

**Required documents for passport collection by  
representative / travel agency on Mondays -Fridays  
(between 8:30 a.m. – 3:00 p.m.)**

**For mature applicants**

1. Original VFS receipt
2. A copy of Bio-data page of applicant's passport
3. Letter of Authorisation with original applicant's signature
4. A copy ID card of authorised 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 Authorisation instead.
4. A copy of Bio-data page of the legal guardian's passport
5. A copy of birth certificate or house registration confirming proof of the relationship
6. Name Change Certificate in case of first-last name change(s)
7. A copy ID card of authorised 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) will be required instead.
- ☐ If you are found guilty of forgery, VFS will not return applicant's passport in any Case .