



NEW ZEALAND  
Embassy BANGKOK

TE AKA AORERE

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## APPLY FOR AN EMERGENCY TRAVEL DOCUMENT (ETD) WHEN YOUR PASSPORT IS LOST OR STOLEN

When your passport is lost or stolen, you will need to get a **police report** from the nearest police station.

The application form can be downloaded from here

<http://www.passports.govt.nz/Emergency-travel-document---form?open>

The Emergency Travel Document or ETD is only for traveling back to New Zealand. Many countries do not allow ETD holder enter their countries or require a visa. If you plan to travel to other countries, we advise you to apply for a full replacement passport which takes up to 2 weeks for the urgent one.

**IMPORTANT NOTE:** please make sure you allow at least 2 days in Bangkok. After your ETDs are issued, you all will have to go to the Thai Immigration to apply for an entry stamp. Otherwise there will be trouble at the airport when you try to leave Thailand as the Immigration will need to see your entry stamp which is in your lost passport.

The Immigration Bureau head office in Bangkok is very busy and have a long queue. It can take several hours for the process. It is open only on Monday - Friday at 8.30 am - 4.30 pm and close at lunch time.

Please confirm once you have read all information and confirm if you want to apply for the ETD or new full passport and that you understand the conditions.

### ETD authorisation

The Passport Office in Wellington will decide if you are eligible for the ETD and then will give authorisation to the Embassy. This could take up to 24 hours due to the time differences.

### Passport cancellation

It happens very often that the person found their passport after a few days. However, if the Embassy requests for an ETD authorisation from the Passport Office in Wellington, your current passport will be cancelled and cannot be used for travel. If it is found later, it cannot be reactivated. Therefore, the Embassy needs your confirmation if we should wait a few days before reporting to Wellington OR you need the Embassy to start ETD process straightaway (as it would take 24 hours for authorisation) and that you understand about passport cancellation policy.

### Fees

The fee for an ETD is 8,740 baht by cash only. The fee is paid for an ETD and a full replacement passport.

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## Photos

Prepare passport standard photo size for NZ passport OR get the photo on the same day you come to the Embassy. There are some photo shops that can take the correct size near the Embassy.

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**Identity referee** - see guide notes 2 for Section 6

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**Application** - make an appointment to come to the Embassy. You should arrive early morning preferably at 8.30 am.

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## What do you need to bring to the Embassy?

1. Police report
  2. Passport photos, 3 photos that need to meet the standard
  3. Fee 8,700 baht cash
  4. ETD application form - it will be quicker if you can complete the form before coming to the Embassy. However, the Embassy can provide you with the ETD form as well.
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