

## APPLICATION/RENEWAL OF MALAYSIAN PASSPORT

### 1. Documents required for application:

#### 1.1 Passport

- Original and two (2) photocopies of passport on photo page, observation, latest stamp/visa and last pages (showing information on previous passport number).

#### 1.2 Malaysian Identity Card-IC/MyKad (for applicants over 12 years of age)

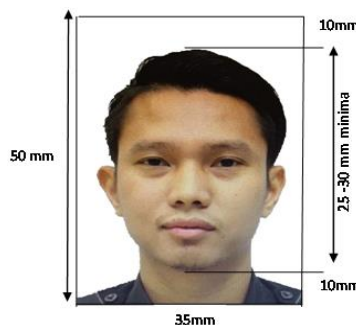
- Original and two (2) photocopies of both sides of the card

#### 1.3 Malaysian Birth Certificate

- Original and two (2) photocopies of the certificate's front page

#### 1.4 Photo

- Three (3) copies of an identical and recent colour photograph of the applicant taken within the last 3 months.



#### Passport photo requirements:-

- ✘ Size of photo: 5 cm x 3.5 cm.
- ✘ Pure white background.
- ✘ Applicants should wear dark-coloured clothing covering shoulders and chest.
- ✘ Taken in full-face view directly facing the camera with a neutral facial expression, both eyes open and mouth closed.
- ✘ Unless worn daily for religious reasons, all hats or headwear that completely covers your hairline must be removed for the photo.
- ✘ The hijab/ head covering (dark-coloured) that is worn for religious reasons must not cast any shadows on the applicant's face.
- ✘ Full face must be visible from hairline to chin and from the front of one ear to the front of the other.
- ✘ Cosmetic contact lenses and spectacles are not allowed in passport photos.
- ✘ Photographs must be taken at a proper photo studio. Photographs taken at an instant photo booth or with instant cameras (Polaroid) will not be accepted.

- 1.5 Additional requirement for students: Student Status Certificate (*Zaigaku Shomeisho*) [original and a photocopy]
- 1.6 Additional requirement for employees: Employee Status Certificate (*Zaishoku Shomeisho*) [original and a photocopy]
- 1.7 *Zairyū* Card (Residence Card for foreigner in Japan)
  - Original and two (2) photocopies of both sides of the card
- 1.8 Application form ([IM.42 – Pin. 1/97](#)) [to be printed on both sides]
- 1.9 Passport fee:-
  - ✖ RM 200 for a 50-page passport;
  - ✖ RM 100 for a child under 12 years old, a person over 60 years old and a student (degree) visa holder between 12 - 21 years old;
  - ✖ Gratis for a disabled (with *Kad OKU*); and
  - ✖ Fee is to be paid in Japanese Yen equivalent.

### **Applicants below 18 years old**

- 2. Application must be made by either parent if the applicant is below 18 years of age. In such a case, the following additional documents are needed:
  - 2.1 Passport of both parents
    - Original and two (2) photocopies of the passport particularly the pages with personal information and signature.
  - 2.2 Malaysian Identity Card-IC/MyKad of both parents (for parent with Malaysian Nationality only)
    - Original and two (2) photocopies of both sides of the card.
  - 2.3 Malaysian Marriage Certificate
    - Original and two (2) photocopies of the certificate.
  - 2.4 *Zairyū* Card (Residence Card) of both parents (for parent with Foreign Nationality only)
    - Original and two (2) photocopies of both sides of the card.
  - 2.5 Divorce Certificate (if divorce)
    - Original and two (2) photocopies of the certificate.

3. Notes:-

- 3.1 Application and collection of the new passport must be made in person at the Embassy of Malaysia. For appointment, kindly contact us by phone at +81-3-3476 3840 (Mon-Fri).
- 3.2 All photocopies of the documents must be made in A4 size.
- 3.3 Processing time: It takes approximately 3-5 months for a new passport to be issued, as applications will be forwarded to the Headquarters of the Immigration Department of Malaysia in Putrajaya for final processing.
- 3.4 Application from Malaysian tourist/visitors to Japan will not be accepted.
- 3.5 For further information, please contact us either via phone (+81-3-3476 3840) or via email (consular.tyo@kln.gov.my).