



Request for National ID Service

This form is to be submitted together with Department of National Registration (DNR) Form.

USE BLOCK CAPITAL LETTERS

1. Full Name: _____

2. ID Number: _____ **3. Contact Tel:** _____

4. Contact Email: _____

Note: Please register online on our website <http://www.maldives.org.my>

A. How do you prefer to bring your ID to Malaysia? (please tick one):

- International Courier (DNR sends ID Card by an international courier all charges must be borne by applicant)
- Diplomatic Mail (DNR sends ID Card through Min. of Foreign Affairs by Dipl mail. No charges apply)
- To collect at DNR, Male' through contact person (specify in C)

B. How do you prefer to make payment? (please tick one):

- To High Commission (The High Commission collects the applicable fees on behalf of the DNR in equivalent Ringgits)
- To National Registration Dept. through a contact person in Male' (goto C) (The DNR will call the contact person who will have to make all payments on your behalf)

C. Contact person's details

C1: Contact person name: _____ **C2: Relationship:** _____

C2: Contact person telephone: _____

To make an application you need to supply the following:

- Completed DNR ID card application Form and apply in person (NOT REQUIRED TO INCLUDE FINGER PRINT). (Please read and comply with ALL GUIDELINES on the back of the form. The High Commission cannot accept incomplete applications)
- For photograph (White background is compulsory and men are required to wear collared shirts per Department)
- Your current ID Card.
- Cash payment (Payment will be collected in Malaysian Ringgits based on exchange rate on application date.)
- This form completed and signed below

When collecting your new ID card please bring the following:

- Your current ID card (current ID card needs to be cancelled before issuing the new ID)
- If you are not collecting the ID card yourself a letter and passport or ID card of person collecting as specified.

Applicant's signature: _____ Date: _____

Our Service Standards

The DNR is the competent Maldivian Government authority that issues Identification Cards to Maldivians. ID card services are, therefore, provided to Maldivian citizens in Malaysia through the coordinated efforts between the DNR, the Ministry of Foreign Affairs and the High Commission. The High Commission will make every reasonable effort to fulfill the following service standards.

- o If all requirements for the application are fulfilled, the High Commission will process the application within 15 to 30 minutes of submitting the application to the High Commission in person.
- o If the application is submitted BEFORE 2pm, the High Commission will send the application to the DNR on the same day. For applications submitted AFTER 2pm, the High Commission will send the application the next working day.
- o The High Commission will inform the applicant the same day the High Commission receives the new ID card from Male'.
- o Estimated service delivery time at present is 5-10 working days. (Service time depends mainly on courier time. International courier from Male' takes about 2-3 working days. Diplomatic mail is normally posted from Male' on Thursdays and arrives KL on Monday)

FOR OFFICE USE

APPL NO:	Submitted	Check copies	Sent	Received	Informed	Collected	Receipt No.	Amount (RM)
	/ /	<input type="checkbox"/> ID <input type="checkbox"/> Appln Form	/ /	/ /	/ /	/ /		
Note :								

Application forms can be submitted to the High Commission between 9:30am and 4:00pm Monday to Friday.

