



नेपाली राजदूतावास
EMBASSY OF NEPAL
GENEVA, SWITZERLAND

इ-राहदानी तथा अन्य कन्सुलर सेवाका लागि घुम्ती सेवा सम्बन्धी सूचना

यही मिति २०८२ माघ १० र ११ गते तदनुसार २४ र २५ जनवरी २०२६ मा इटालीको पार्मामा इ-राहदानी नविकरण, नयाँ बनाउने तथा अन्य कन्सुलरसम्बन्धी सेवाको लागि यस राजदूतावासबाट इटालीको पार्मा शहरमा घुम्ती टोली आउने हुँदा देहायको मिति, स्थान र समयमा पुरानो राहदानी, नागरिकताको प्रमाणपत्र तथा अनलाइन भरेको फारमसहित उपस्थित भइदिनु हुन अनुरोध छ।

शिविरसम्बन्धी जानकारी

मिति:- २०८२ माघ १० र ११ (सन् २०२६ जनवरी २४ र २५)

स्थान:- कोल्लेक्शनो, पार्मा।

समय:- बिहान ९ बजेदेखि बेलुका ५ बजे सम्म।

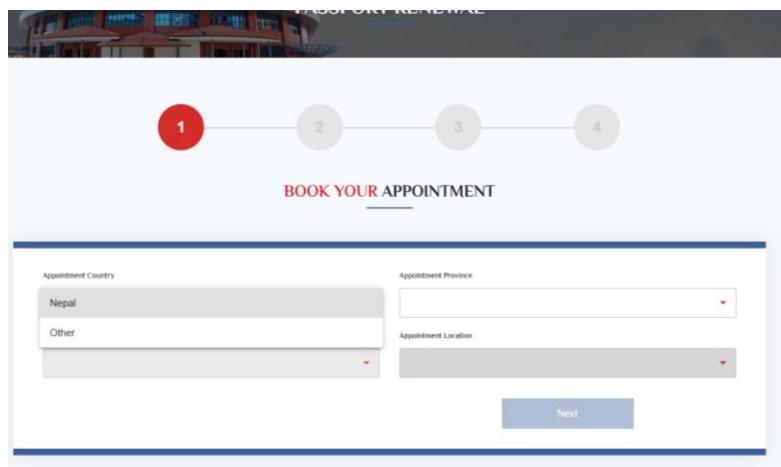
आवश्यक कागजात

- राहदानी नविकरण तथा नयाँ बनाउनको लागि <https://emrtds.nepalpassport.gov.np/> मा गई Online Form भरी फारम, नागरिकताको कपी र राहदानीको कपी राजदूतावासको ईमेल parmapassport@gmail.com मा पठाउनु पर्ने छ।
- राहदानी नविकरण तथा नयाँ बनाउन आवश्यक कागजात, फाराम भर्ने प्रक्रियासम्बन्धी जानकारी यसै साथ संलग्न Instructions बाट प्राप्त गर्न अनुरोध छ।
- अन्य जानकारीको लागि राजदूतावासमा सम्पर्क गर्न समेत अनुरोध छ। (सम्पर्क व्यक्ति:- श्री गोविन्द नापित, तृतीय सचिव। Whatsapp - +41 78 243 05 24)

1. How do I apply for an E-Passport?

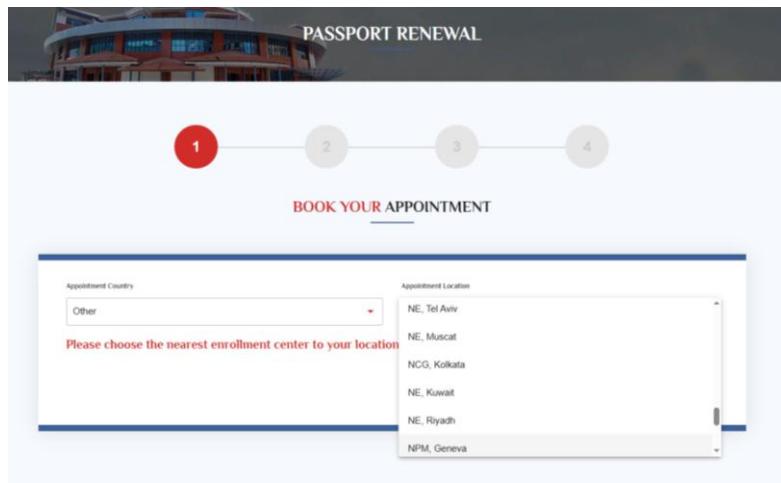
You must complete the online application at <https://emrtds.nepalpassport.gov.np/>.

Select the relevant application type, agree to the terms, click **Book Your Appointment**, choose **NPM, Geneva**.



The screenshot shows the first step of a four-step online application process. The title 'PASSPORT RENEWAL' is at the top. A progress bar at the top shows step 1 is active (red), and steps 2, 3, and 4 are inactive (grey). Below the progress bar is the text 'BOOK YOUR APPOINTMENT'. The main form has two dropdowns: 'Appointment Country' (with 'Nepal' and 'Other' options) and 'Appointment Province' (with a dropdown menu). Below the dropdowns is a 'Next' button. The 'Other' option is highlighted in the 'Appointment Country' dropdown.

Select Other



The screenshot shows the first step of a four-step online application process. The title 'PASSPORT RENEWAL' is at the top. A progress bar at the top shows step 1 is active (red), and steps 2, 3, and 4 are inactive (grey). Below the progress bar is the text 'BOOK YOUR APPOINTMENT'. The main form has two dropdowns: 'Appointment Country' (with 'Other' option) and 'Appointment Location' (with a dropdown menu). Below the dropdowns is a note: 'Please choose the nearest enrollment center to your location'. The 'NPM, Geneva' option is highlighted in the 'Appointment Location' dropdown.

Select NPM Geneva

Select the appointment date of **24 or 25 January 2026**.

After completion, print the filled-up form with barcode (or save as PDF), email it to the parmapassport@gmail.com, and bring the printed form to the enrolment site.

2. When and where will passport applications be collected?

Applications will be collected on **24 and 25 January 2026**, from **10:00 AM to 5:00 PM**, at the designated form collection/enrolment site in Collecchio, Parma, Italy.

3. Do I need to bring Printed Passport Photos?

No. Photographs will be taken at the enrolment site.

For this, applicants should be present at the enrollment center.

But for newborns, see 6a.

4. What documents are required for passport renewal?

For renewal, applicants must bring:

1. Dully filled up and printed application form
2. Original passport and a photocopy
3. Original Nepali citizenship card and a photocopy
4. Revenue fee of **CHF 120** (for 34 pages)
5. Proof of residence in Switzerland/Italy/Liechtenstein/San Marino

Only passports with validity of **less than one year** are eligible for renewal.

5. My passport was lost/stolen/damaged. What documents are required for replacement of passport (lost/stolen/damaged)?

Applicants must submit:

1. Printed application form
2. Photocopy of lost/stolen/damaged passport
3. Original Nepali citizenship card and a photocopy

4. Revenue fee of **CHF 180** (for 34 pages)
5. Proof of residence in Switzerland/Italy/Liechtenstein/San Marino
6. Photographs will be taken at the enrolment site

6a. What documents are required for the first passport to be issued for new-born applications?

For the first passport for new-borns, the following documents are required:

1. Duly filled up and printed application form
2. Birth certificate (registered with competent authority of country of birth)
Birth certificate should be duly translated to English by Honorary Consul General of Nepal in Italy - Largo Carlo Grigioni, 7/8; 00152 Rome; Italy
3. Photocopies of personal data pages of passports
4. Original citizenship certificates of both parents
5. Original marriage certificate of parents
6. Proof of residence in Switzerland/Italy/Liechtenstein/San Marino
7. Revenue Fee of **CHF 60** (for 34 pages)

The Validity of such passport will be 5 years.

6b. What documents are required for renewal of passport to be issued for a minor below 10 years?

For the renewal, the following documents are required:

1. Duly filled up and printed application form
2. Birth certificate (registered with competent authority of country of birth)
3. **Minor Identity Card issued in Nepal**
4. Photocopies of personal data pages of passports and current immigration status of both parents
5. Original citizenship certificates of both parents
6. Original marriage certificate of parents

7. Proof of residence in Switzerland/Italy/Liechtenstein/San Marino
8. Revenue Fee of **CHF 60** (for 34 pages)

The Validity of such passport will be 5 years.

7. Is it mandatory for minors to be present at the enrolment site?

For newborns, it is not compulsory for minors to be present.

Any one of the parents may submit all necessary documents. Valid passport-sized photograph of the newborn should also be submitted.

However, all applicants for renewals must be present at the enrolment center.

8. Can applicants above 16 years without a citizenship certificate apply for renewal?

Yes. But only under certain limited circumstances.

Applicants above 16 years who were unable to travel to Nepal, and therefore do not have a citizenship certificate, may apply for passport renewal BUT only with **2 years validity**.

For documents required, same as 6b.

Revenue Fee of **CHF 120** (for 34 pages)

This exceptional arrangement can be used only once by an applicant.

9. What is the revenue fee?

- **CHF 60** for minors under 10 years (34 pages)
- **CHF 120** for minors aged above 10 years and adults (34 pages)
- **CHF 180** for replacement lost/stolen/damaged passport.

No additional service fee required.

10. Do I need to bring photocopies of documents?

Yes. Photocopies of all required documents must be brought to the enrolment site.

11. In which currency will the revenue be collected?

Revenue will be collected in **Euro**, according to the **exchange rate of Swiss Franc with Euro** on the same day of transaction.

Mode of payment is cash.

12. Is it mandatory to email the application form to the Mission?

Yes. You must email the filled-up form, copy of your old passport and citizenship to parmapassport@gmail.com before 11:00 AM, 22 January 2026.

If the form is not emailed, the application **can not be processed** at the enrolment site.

13. Is National ID Number (NIN) mandatory for applicants abroad?

No. Applicants abroad are **not mandatorily required** to fill in the National ID Number.

The field can be skipped.

14. What documents must be uploaded during online application?

Applicants must upload scanned copies of:

- Nepali citizenship card (front and back)
- MRP passport personal data pages (Page 2 & 3) and back pages (Page 30 & 31)
- Marriage certificate (if surname changed after marriage)
- Migration certificate (if permanent address in Nepal differs from citizenship card)
- For newborns and minors, documents as listed in 6a and 6b

The size of scanned document should be **below 300 KB**.

The application is not complete without uploading the required documents.

15. What should I do after submitting the online form?

After submission, download and print the form.

You must email the filled-up form, copy of your old passport and citizenship to parmapassport@gmail.com before 11:00 AM, 22 January 2026.

The printed copy must be submitted at the Enrollment Center along with your documents.

16. How will I receive my new passport?

Once the Embassy receives the new passport from the Department of Passports, you will receive a notification via **email**.

Additional information on e-passport can also be found on the website of the Department of Passports, Kathmandu – <https://nepalpassport.gov.np/>