

PASSPORT COLLECTION BY AN INDIVIDUAL APPLICANT

- Original payment receipt of Anatolia.
- Valid and clear readable copy of applicant CNIC. If CNIC expired / lost, applicant has to provide copy of expired CNIC and copy of the NADRA token receipt.
- Valid and clear readable copy of applicant Tazkira / Passport (for Afghan national Applicants).
- Valid and clear readable copy of applicant passport (For Foreign national Applicants).
- In case of under 18 years of age, applicant's one parent / Guardian (in case of adoption / custodian) should come along with valid and clear readable copy of CNIC / Guardianship proof.
- Applicant has to fill and sign the "Passport Collection Declaration" form at the time of passport collection.

PASSPORT COLLECTION BY AN INDIVIDUAL ON AUTHORITY LETTER

- Original payment receipt of Anatolia.
- An authority letter on plain paper (Attention to Anatolia Travel Services (Pvt) Ltd. Applicant should write his/her name, CNIC number and passport number as well as the authorized person name and CNIC number along with this statement that applicant has authorized this person to collect his/her passport from Anatolia on applicant behalf) and applicant sign authority letter as per his/her CNIC signatures (For Foreign nationals, as per passport signatures). However, if applicant has thumb impression on CNIC then authority letter is applicable only for blood relations along with copy of relationship proof.
- Valid and clear readable copy of applicant CNIC.
- Valid and clear readable copy of an authorized person CNIC.
- In case of under 18 years of age, applicant's an authority letter should be signed by both parents / Guardian (in case of adoption / custodian) as per their CNIC signatures along with their valid and clear readable copies of CNIC & FRC / Guardianship proof.
- Authorized person has to fill and sign the "Passport Collection Declaration" form at the time of passport collection.

PASSPORT COLLECTION BY FAMILY

- Original payment receipts of Anatolia.
- Valid and clear readable copy of one parent or above 18 years of age one family member CNIC who will collect the passports.
- Valid and clear readable copy of **FRC** (Family Registration Certificate).
- Valid and clear readable copy of Guardianship proof (in case of adoption / custodian) for under 18 years of age applicant.
- Valid and clear readable copy of Guardian CNIC.
- Applicant has to fill and sign the "Passport Collection Declaration" form at the time of passport collection.

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PASSPORT COLLECTION BY FAMILY ON AUTHORITY LETTER

- Original payment receipts of Anatolia.
- An authority letter on plain paper (Attention to Anatolia Travel Services (Pvt) Ltd. Applicant should write his/her name, CNIC number and passport number as well as the authorized person name and CNIC number along with this statement that applicant has authorized this person to collect his/her passport from Anatolia on applicant behalf) and applicant sign authority letter as per his/her CNIC signatures (For Foreign nationals, as per passport signatures). However, if applicant has thumb impression on CNIC then authority letter is applicable only for blood relations along with copy of relationship proof.
- They will have to provide clear readable copy of **FRC** (Family Registration Certificate).
- Valid and clear readable copies of parents CNIC.
- Valid and clear readable copy of an authorized person CNIC.
- Valid and clear readable copy of Guardianship proof (in case of adoption / custodian) for under 18 years of age applicant.
- Valid and clear readable copy of Guardian CNIC.
- Authorized person has to fill and sign the "Passport Collection Declaration" form at the time of passport collection.

PASSPORT COLLECTION BY CORPORATE GROUPS

- Original payment receipts of Anatolia for entire group.
- An authority letter on company letter head (Attention to Anatolia Travel Services (Pvt) Ltd. The competent authority should write his/her name, CNIC number and group applicants details i.e. names and passport numbers as well as the authorized person name and CNIC number along with this statement that company has authorized this person to collect group passports from Anatolia on company behalf) and the competent authority should sign and stamp authority letter as per his/her CNIC signatures.
- Valid and clear readable copy of CNIC of the competent authority.
- Valid and clear readable copy of authorized representative CNIC.
- Authorized person has to fill and sign the "Passport Collection Declaration" form at the time of passport collection.
- If any corporate group submit their visa applications without prior approval from the Embassy/Consulates, will be considered as individual applicants. Therefore, in this case, individual passport collection procedure will be applicable.

NOTE:

- If an applicant has lost/misplaced Anatolia original payment receipt then applicant has to come personally at the visa application center along with original & copy of valid & readable CNIC to sign a declaration form. However, in family cases, only one parent or guardian has to come personally along with original & copy of valid & readable CNIC & copy of FRC / Guardianship proof.
- Passports must be collected within 30 calendar days otherwise, passports will be returned back to the Embassy/Consulates.

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