

Required documents for passport collection by representative between Sunday - Thursday (3 p.m. – 4 p.m.)

For mature applicants

1. Original VFS receipt
2. A copy of Bio-data page of applicant's passport
3. Letter of Authorization with original applicant's signature
4. Photo ID copy with specimen signature of authorized person

For minor applicants (age below 18 years old)

1. Original VFS receipt
2. A copy of Bio-data page of applicant's passport
3. A minor cannot give permission without the parent or guardian's consent, therefore signature of the minor's legal guardian is required on Letter of authorization instead.
4. A copy of Bio-data page of the legal guardian's passport
5. Photo ID copy with specimen signature of authorized person in case the legal guardian gives permission to a representative

Remarks

- ☐ In case the loss of original receipt, a police notification (stating applicant's name and passport number) will be required instead.
- ☐ If you are found guilty of forgery, VFS will not return applicant's passport in any case.