PASSPORT / PASSORT RENEWAL APPLICATION

Malaysian citizens in Korea may renew their passports or apply for a new passport at the Embassy of Malaysia in Seoul. Malaysian citizens in Korea are kindly advised to submit their applications early, e.g. seven (7) months before their passports expire.

CONDITIONS:

1. Applicant is a citizen of Malaysia.

2. Applicant has a legal status of residence in Korea.

3. For a minor applicant (below 18 years old), consent from either his/her father or mother is required.

PROCEDURE:

1. Applications must be made by the applicants at the Embassy in person.

2. Applicants are encouraged to make an appointment in advance or be at the Embassy between 9.30 a.m. – 12.30 p.m. on any weekday, except for public holidays, to submit their applications. Those with an appointment will have priority over walk-in applicants. To make an appointment, please email to seo.cons@kln.gov.my List of public holidays observed by the Embassy can be found through Embassy website.

3. Applications are to be made using Form IM.42 and submitted along with the original and one (1) photocopy of each of the required documents.

4. Applicants who wish to apply for a new passport to replace their lost passports will be required to submit a police report and fill in a questionnaire (IM.42C) on the loss of their passports.

5. All applications received by the Embassy will be sent to the Headquarters of the Immigration Department of Malaysia in Putrajaya for processing.

REQUIRED DOCUMENTS:

1. **For minor applicants below 18 years old:**

   (a) Two (2) recent identical coloured passport-sized photographs as per requirement of the Immigration Department of Malaysia;

   (b) Birth certificate;

(c) Current passport

(d) MyKad / MyKid

(e) Parents' Malaysian identity cards (if Malaysian citizens);

(f) Parents' passports; and

(g) Parents' marriage certificate.

(h) Parents' residence cards (ARC cards) in Korea (except for Korean nationals).

2. **For applicants of 18 years old and above:**

(a) Two (2) recent identical coloured passport-sized photographs as per specification of the Immigration Department of Malaysia;

(b) Current passport;

(c) Malaysian identity card;

(d) Birth certificate / From W / Form H / Certificate of Citizenship, if any;

(e) Residence card (ARC card) in Korea; and

(f) School Certificate/ Employment Certificate/ Business Certificate/ Malaysian Marriage certificate (All Documents must be in English) (Whichever applicable)

FEES: (KRW CASH ONLY)

1. Children of 12 years old and below = RM100.00.
   Approx. KRW 29,000 ~ 30,000

2. Ordinary applicants (13 – 59 years old) = RM200.00.
   Approx. KRW 57,000 ~ 60,000
3. Senior citizens (60 years old or above) = RM100.00.
   Approx. KRW 29,000 ~ 30,000

4. Person with Disabilities registered with Social Welfare Department of Malaysia = Gratis (a proof of registration with Social Welfare Department of Malaysia is required to be produced at the time of application in order to qualify for this fee).

5. Fees are fixed in Ringgit Malaysia but payable in equivalent Korean Won based on the exchange rate of the Accountant General of Malaysia at the time of application.

PROCESSING TIME:

Four (4) months.

PASSPORT COLLECTION:

1. The Embassy will notify the applicants by e-mail or phone call when their passports are ready for collection.

2. Applicants who have received the e-mail or phone call notification from the Embassy may collect their passports at the Embassy without any appointment at any time between 9.30 a.m. – 12.30 p.m. on any weekday, except public holidays. List of public holidays observed by the Embassy can be found through this link https://www.kln.gov.my/web/kor_seoul/holidays

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