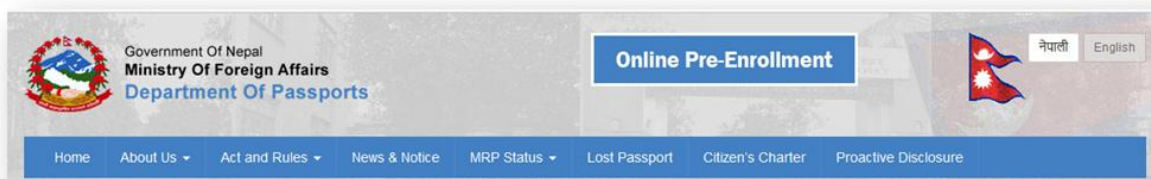


## Online Pre-enrollment application fill up procedure:

### Steps:

**Step 1.** Open the Department of Passport Web portal [www.nepalpassport.gov.np](http://www.nepalpassport.gov.np)

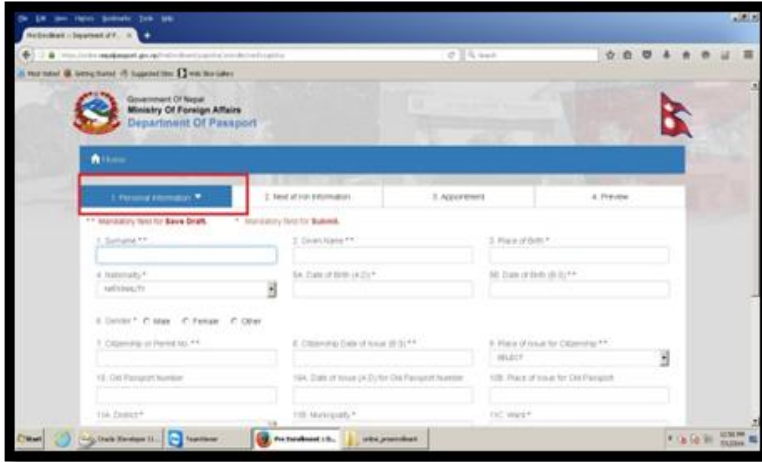
**Step 2.** Click on the “Online Pre-Enrollment Button on the top of the page. This will open the Pre-Enrollment Home page.



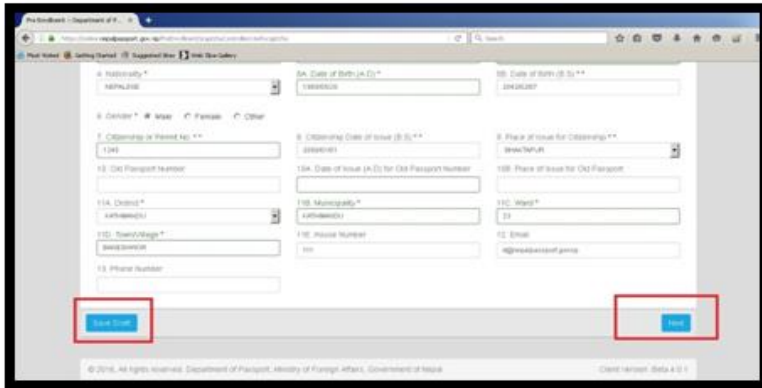
**Step 3.** Read the instructions and check the acknowledgment checkbox and then click the Next button.

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

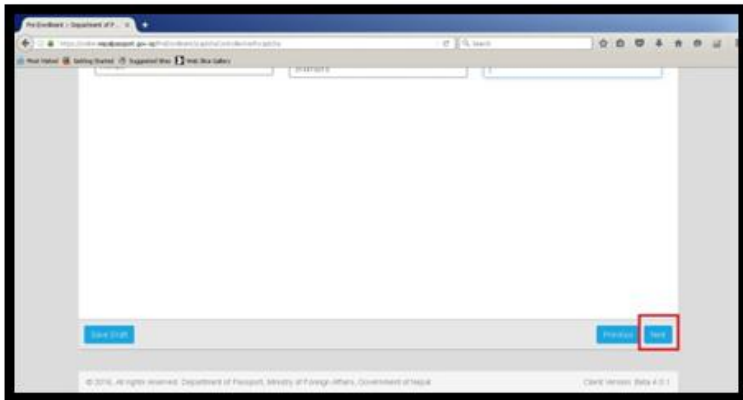
**Step 5.**The page opens with the personal Information Tab open. Fill in the mandatory fields for Save Draft, marked with “\*\*”.



**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.

The screenshot shows the 'Application' step of the passport application process. The 'Application Source' dropdown menu is open, showing options: 'SELECT', 'USA GBT', 'USA', and 'CANADIAN'. The 'Country' and 'Mission' dropdowns are also visible, both currently set to 'SELECT'. The 'Application' step is highlighted in the progress bar.

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

The screenshot shows the 'Date of Appointment' field. A calendar date picker is open, displaying the date 'Wed 29/05/2018'. The 'Date of Appointment' field is highlighted with a red box.

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

The screenshot shows the 'Preview' step of the passport application process. The 'Preview' button is highlighted in the progress bar. The form displays a grid of fields for 'Personal Information', including: Surname, Given Name, Place of Birth, Nationality, Sex, Date of Birth, Date of Issuance, Issuing Authority, Date of Expiry, Old Passport Number, Old Passport, and Place of Issue for Old Passport.

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 titled "Next of Kin Information" and "Appointment". It contains various input fields for personal details such as Name, Address, Phone Number, and Date of Birth. At the bottom right, there are three buttons: "Previous", "Save Draft", and "Submit". The "Submit" button is highlighted with a red rectangular box.

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 displayed in the center. The message reads: "Record successfully submitted with Reference No: 10001629042. Please remember your Reference No. to track your application in future." Below the message is an "OK" button, which is highlighted with a red rectangular box. The "Submit" button from the previous step is also visible at the bottom right, also highlighted with a red box.

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

The screenshot shows a confirmation page from the Department of Passport, Ministry of Foreign Affairs, Government of Nepal. The page title is "Download Application Form". It contains a message to the applicant: "Your online passport application is successfully enrolled and your Reference number is: 10001629042. Please keep this Reference number for any further query and download the application form by clicking Download Application Form button below. You should bring the printed copy of Application Form during biometric enrolment along with other necessary documents. Your appointment date is 2016-07-02." Below the message, there is a table with the following information: Reference No: 10001629042, Surname: TESTSURNAME, Date Of Birth (D.O.B): 2042-02-07, Citizenship Number: 1245, and Place of Birth: Bhaktapur. A red box highlights the "Download Application Form" button at the bottom of the table.

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

**गणतन्त्र नेपाल - नेपाल सरकार (को प्रशासनिक विभाग)**  
**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 लेख्नु पर्ने छैन। खाली बाटोहरू छोडेर राख्नु। केवल ठूलो अक्षर मात्रै लेख्नु।

**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./राष्ट्रियता/पदनाम जारी मिति (B.S. प्रयोग गर्नु) \*  
 2050/01/01

9. Place of Issue/पदनाम जारी भएको स्थान \*  
 BHAKTAPUR

10. Date of Issue A.D./पदनाम जारी भएको मिति (A.D. प्रयोग गर्नु) \*  
 10A. 10B. Place of Issue/पदनाम जारी भएको 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 परीचा बखर् गर्ने निवासीको नाम \*  
 14A. Full name/पदनाम \*  
 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

15. Phone No./फोन नं. \*  
 014415010

17. Email/ईमेल \*  
 Thumb Impression/थुम्ब प्रिन्टको छाप \*  
 Right Thumb/दायाँ थुम्ब  
 Left Thumb/बायाँ थुम्ब

Applicant's Signature/पदनामको छाप \*  
 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  
 Name: \_\_\_\_\_  
 Receipt No.: \_\_\_\_\_  
 Date: \_\_\_\_\_

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.