

No. VI/401/1/17/2015
Government of India
Ministry of External Affairs
CPV Division

Patiala House Annexe, New Delhi,
the 19th January, 2016

OFFICE MEMORANDUM

Subject:- Guidelines with regard to process the passport applications of Minor children- Requirement of physical presence of both the parents at PSK furnishing consent in Annexure -H- Clarification reg.

It may be mentioned that the provisions with regard to processing of passport applications of minor children have been detailed in the passport Manual, 2010 and as a matter of clarification, various circulars on this subject have been issued by the Ministry from time to time. Ministry's recent circular of even number dated 21/08/2015 stipulates that both the parents shall be present when Annexure-H with the signature of both the parents is submitted.

2. After the introduction of these guidelines, references have been received from some PIAs stating that it is causing a lot of hardship and inconvenience to the genuine applicant parents who though have furnished their respective consents for the passport of minor child, one of the parents is not able to visit the PSK on the due date of appointment due to reasons beyond his/her control. It has also been pointed out that the mandate for the presence of both the parents for Annexure-'H' applicants is also creating a huge rush in the PSKs and it is also discouraging the genuine applicant parents to submit the Annexure-'H' and leading them to submit Annexure-G instead of Annexure-H mentioning the false claims that the other parent is not in India or something else. It has, therefore, been requested to re-consider the matter and revert back to earlier procedure requiring presence of either parent with the passports of both the parents.


3. The matter has accordingly been looked into and with the approval of the competent authority, it has been decided that henceforth, in respect of applicant parents applying for the passport of their minor child with Annexure-H, the following procedure shall be followed by all the PIAs:-

1-II(a)

"Annexure-H signed by both the parents, and presence of both the parents OR either parent with passports of both the parents."

4. It may also be mentioned that in order to tighten the norms for the submission of Annexure-G and also to stop its misuse by the single parents for the passport of minor applicant, with the approval of the competent authority, it has been decided to add a drop down menu in it detailing the grounds/circumstances/reasons on the basis of/under which the Annexure-G may be furnished by them. A specimen of duly revised Annexure-G consisting the grounds/drop down menu, is enclosed herewith and all the PIAs are hereby requested to process the applications submitted by the single parents for the passport of minor children supported with Annexure-G, only if valid grounds (as suggested in the drop down menu) has/have been mentioned therein.

5. Ministry's circular of even number dated 21/08/2015 stands amended as described above.



(Sankara Subbu)
Under Secretary (PV-I)

To,

All the Passport Issuing Authorities in India/Abroad.