

APPLICATION/RENEWAL OF MALYSIAN 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)

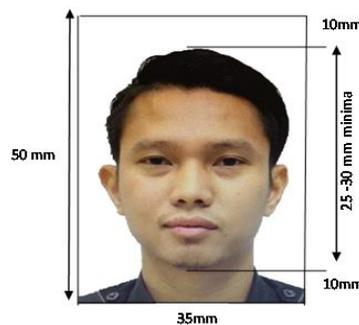
- Original and two (2) photocopies of both sides of the card

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).