

# Instructions For Properly Filling Out E-pasport Form

- All applicants must complete the application at the e-passport section, Height measurement is in meters and should read e.g. 1.65 and not 1.65m
- Processing location pulled down menu should read " United States and the Embassy should be changed from Atlanta to New York. Agreed should be selected and then print the application.
- Submit the application online and write down the **Reference and application numbers** that the comes up after submitting the application.
- Proceed to online payment where they would need their credit or debit card to make payment. Must choose foreign currency as mode of payment. The applicants need a valid e-mail address to be able to complete payment process.
- Applicants must return to the official link used to print their payment confirmation, which is needed for the actual biometrics that the passport officials would ask for to commence processing.
- Each applicant or family must come to the processing room (**at the convention**) with money order for twenty dollars, and a self-addressed express mail envelope for the consulate officials to mail back their e-passports to them.
- Expect about 2 weeks after processing to receive your passport.