**PASSPORT APPLICATION REQUIREMENTS**

**REQUIREMENTS FOR RENEWAL:**

1. Duly Completed Application for a Travel Document –<https://ica.gov.pg/uploads/media/post_file_5437896-passport-application-form-fillable-savable.pdf>

2. Migration Service Fee of K100.00 (7 Working Days)

3. x2 Passport Size Photos - GOOD QUALITY

                                      - HEAD TO CHEST LENGTH

                                      - NO MAKEUP/JEWELRY

                                      - WHITE BACKGROUND

                                      - NEUTRAL FACE (NO SMILING)

4. Attach copy of old passport or Copy of Old passport bio Page

5.  Copy of Visa Page or Visa Grant Notice

\*Forms are also attached

**NEW PAYMENT GATEWAY PROCESS:**

1. Go to [www.ica.gov.pg](http://www.ica.gov.pg/) and Create your MICA account.  
2. Complete payment application online for one or more services (passport, visa, citizenship, penalties)  
3. Make payment and print receipts; and  
4. Lodge applications with copy of receipt <https://ica.gov.pg/online-guide/mica-online-guide>  - MICA ACCOUNT GUIDE

Once you have the complete application, send to [**passports@immigration.gov.pg**](mailto:passports@immigration.gov.pg) for Vetting

An email approval for lodgement will be given, then you may proceed to lodge at the nearest PNG Consulate / Embassy.

For follow up email [clientservice@immigration.gov.pg](mailto:juliemaku@immigration.gov.pg)

Should you Decide to send the Original Documents via DHL / FEDEX (note: all costs to / From PNG will be met by you).

**RECEIVING ADDRESS:**

Client Service|Service Delivery Branch|Visa and Passport Division

Papua New Guinea Immigration & Citizenship Authority

Melanesia Way,Central Govt. Office, Waigani,Ground Floor(Left-Wing)

PO Box 1790,Boroko]National Capital District]Papua New Guinea

T:(+675)3276100 | E: [clientservice@immigration.gov.pg](mailto:juliemaku@immigration.gov.pg)

For and on behalf of PNG Immigration and Citizenship Authority.