

NATIONAL PASSPORT

NATIONAL PASSPORT AND ITS SUBSTITUTE DOCUMENT SHALL BECOME THE DOCUMENT TO CERTIFY THE CITIZENSHIP OF MONGOLIA IN FOREIGN COUNTRY.

Diplomatic and official passports are issued by a state administrative organ in charge of foreign affairs (Ministry of Foreign affairs).

Ordinary passports are issued by a state registration authority (The general authority for state registration) and diplomatic missions.

REQUIRED DOCUMENTS	
For obtaining an ordinary passport, travel document to Mongolia or border crossing document, a citizen of Mongolia shall submit and personally register the following documents:	
1	Citizen identity card
2	If under the age of 16 years, a birth certificate and his legal representative's citizen identity card or decision on appointment of guardian or trustee
3	Passport photo: 3 photos Size: 3.5*4.5 cm /taken within the last 6 months, taken in front of a plain white background, taken in full-face view directly facing the camera, the head is 90% of the image's total height from the bottom of the chin to the top of the head/
4	Service fee: 32500 MNT to be paid at Golomt bank 1165004534, Ulaanbaatar bank 2600088219
5	Registration period: -State registrar and registration officer shall record registration and give a national passport and its substitute document to a citizen or his authorized representative within 5 working days in the capital, 15 working days in soums and 30 working days in diplomatic missions after the receipt of the documents. -Diplomatic mission shall decide the request to obtain a travel document to Mongolia within 7 working days.
6	Validity period: Validity period of <u>diplomatic and official passports shall be 5 years</u> , and the validity period of <u>ordinary passport shall be 10 years</u> . Ordinary passport shall be issued to children <u>under the age of 16 years for 5 years</u> .
Note: Bring old national passport, if you are re-obtaining national passport.	
Note: Medical description, if you had a plastic surgery.	

CASES OF PASSPORT REVOCATION

1	Passport cannot be used or lost.
2	Passport is expired.
3	Passport pages are over.
4	Citizen's information and appearance has changed.
Note: In the above cases, citizen shall submit a request to order an ordinary passport with the relevant documents.	