

## **NRN Card Application Process**

1. Go to the Apply Here Link: Click on the "Apply Here" link to start your NRN card application.
2. Sign Up to the Portal: Create an account by signing up first.
3. Login to the Portal: After signing up, log in to the portal with your credentials.
4. Select Your Category:
  - Foreign National of Nepali Origin: Click "Continue" if you already hold a US passport.
  - Nepali Nationals Residing Abroad: Click "Continue" if you are still holding a Nepali passport.
5. Please choose the **Embassy of Nepal, Washington DC, USA - 326003528** as your agency. Otherwise, we will not be able to retrieve your application in our system. Please see the picture below for your reference.

The image shows two screenshots of a web application interface. The top screenshot is titled "१. निवेदकको" (Applicant) and features a dropdown menu labeled "कार्यालय \*" (Agency) with the selected option "नेपाली राजदूतावास, वाशिंग्टन डि सि-326003528". The bottom screenshot is titled "1. Applicant" and features a dropdown menu labeled "Agencies \*" with the selected option "Embassy of Nepal, Washington DC, USA-326003528".

## **NRN Card Application Issues:**

1. **Login Issue:** If the portal shows an incorrect password error despite entering the correct one, we recommend you signing up again with a different email. Additionally, be sure to **save your password** during signup for easier access in the future.
2. **Application Saving Issue:** If you're unable to save your information on the portal, just leave it as is. It will be addressed during the review process.
3. **Date Change Issue:** If the date changes during the application process, you can leave it as it is. We will correct it during the application review
4. **Citizenship Relinquishment:** It is mandatory to relinquish Nepali citizenship to apply for an NRN card if you're a foreign national of Nepali origin.
5. **Issue of Uploading Photo :** Make sure that the file size does not exceed 500 kb for PDF and 150 kb for JPEG/PNG.

## **Instructions for Uploading Documents:**

- **Visa/PR Document :** Upload a clear PDF copy of your **US passport**.
- बुवा /आमा /बाजे /बज्यै नागरिकताको प्रमाणपत्र नम्बर ,जिल्ला वा निज नेपालको नागरिक भएको बेहोरा खुल्ने कागजात:
  - For **first-generation** applicants, upload a clear PDF copy of your **OWN Nepali citizenship card** (both sides). **Don't upload documents of your parents.**
  - For **second-generation** applicants, upload a clear PDF copy of both sides of your parents' Nepali citizenship card.

- For **third-generation applicants**, please upload a clear PDF copy of both sides of your grandparents' Nepali citizenship card, along with a certificate proving your relationship to them.
  
- **Birth Certificate or Minor's Citizenship Card:** If you have never obtained a Nepali citizenship card or came to the USA before acquiring Nepali citizenship, upload your **birth certificate** or **minor's Nepali citizenship card**.
  
- **Employment Verification:** Upload your employment verification letter in PDF format.
  
- **Recent Passport-Size Photo:** Upload a recent passport-size photo in JPEG or PNG format.
  
- **Signature:** Upload your signature in JPEG or PNG format.
  
- बसोबास गरिरहेको मुलुकको नागरिकता खुल्ने कागजात: Upload a clear PDF copy of your **US naturalization certificate**. Upload a clear **PDF copy of a birth certificate** if the applicant was born in the USA.
  
- नेपालको नागरिकता परित्याग गरेको भए सो नागरिकता परित्याग गरेको प्रमाण (**Nepali citizenship relinquishment certificate**) : Kindly upload the Nepali citizenship relinquishment certificate.

**Important Note:** Please upload the documents in the same format as shown in the following picture. For e.g. Upload your US passport in PDF format only. Make

sure that the file size does not exceed 500 kb for PDF and 150 kb for JPEG/PNG.

### Upload Following Documents

File should be an image format of: **jpeg, .png, .svg, .gif, .pdf**

Your images should be at least **400×300 wide**

Visa/PR Document

**US Passport in PDF**

नेपालभन्दा बाहिर कुनै देशमा कुनै पेसा वा व्यवसाय गरी बसेको भए सो व्यवसाय दर्ता सम्बन्धि कागजात

**Applicant's Nepali Citizenship Copy in PDF**

हालसालै खिचिएको पासपोर्ट साइजको फोटो

**Passport size photo in JPEG / PNG**

बसोबास गरिरहेको मुलुकको नागरिकता खुल्ने कागजात

**Applicant's US Naturalization Copy / US  
Birth Certificate in PDF**