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Renewing a Nepali Passport in the UAE: Prepare Before Your Visit

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By Nepal Digest - October 16, 2026 - Nepal

A Nepali passport renewal can cost more than its official fee if it takes an unnecessary day off work, a return journey to Abu Dhabi and a second visit for a missing document. For Nepali residents in the UAE, the useful first step is to prepare the application folder before arranging the journey.

Checked on 16 October 2026: the Embassy of Nepal in Abu Dhabi has announced that it will be closed from 20 to 22 October for Dashain. Its notice says it will open as usual on Monday 19 October and Friday 23 October. For a visit during those dates, account for that closure first.

Nepali passport preparation guide showing service, documents, official notice

Guide illustration: Nepal Digest.

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Nepali passport: Start with the right application

This guide concerns an adult Nepali citizen replacing an existing Nepali passport through the embassy in Abu Dhabi. A child’s first Nepali passport, a lost or damaged Nepali passport, a change to personal details and an urgent journey home can involve different supporting documents. Do not assume a relative’s checklist covers your case.

The embassy’s passport instructions direct applicants to the official passport pre-enrolment website. Use the embassy’s link to begin. Read the instructions shown for the service and enrolment location you select, and retain the application or appointment

confirmation the system provides. An online form is preparation for the process; it does not replace the applicant’s required personal attendance.

Put the documents together before travelling

For an ordinary Nepali passport replacement, the passport page lists the existing original passport and a copy, a copy of the UAE visa page, and a copy of the Nepali citizenship certificate. The embassy’s citizen charter also lists the citizenship certificate itself with a copy. Take the original if available; if it is in Nepal or unavailable, ask the embassy what it will accept before making the trip.

A practical folder has separate sections for originals, copies and your online application confirmation. This arrangement is our preparation suggestion, not an additional official requirement. Keep originals in your possession and hand them over only as the official process requires.

- Compare your name and date of birth across your passport, citizenship record and application.
- Check the passport number, issue details and contact information you entered.
- Make copies readable, with the full document edges and relevant details visible.

- If a record differs, seek instructions about correction rather than silently choosing the version that fits the form.

A clear copy does not solve an identity mismatch. Finding the mismatch at home gives you time to ask which supporting evidence is needed.

Budget for the listed passport fee

The embassy lists AED 200 for an ordinary 34-page passport and AED 400 for a 66-page passport. For a lost, destroyed or damaged passport, the listed fees rise to AED 300 and AED 600 respectively. These are the charges shown on the official passport page when checked, not a price for an agent’s service, transport or document preparation. Confirm the payment method before visiting; the passport instructions reviewed do not clearly settle that point.

Keep the official payment receipt safe. Take a private backup for your own records, but do not post a receipt or identity-document scan in a public social-media group to ask for help.

Confirm the visit time: the official pages differ

The passport page says applications can be submitted from 9:30 am to 1 pm on working days, excluding Saturday, Sunday and other holidays. The citizen charter shows a later application cut-

off. Because those pages disagree, this guide does not promise afternoon acceptance.

Before taking leave or booking transport, use the embassy's current contact directory to confirm the intake hours, appointment arrangements for your application, payment method and any case-specific documents. Ask a precise question: "I am renewing an existing adult passport; what time should I attend, and what confirmation should I bring?"

Save the answer with your travel arrangements. The Dashain closure notice is separate from ordinary opening hours and should take priority for the stated dates.

A missing passport needs a different folder

The citizen charter lists a police report for a lost passport, original citizenship and Emirates ID with copies, and a copy of the lost passport. Where an employer lost the document, it also lists a letter from the employer or company. Tell the embassy which documents you actually have before attending; do not assume that an ordinary renewal appointment resolves a missing-document case.

A child's Nepali passport application also needs a separate checklist. Parents should consult the current instructions directly

rather than adapt the adult list in this article.

Leave time for collection, not just submission

The passport instructions give an approximate wait of one month for the document to arrive from Nepal. Treat that as an estimate, not a guaranteed delivery date or a reason to buy a restrictive flight. The same instructions say the applicant should bring the payment receipt and old passport for collection after arrival has been confirmed.

Check the embassy’s current passport-ready notices or contact it about your application. Do not reproduce published passport lists, numbers or somebody else’s documents when sharing this guide. Your own application reference belongs in your private records.

If travel becomes urgent before a replacement is available, ask about the appropriate consular service. The embassy describes a separate one-way travel-document procedure for returning to Nepal. It should not be assumed to work as an ordinary passport for a return trip to the UAE.

The last check before leaving home

Confirm that the office will be open, that you have the correct application confirmation, and that originals and copies are packed separately. Keep the embassy’s official contact page accessible.

Allow for the journey from your emirate and the return trip, rather than measuring the errand only by time at the counter.

If a Nepal visit follows, the wider administrative checklist for Nepalis living abroad can help you organise other identity and account tasks while you are home. Passport renewal remains its own process, with its own documents and timing.

The aim is straightforward: arrive with the right folder, on the right day, having checked the details that a general guide cannot confirm for your individual application.

Related reading: Lost Your Phone Abroad? Protect Your Accounts and Recover Access; Back in Nepal for a Holiday? Fix These 10 Things Before You Leave Again.

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