

## CHECKLIST | LOST / STOLEN PASSPORT

- **IM 42C form**
- **Malaysian ID card** - original / copy certified by the Malaysia enforcement team (National Registration Department [JPN] / Immigration / Consular / Police – valid for use within 6 months); or

**Extract MyKad JPN. KP 12** – apply for this if MyKad is lost or unreachable. Valid for use within 6 months. One time. If the MyKad is lost, you should get a replacement after the passport is replaced / renewed. If the ID version is old, your passport application will be rejected by the system.

- **Malaysian birth certificate** - for applicants under 18 years of age (one of the parents must be present with the MyKad)
- **Copy of the missing passport** (if have)
- **Valid Immigration Status Document** - permit i.e. page in the passport containing the permit / immigration status document - A4 paper / **BRP card** / immigration status online – validity ➡ print this (not the codes)
- **Incident report** (agency / police / fire station etc - email / pdf / slip / letter); or **'Lost Item' pdf certificate** ([www.immobilise.com](http://www.immobilise.com) / [www.reportmyloss.com](http://www.reportmyloss.com)); or
- **Malaysian marriage certificate / foreign civil marriage certificate registered before 1 March 1982 (non-Muslims)** – if to add a married name)
- **Emergency Travel Document\*** (if have)

## CHECKLIST | DAMAGED PASSPORT

- **IM 71 Pindaan 12/81 form**
- **The same documents as mentioned above** (relevant)

- **Cash payment:** passport fee + penalty (double)
- **Submission:** Monday – Thursday (9 am – 12 pm) except public holidays
- **Collection:** 3 pm – 4 pm \* (the process can take up to 5 days if the evidence is insufficient, the status is doubtful or requires further investigation)