parents CNICs / NICOPs.**

Instruction:

Kindly Staple your photocopies of documents in the following order:

- 1) National ID Card (CNIC / NICOP / Smart NICOP).
- 2) Previous Pakistani Passport (First Four Pages and Visa Sticker).
- 3) Canadian Status (PR-Card) / Canadian Passport / Study Permit / Multiple Visa / Super Visa / Work Permit.
- 4) Police Report (if the passport is lost).
- 5) Passport Verification (If the passport is lost).
- 6) In case of Pakistan Government Employee No Objection Certificate (NOC) by their respective Ministries / Divisions / Departments

FOR NEW BORN AND UNDER 18 YEARS:-

Original and Photocopies of Valid National Identity Card for Overseas Pakistanis (NICOP) or Smart NICOP or Nadra's Child Registration Certificate (CRC).

Original and Photocopy of Computerized National Identity Card of Mother.

Original and Photocopy of Computerized National Identity Card of Father.

Original and photocopy of Birth Certificate.

Original Previous Pakistani Passport and photocopies of first 4 pages and observation page (If available). (Child whose name was endorsed on mother/father's manual

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passport, should produce that passport in original as well as photocopies).

Any one of the following to prove valid Status in Canada (original & photocopy) :-

- iv. PR-Card
- v. Canadian Passport.
- vi. Study Permit / Multiple Visa / Super Visa / Work Permit.

Note :

Presence of both parents (mother & father) is mandatory. In case of absence of one of them, his/her legal consent should be submitted by filling out 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.

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.

In case one of the parents 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 by a photocopy.

Instruction:

Kindly Staple your photocopies of documents in the following order:-

- 1) Nadra's Child Registration Certificate (CRC) or NICOP or Smart NICOP.
- 2) Previous Pakistani Passport (First four pages).
- 3) Birth Certificate.
- 4) Father's CNIC / NICOP / Smart NICOP.
- 5) Mother's CNIC / NICOP / Smart NICOP.
- 6) Presence of both parents (Mother & Father) is mandatory. In case of absence of one of them, his/her legal consent should be brought in original.
- 7) Canadian Status (PR-Card) / Canadian Passport / Study Permit / Multiple Visa / Super Visa / Work Permit.
- 8) Police Report (if passport is lost).
- 9) Passport Verification (if passport is lost).

IF THE PASSPORT IS LOST:-

Please submit Original & Photocopies of Valid Computerized National Identity Card. (CNIC / NICOP / Smart NICOP). (In case of married women, CNIC / NICOP / SMART NICOP shall have updated marital status).

Photocopy of previous Pakistani Passport (if available)

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

If the Passport is Lost.

- a. Police Report In Original
- b. Lost Passport's No. must be mentioned in the Police Report.
- c. Passport Verification from the concerned passport authority.

Note. New MRP will only be processed after receiving the verification from the passport issuing office and police report from the concerned police station.

Any one of the following to prove valid Status in Canada (original & photocopy) :-

- PR-Card
- Canadian Passport.
- Study Permit / Multiple Visa / Super Visa / Work Permit.

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.

Instruction:

Kindly Staple your photocopies of documents in the following order:-

- 1) National ID Card (CNIC / NICOP / Smart NICOP).
- 2) Previous Pakistani Passport (First Four Pages).
- 3) Canadian Status (PR-Card) / Canadian Passport / Study Permit / Multiple Visa / Super Visa / Work Permit.
- 4) Original Police Report (if the passport is lost).
- 5) Passport Verification (If the passport is lost).
- 6) 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.

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.

COLLECTION OF PASSPORT:

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 collect MRP with a hand written authority letter from the applicant. (Only if the applicant is unable to come)

COLLECTION BY MAIL:

Applicant can provide us pre-paid self addressed registered courier envelope at his/her own risk at the time of submission in order to enable us to mail his/her passport. there is the only way we can facilitate delivery by mail.

PICKUP INSTRUCTIONS:

Following have to be produced Original receipt. **(if the receipt is lost, the MRP will only be issued in person)**

Previous passport

Hand written authority letter from the applicant. (if the applicant is unable to come)

**FEE SCHEDULE FOR 36 PAGES
(In Canadian Dollars)**

Validity in Years	Five (5)	Ten (10)
Normal	\$66	\$132
Urgent	\$175	\$350
First Time Lost Normal	\$128	\$256
First Time Lost Urgent	\$256	\$512
2nd Time Lost Normal	\$256	\$512

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2nd Time Lost Urgent \$512 \$1026

FEE SCHEDULE FOR 72 PAGES

(In Canadian Dollars)

Validity in Years	Five (5)	Ten (10)
Normal	\$100	\$200
Urgent	\$260	\$520
First Time Lost Normal	\$190	\$380
First Time Lost Urgent	\$380	\$760
2nd Time Lost Normal	\$380	\$760
2nd Time Lost Urgent	\$760	\$1520

FEE SCHEDULE FOR 100 PAGES

(In Canadian Dollars)

Validity in Years	Five (5)	Ten (10)
Normal	\$115	\$330
Urgent	\$305	\$610
First Time Lost Normal	\$230	\$460
First Time Lost Urgent	\$460	\$920
2nd Time Lost Normal	\$460	\$920
2nd Time Lost Urgent	\$920	\$1840

Note:

The applicants are encouraged to pay consular fee through Debit Card at the relevant counter or Bank Draft in the name of Consulate General of Pakistan. Fee is non-refundable;

Avoid phone calls, please.

Contact us by email only.
nrp.toronto@pakmission.ca