INSTRUCTIONS FOR FILLING OF PASSPORT APPLICATION FORM AND SUPPLEMENTARY FORM

CAUTION

A passport is issued under the Passports Act, 1967. It is an offence punishable with imprisonment or fine or both, to furnish false information or suppress information, which attracts penal and other action under relevant provisions of Section 12 of the Passports Act, 1967. Passport is a very valuable document. Hence, all holders are required to take due care that it does not get damaged, mutilated or lost. Passports should not be sent out to any country by post/ courier.

Loss of passport should be immediately reported to the nearest Police Station and to the Passport Office or Indian Mission, if abroad. Passport holder shall be responsible for misuse of passport, due to non-intimation of loss, to the concerned Passport Office/Indian Mission. Passport is a government property and should be surrendered when demanded in writing by any Passport Issuing Authority.

This booklet is an abridged version of all the important instructions. In case of any doubt please visit our website www.passportindia.gov.in

A. GENERAL INSTRUCTIONS – Please read these instructions carefully before filling the application form

The Application Form consists of two forms, i.e., Passport Application Form and Supplementary Form. References for columns to be filled in the Supplementary Form have been given in the Passport Application Form, which has to be filled only if they are applicable to you, else leave them blank.

This Passport Application Form and Supplementary Form, issued by the Government of India, is machine-readable. It will be scanned by Intelligent Character Recognition (ICR) enabled scanners. Incomplete or inappropriately-filled application form will not be accepted. Please follow the instructions given below while filling the form.

- Use CAPITAL LETTERS only, throughout the application form, as shown in the image below –

Applicant's Given Name					
s	h	a	s	h	i

Incorrect

Applicant's Given Name					
S	H	A	S	H	I

Correct

- Use standard fonts and avoid stylized writing.
- Use black or blue ball point pen only. Do NOT fill the application form with ink-pen or pencil.
- Write as clearly as possible. Use a pen with a thinnest possible tip.
- Put a cross (☒) in the boxes where you have to choose one or more options as your answer and leave the other option(s) blank. For example, if your gender is male, put a cross in the box against male as shown in the image below -

  Gender * ☒ Male ☐ Female ☐ Transgender

- Do NOT put dots (●), tick marks (✓), etc, in the boxes, to choose the appropriate option as your answer.
- Write clearly within the boxes without touching the boundaries. Try and write in the centre of the box, as shown in the image below–

M	E	H	T	A

Incorrect

M	E	H	T	A

Correct

- Leave one box blank after each complete word, while filling up the boxes.

Father's Given Name												
D	E	V	A	N	G	J	I	G	N	E	S	H

Incorrect

Father's Given Name												
D	E	V	A	N	G		J	I	G	N	E	S	H

Correct

- Do NOT write anything outside the given boxes. Adjust the information you need to fill, within the given number of boxes.
- Do NOT overwrite in case of a mistake. **Just strikeout the character and continue to write in the next box.**

S	R	I	D	H	A	R

Incorrect

S	R	I	D	☒	H	A	R

Correct

- Do NOT fold or smudge the application form.
- Do NOT write "NA" or "N/A" or "NOT APPLICABLE" in any boxes in the form to convey that the column is not relevant for your case. Leave that column blank.

Particulars given in the application form will be printed in the passport booklet. Therefore, you must be careful in filling up the Application Form and submit the form without mistakes. The applicant shall be held responsible for any mistake in the application form submitted.

WHERE TO APPLY: Please see page 13 for details.

Depending on whether an application is for issue of fresh passport or re-issue of passport, Passport Office shall decide whether Police Verification is required for issuance of Passport to you. In most cases of issue of fresh passport, pre-police verification would be required, exception being Government servants on submission of 'Identity Certificate' as per Annexure 'A', or minors whose parent(s) hold valid passport etc. Normal passport applications of all first time applicants furnishing Aadhaar, Electoral Photo Identity Card (EPIC), Permanent Account Number (PAN) Card and an affidavit in the format of Annexure-E will be processed on Post-Police Verification basis, enabling faster issue of passport, without payment of any additional fees, subject to successful online validation of Aadhaar number. In addition, EPIC and PAN card may also be validated, if required, from the respective databases. The general rules, regulations and procedures pertaining to issue of passports as stipulated in Passports Act and Passports Rule would apply. In most cases of re-issue, depending on records available in the Passport Office system, police verification would not be required or only post police verification would be required, exceptions being re-issue of passport in lieu of lost passport or complete change of name.

Type of Application	Type of Police Verification	Dispatch of Passport
Normal	Police Verification is not required	Passport is expected to be dispatched on third working day excluding the date of submission of application.

Type of Application	Type of Police Verification	Dispatch of Passport
	Police Verification is required on a Post-Passport Issuance basis	Passport is expected to be dispatched on third working day excluding the date of submission of application - without waiting for the Police Verification Report.
	Police Verification is required on Pre-Passport Issuance basis	Passport is expected to be dispatched within three working days of receipt of a "Recommendatory" Police Verification Report (PVR) from the Police Department. This does not include date of receipt of "Recommendatory" PVR.
Tatkaal	Police Verification is not required	Passport is expected to be dispatched within one working day excluding the date of submission of application.
	Police Verification is required on a Post-Passport Issuance basis	Passport is expected to be dispatched on third working day excluding the date of submission of application - without waiting for the Police Verification Report.

Note:

(i). In complex cases, such as adoption, application on behalf of a minor from single parent, major change in name, duplicate passport, doubtful documentation, the processing time will be approximately 30 days excluding the date of submission of application. Mandatory Pre Police Verification cases such as J&K and Nagaland subjects would also need additional processing time.

(ii). Issue of passport is subject to data check in the system and finding no adverse entry/ report.

B. COLUMN-WISE GUIDELINES FOR FILLING UP "PASSPORT APPLICATION FORM"

Photograph:

Photograph is NOT REQUIRED for applications submitted at Passport Seva Kendra (PSK), Mini-PSK.

For other applications i.e. the ones submitted at any other Collection Centre (i.e. District Passport Cell (DPC), Authorized Speed Post Centre (SPC), or other Citizen Service Centre (CSC) e.g. Bangalore One, e-Seva, e-Sampark etc), following are the **DO**s and **DON'T**s to be followed while affixing the photograph:

Table 1: DOs and DON'Ts concerning Photograph to be submitted at DPC/SPC/CSC

DOs	DON'Ts
• Paste ONLY **ONE COLOUR photograph** as per the specifications given below • Paste your recent passport size photograph (4.5 cm length x 3.5 cm width) in colour in the box meant for affixing the photograph • **Background of the photograph should be plain white** and the dress should be in dark colour • Photograph should fit within the given box • Frontal view of the full face should be visible in the photograph • Photograph should be printed on good quality photo paper • Print of the photograph should be clear and with a continuous-tone quality • Expression of the face should be natural (no grinning, frowning or raised eyebrows) • Eyes must be open and both edges of face must be clearly visible • Head should be in the centre of the frame and both ears should be visible	• Do not paste black and white photographs • Dimensions of photograph should not be smaller than the box (i.e. 4.5 cm length x 3.5 cm width) provided in the application form • Photograph with dark background or in uniform, or with eyes hidden under coloured or dark glasses will not be accepted • Photograph in computer print will not be accepted • Photograph is **NOT to be signed** • Distracting shadows on the face or on the background should not be there • Eyes must not be covered by hair. Glares on eyeglasses should be avoided with a slight upward or downward tilt of the head • Photograph should not be damaged, for example: torn, creased, or marked • Head coverings are not permitted except for religious reasons, but the facial features from bottom of chin to top of forehead and both edges of the face must be clearly visible • Photographs cut from group photographs are not acceptable

Signature/Thumb Impression:

a. This signature/thumb impression will be scanned and printed in the passport. Therefore, it must be kept strictly within the box, without touching the boundaries.

b. Illiterate applicants should put left hand thumb impression instead of signature. Use right hand thumb in case the applicant's left thumb is permanently disfigured and unfit for use. Clearly mention under the signature box that right hand thumb impression has been put.

c. In case of minor applicants, this box should contain the minor's signature or thumb impression as the case may be. Minor's parents should not put their signature or thumb impression in this box.

d. Use only blue/ black ball point pen for signature.

Column 1: Service Required

<Column 1.1: Applying for>

Put a cross against **Fresh Passport** if you have never held a passport. See the instructions booklet **Section D** "Table-2 – (I)" while applying for fresh passport for the particular category you belong to and attach the self attested photocopies of documents, as given in "Table-3". Attach appropriate documents for Normal and Tatkaal Application for which you are applying.

<Column 1.2: If reissue, specify reason(s)>

Put a cross against **Re-issue of Passport** if you are applying for another passport in lieu of an existing passport for any of the following reasons:

- Your passport has either expired or is about to expire. You can apply for a re-issue of passport up to 1 year before the expiry or within 3 years after the expiry of the existing passport without fresh police verification, provided there is clear police report with respect to your previous passport and there is no adverse entry in the system.

- Your last passport expired more than three years ago.
- You want to change the personal particulars or other details specified in your current passport and get a booklet with changed details.
- Pages in the existing passport booklet are exhausted.
- Passport is lost.
- Passport is damaged. The booklet may be damaged beyond recognition or damaged but recognizable (i.e. Passport number is readable, name is legible and photograph is intact).

See the instructions booklet "Table-2 – (II)" while applying for re-issue of passport for the particular category you belong to and attach the concerned documents needed as given in the same table. Attach appropriate documents for Normal and Tatkaal Application for which you are applying.
For re-issue of passport, details of latest held/existing/lost/damaged passport must be furnished in **Column 7.1** of passport application form.

<Column 1.3: If change in existing personal particulars, specify reason(s)>
Put cross in the appropriate box due to which the change(s) is/ are required in the personal particulars.

<Column 1.4: Type of Application>
- Put a cross against the Tatkaal box, if you need the passport urgently under the Tatkaal scheme, else put a cross against the Normal box.
- Under Tatkaal scheme, you need to submit a Verification Certificate as per specimen at Annexure 'B' and Standard Affidavit as per the specimen at Annexure 'E' or three documents out of the list of sixteen documents and Standard Affidavit as per the specimen at Annexure 'E'. Please refer Table 2: List of Applicant Categories and Documents to be submitted for complete list of documents and Table 3: Overall List of Documents – Document No. 54 for 'List of sixteen documents'.
- The Passport Issuing Authority has the right to verify the authenticity of the Verification Certificate from the official who has issued it.
- Under Tatkaal scheme, no proof of urgency is required and Post police verification shall be done in ALL such cases.
- Fee for a Tatkaal scheme is higher than a normal application fee. For details on fees, see Chapter E of the passport instruction booklet.
- For certain categories, Tatkaal Application is not permitted. Refer "Table 2" – for list of categories who cannot apply under Tatkaal scheme.

<Column 1.5: Type of Passport Booklet>
Put a cross in the appropriate Box indicating if you need a 36 pages Booklet or a 60 pages Booklet. Fee for a 60 pages booklet is higher than that of 36 pages booklet. For details on fees, see **Section E** of the passport instruction booklet.

<Column 1.6: Validity Required>
Minors less than 15 years of age must leave the "Validity Required" column blank. The validity of their passport will be restricted to five years or till they attain the age of 18, whichever is earlier.
Minors between 15 to 18 years of age can apply either for a 10 year validity passport **or** they can apply for a passport which is valid till they attain the age of 18 years.
Different fees are applicable depending upon which category they are applying for. For fee details, see **Section E** "Table-4" of the passport instruction booklet**.**

Column 2: Applicant Details
<Column 2.1: Applicant's Given Name & Surname >
You must furnish your full name as you want it to appear on your passport. For instance, if you have filled in your surname as J A I N and your given name as P I Y U S H K U M A R, the same will appear on your passport as:

Surname: JAIN
Given Name: PIYUSH KUMAR

Note:
- In case you do not use a surname - leave the "Surname" column blank and write your full name in "Applicant's Given Name" column. Some Embassies (Embassy of U.S.A., etc.) insist on surname for issue of visa. If you use a surname you must furnish the same here.
- No initials should be written and all initials (if any) in the applicant's name should be expanded. For instance, for the name used above, writing the Given Name as "P.K.JAIN" or "PIYUSH K JAIN" is not correct.
- No honorifics, titles such as Major, Doctor etc should be written.
- Surname could have two words like Roy Choudhary or Das Gupta.

<Column 2.2: Are you known by any other names (aliases)?>
- If you are known by any other name (alias), put a cross in the **Yes** box and provide the details in **Column 1** of the **Supplementary Form**. For example, if your name is Rajesh Bansal and your alias name is Raja, put a cross in the **Yes** box.
- If you are not known by any other name (alias), put a cross in the **No** box.

<Column 2.3: Have you ever changed your name?>
- If you have ever changed your name, put a cross in the **Yes** box and provide the details in **Column 2** of the **Supplementary Form**. For example, if you have changed your name from Vidhi Mehta to Aditi Mehta put a cross in the **Yes** box.
- This will be applicable to an applicant who has even marginally changed the name or a female who has changed her name or surname after marriage. For example, if you have changed your name from Harvinder to Harjinder or Ritesh to Reetesh put a cross in the **Yes** box.
- If you have not changed your name ever, put a cross in the **No** box.

<Column 2.4: Date of Birth>
- **Write your date of birth** in the DD-MM-YYYY (date-month-year) format.
- You need to attach the documents for proof of your date of birth. Refer **Section D** "Table-3- Document No. 2" of the passport instruction booklet for details.

<Column 2.5: Place of Birth>
- If you were born in India, write the place of birth (such as village or town or city), district, and the State or Union Territory in which the place is located, under the respective headings.
- If you were born outside India, write the country in which the place is located. In this case, leave the Place of birth (village or town or city), District and State/UT boxes blank.
- If you were born before the partition of India (i.e. before 15/08/1947), at a place that now lies in Pakistan or Bangladesh, write the place of birth (such as village or town or city) and the country as "Undivided India". In this case, leave the District and State/UT boxes blank.

***<Column 2.6 & 2.7>* Put a cross on appropriate box for 'Gender' and 'Marital Status'**

<Column 2.8: Citizenship of India by>

- Put a cross against the appropriate box to specify the basis of your citizenship, whether it is by birth or by descent (i.e. born to Indian parent(s) outside India); by registration or naturalization (i.e. who have been granted citizenship by the Ministry of Home Affairs).
- Attach documents as mentioned in **Section D** of the passport instruction booklet **"Case No. I (A) (1), Case No. I (A) (2), Case No. I (A) (3) in Table 2:** List of Applicant Categories and Documents to be submitted"**.**

***<Column 2.9, 2.10 & 2.11>* Write your 'PAN (if available)', 'Voter ID (if available)' and put cross mark on your ''Employment Type'**

***<Column 2.12>* If employed in Government/Statutory Body/PSU, specify organization name**

- If you are employed in a Government office or Statutory Body or Public Sector Undertaking, specify the name of the organization in the boxes provided.
- Please see **Section D** of the passport instruction booklet **"Case No. I (A) (6) in Table 2:** List of Applicant Categories and Document to be submitted with the application".

<Column 2.13: Is either of your parent (in case of minor)/ spouse, a government servant?>

Put a cross in the appropriate box to specify if either of your parent (in case of minor)/ spouse is working in a government organization. For list of documents to be attached, see **Section D** of the passport instruction booklet.

<Column 2.14: Educational Qualification> Put a cross in the appropriate box applicable to you

<Column 2.15 - Are you eligible for Non-ECR Category? >

In order to protect the interests of vulnerable sections of society such as children, illiterate workers etc., from being taken overseas and exploited, office of Protector of Emigrants, Ministry of Overseas Indian Affairs has placed certain categories of citizens in the Emigration Check Required (ECR) category. Most citizens who are not in the working age or are not illiterate, or are well qualified educationally will fall in the Non Emigration Check Required (Non-ECR) category. Indian citizens categorized as ECR, are required to get a clearance from the office of Protector of Emigrants, Ministry of Overseas Indian Affairs before leaving the country for employment purpose. For further clarification refer website www.moia.gov.in

If you are in the ECR category, ECR status will be printed on your passport. If ECR is not printed on your passport, you would be deemed to have been granted Non-ECR status. Non-ECR status will not be printed on your passport.

- Put a cross against **Yes** if you are eligible for Non Emigration Check Required (Non-ECR). **An applicant will be eligible for non-ECR status if the applicant falls in any one of the following categories and provides documentary proof thereof:**
  - a) All holders of Diplomatic/Official passports
  - b) All Gazetted Government servants, their spouses and dependent children
  - c) All persons having educational qualification of matriculation (pass) and above
  - d) All persons above the age of 50 years
  - e) All children up to the age of 18 years wishing to obtain short validity passport. (For re-issue of passport, after they attain the age of 18 years, documents to prove their non-ECR category have to be submitted, else ECR stamping will be done)
  - f) All children between 15 and 18 years of age wishing to obtain full validity passport of 10 years have to submit documents to prove their non-ECR category, else ECR stamping will be done.
  - g) Income-Tax payers (including Agricultural Income-Tax payees) in their individual capacity, their spouses and dependent children. Following documents have to be submitted:
    - Proof of assessment of income tax and actual payment of income tax for last one year; or
    - Income Tax return statement (with income tax being paid by the applicant) for last one year that is stamped by income tax authorities and a copy of the PAN card. Applicants submitting NIL income tax return statements are not eligible.
  - h) Persons possessing two years diploma from any institute recognized by the National Council for Vocational Training (NCVT) or State Council of Vocational Training (SCVT), or persons holding three years diploma/equivalent degree from institutions, such as Polytechnics recognized by the Central/State Governments of India
  - i) Nurses possessing qualifications recognized under the Indian Nursing Council Act, 1947
  - j) All professional degree holders, their spouses and dependent children. Examples of professional degree holders are Doctors holding MBBS degree or equivalent degree in Ayurved or Homeopathy, accredited Journalists, Engineers, Chartered Accountants, Cost Accountants, Lecturers, Teachers, Scientists, Advocates, etc.
  - k) All persons who have been staying abroad for more than three years (the period of three years may or may not be continuous) and their spouses. For the purpose of verification, spouse name should be endorsed on each others passport.
  - l) Seamen who are in possession of Continuous Discharge Certificate (CDC), or Sea Cadets and Deck Cadets -
    - (i). Who have passed the final examination of three years B.Sc. Nautical Sciences courses at T.S. Chanakya, Mumbai; and
    - (ii). Who have undergone three months pre-sea training at any of the Government approved training institutes, such as T.S. Chanakya, T.S. Rehman, T.S. Jawahar, MTI (SCI) and NIPM, CHENNAI, after production of identity cards issued by the Shipping Master at Mumbai/Kolkata/Chennai.
  - m) Persons holding Permanent Immigration visa or documents like Green Card, Permanent Residence Card etc.
- If you do not fall under any of the above mentioned categories (a – l), put a cross against **No**.

At present Emigration control is exercised by the Ministry of Overseas Indian Affairs, through Protector of Emigrants (POE) under the Emigration Act, 1982. Emigration clearance is required for employment in the following countries (18 in total):

United Arab Emirates (UAE), Kingdom of Saudi Arabia (KSA), Qatar, Oman, Kuwait, Bahrain, Malaysia, Libya, Jordan, Yemen, Sudan, Brunei, Afghanistan, Indonesia, Syria, Lebanon, Thailand, and Iraq.

ECR passport holders taking up employment in the above mentioned countries require emigration clearance from the office of the Protector of Emigrants (POE) before leaving India; otherwise, they will be stopped from traveling at the port of exit. For further clarification refer website www.moia.gov.in

With effect from October 1, 2007 Government of India has abolished Emigration Check Required Suspension (ECRS). Therefore, ECR passport holders traveling abroad for purpose other than employment, to any of the above mentioned 18 countries, will be allowed to leave the country on production of valid passport, valid visa and return ticket at the immigration counters at international airport in India.
Note: A passport holder having employment visa in passport does not require clearance from POE when they go back after short visit to India.

<Column 2.16: Visible distinguishing mark>
Write details of visible distinguishing mark (if any) on your body, in the space provided, else leave the column blank. For example, if there is a mole or birth mark on your forehead, write the details in the space provided.

<Column 2.17: Aadhaar Number>
Write your Aadhaar Number (if available) in the space provided.

Column 3: Family Details
***<Column 3.1, 3.2, 3.3 & 3.4>* Write your family details as asked in the Passport Application Form**

- You need to attach Court decree/order in respect of your legal guardian.
- If your spouse has a passport, write his/her name in Column 3.4 as written in the passport.

<Column 3.5: If applicant is minor, provide following details>
If you are applying for a passport of a minor (below 18 years of age), following details of valid passports (if any) held by **BOTH OR EITHER** parent(s) or legal guardian must be furnished in the relevant column.

- Write the passport number of the minor's parent(s) or legal guardian. If the minor's parent(s) or legal guardian do not hold a passport, but have applied for it, enter the file number.
  Note: If either parent holds a valid passport with spouse name endorsed, passport will be issued to the minor without any police verification. Original passport of parent(s) should be presented for the verification of particulars. If parent(s) hold a valid passport, but spouse name is not endorsed, then they must get the spouse name added in their passport. For this they have to apply for a reissue of passport and get the specified change in personal particulars. Processing of minor's passport would be much faster if the parents apply for endorsement of spouse name along with the minor's passport application form.
- Write the nationality of the minor's parent(s) or legal guardian if it is other than Indian.

If either parent does not hold a valid passport, passport will be issued to the minor only after police verification.
Please see **Section D** of the passport instruction booklet "**Case No. I (B) in Table 2:** List of Applicant Categories and Documents to be submitted with the application".

Column 4: Present Residential Address Details (where applicant presently resides)
Please note that heavy penalty is applicable if the applicant provides false information or suppresses information regarding present residential address details.
<Column 4.1: Residing Since>
Write the date (in the MM-YYYY format) since when you have been residing at your present address.

- If you have been residing at your present residential address for less than one year, you are required to furnish details of the previous address (es) where you have resided along with the duration of residence in **Column 3** of the **Supplementary Form**.
- If you are on a temporary visit to India, leave Column 4.2 blank, and fill **Column 5** of the **Supplementary Form**.

Students staying away from their parents have the option of applying for a passport from their place of study. In such cases, a bonafide certificate from the Principal/Director/Registrar/Dean of the educational institution is required to be submitted as proof of address. Please see **Section D** of the passport instruction booklet **"Case No. 17 in 1 (A) and Case No. 14 in 1 (B) in Table 2: List of Applicant Categories and Documents to be submitted** with the application".

***<Column 4.2 & 4.3>* 'House No. and Street Name' and 'Is permanent address same as present address?' -** Self Explanatory

Column 5: Emergency Contact Details - Self Explanatory

Column 6: References in your Village or Town or City - Self Explanatory
***<Column 6.1 and 6.2: First Reference Name and Address and Second Reference Name and Address>* -** Self Explanatory

Column 7: Previous Passport/ Application Details - Self Explanatory
***<Column 7.1 & 7.2: 'Details of latest held/ existing/ lost/ damaged ordinary passport' and 'Have you ever applied for passport, but not issued?'>* -** Self Explanatory

Column 8: Other Details
If a criminal case is pending against an applicant in any Court, applicant can apply for a passport subject to the condition that he/she encloses a written permission granted by the court allowing the applicant to travel abroad. Normally a short validity passport valid for one year is issued, subject to conditions if any, mentioned in the Court order as per GSR 570 (E) dated 25 August, 1993. For any clarification please visit our website www.passportindia.gov.in

Column 9: Fee Details: Applicants submitting the application form at the Passport Seva Kendra are NOT required to fill the fee details.
<Column 9.1: Fee amount in Rs>
Only applicants submitting forms at District Passport Cell (DPC) or Speed Post Centre (SPC) or Citizen Service Centre (CSC) like Bangalore-1, E-Seva, E-Sampark etc., are required to fill the fee amount in Rupees. For fee details, see **Section E** of the passport instruction booklet.
Note:

- You can pay at a Passport Seva Kendra (PSK)/ Mini Passport Seva Kendra (Mini PSK) in cash only.
- If you are submitting your application at a District Passport Cell (DPC), you can pay only by demand draft.
- If you are submitting your application at a Speed Post Centre (SPC), you can pay in cash or by demand draft.
- If you are submitting your application at a Citizen Service Centre (CSC), you can pay in cash or credit/ debit card as applicable.

<Column 9.2: If paid by Demand Draft (DD), provide the following details>

If you are paying the fee by a Demand Draft (DD), write the DD Number, DD issue date, DD expiry date, name of the bank that has issued the DD, and bank branch location, under the respective headings.

Note:

- Demand Draft should be in favor of "PAO-MEA" payable at the city where the RPO is located.
- Full name and date of birth of applicant must be written on the back side of the demand draft.

Column 10: Enclosures

Self-attested photocopies of documents that are attached as enclosures along with the passport application form must be listed in the blank space provided. Please ensure that your signature does not cover any important detail. For list of documents to be attached, see **Section D** of the passport instruction booklet.

C. COLUMN-WISE GUIDELINES FOR FILLING UP "SUPPLEMENTARY FORM"

Column 1: Alias Name Details (if you are also known by any other names)

***<Column 1.1 & 1.2>* 'Alias Name1, Given Name & Surname'** and '**Alias Name2, Given Name & Surname'**

- If you are also known by any alias name other than that mentioned in **Column 2.1** of the **Passport Application Form**, write the alias name in the given boxes.
- For example, if your name is Rajesh Bansal and your alias name is Raja, write the given name in the boxes provided for Alias Name1, Given Name. Leave the "Surname" column blank; if you do not use a surname in your alias name.
- Please follow the instructions as given in Column 2.1 of Section B for filling up details in this column.

Column 2: Previous Name Details (If you have ever changed your name)

***<Column 2.1>* 'Previous Name1, Given Name & Surname' and 'Previous Name2, Given Name & Surname'**

- If you have ever changed your name, write your earlier name in the given boxes. This will be applicable to an applicant who has even marginally changed the name or a female who has changed her name or surname after marriage.
- For example, if you have changed your name from Vidhi Mehta to Aditi Mehta write the details in this column.
- Please follow the instructions as given in Column 2.1 of Section B for filling up details in this column.

Column 3: Previous Residence with Reference Details (Maximum two residences of longest period of stay)

***<Column 3.1 & 3.2>* Previous Residence 1 & Previous Residence 2**

- Write the time period (in MM-YYYY format) for which you resided at the given address, in the **From** and **To** boxes.
- Write the complete postal address of your previous address, and the contact details if any.

Column 4, 5 & 6: 'Permanent Residential Address (If it is different from present residential address)', 'Present Residential Address (If you are on a temporary visit to India)' and 'Diplomatic/ Official Passport Details'

Column 7: Other Details - Please fill the details as specified in this column. Also attach the documentary proof along with it.

D. LIST OF SUPPORTING DOCUMENTS

Applicants are required to attach self attested photocopies of all documents with the application form. In case of submission at Citizen Service Centre (CSC) particularly at Bangalore-1, applicants are requested to attach attested photocopies (either gazetted official or notary) of all documents with the application form. Original documents must also be produced at the counter, which will be returned after verification.

For fresh passport, normally an applicant is required to submit proof of address, proof of date of birth and documentary proof that the applicant is eligible for Non-ECR category (previously ECNR). Refer Table 3, Document No. 1 and 2 for documents which have to be submitted as proof of address and proof of date of birth. Refer Column 2.15 in **Section B** for applicants who are eligible for Non-ECR category. Additional documentation is required for specific cases such as adoption, name change, any particular difference in documents, tatkaal cases etc.

For re-issue of passport, an applicant is required to submit old Passport in original with self-attested photocopy of its first two and last two pages, including ECR/Non-ECR page (previously ECNR) and the page of observation (if any), made by Passport Issuing Authority and validity extension page, if any, in respect of short validity passport. Proof of address has to be submitted only if it is different from the old passport.

This Section has been divided into two sub-sections for documents which have to be submitted in different applicant cases:

<D.1> List of Categories of Applicants and Documents (document nos. is given here) to be submitted by them

<D.2> Overall List of Documents

<D.1: LIST OF CATEGORIES OF APPLICANTS AND DOCUMENTS TO BE SUBMITTED BY THEM>

In the given table, list of applicant categories along with their document numbers have been listed. "Document No." is the reference given to the document mentioned in Table-3 "Overall List of Documents". For instance, Case I (A) 8 given in Table-2 refers to an applicant who is a retired government official and wants to apply for a fresh passport under Tatkaal Scheme. He/she is required to submit the following documents as given in Table-3:

1. Document No. 1: Proof of Current Address
2. Document No. 2: Proof of Date of Birth
3. Document No. 49: Standard Affidavit Annexure "E"
4. Document No. 10 **or** 46 **or** 41: Pension Payment Order **or** Verification Certificate as per the specimen at Annexure "B" **or** 3 out of 16 as per "List of 16 documents". The List of 16 documents has been given in Table-3, Refer Document No. 41.

Table 2: List of Applicant Categories and Documents to be submitted

CASE NO.	PASSPORT SERVICES	DOCUMENTS TO BE SUBMITTED	
(I)	**Fresh Passport**	**Document No. – Normal Application**	**Document No. - Tatkaal Application**
A	**Adult**		
1	Ordinary Case (Citizen of India by birth)	1, 2, 3 (if the applicant is eligible for Non ECR)	(i) 1, 2, 3 (if the applicant is eligible for Non ECR), 49 (ii) 41 or 46
2	Citizen of India by Descent (Born to Indian parent(s) outside India)	(i) 1, 2, 3 (if the applicant is eligible for Non ECR) (ii) 4 or 5 or 6	**Cannot apply under Tatkaal Scheme**
3	Citizen of India by Registration/ Naturalization (Granted citizenship by MHA)	1, 2, 3 (if the applicant is eligible for Non ECR), 7	
4	Applicants repatriated from abroad at Government cost	1, 2, 3 (if the applicant is eligible for Non ECR), 5 (if available), 8, 9	
5	Applicants deported to India/ Emergency Certificate cases	1, 2, 3 (if the applicant is eligible for Non ECR), 5 (if available), 8 (if any), 9	
6	Government/ Public Sector/ Statutory body employees	(i) 1, 2 (ii) 45(if No Police Verification is required) or 51(if Post Police Verification is required) 52(if Pre Police Verification is required)	(i) 1, 2 (ii) 45(if No Police Verification is required) or 51 (if Post Police Verification is required) 52 (if Pre Police Verification is required)
7	Dependent family members of Government/ Public Sector/ Statutory body employees (For J&K children in age group 10-15 years are covered. For rest of India children in age group 18-21 are covered)	(i) 1, 2, 3 (if the applicant is eligible for Non ECR) (ii) 45(of dependent) and 49 if No Police Verification is required	(i) 1, 2, 3 (if the applicant is eligible for Non ECR), 49 (ii) 41 or 45(of dependent) or 46
8	Retired government officials	1, 2, 10 (if Post Police Verification is required)	(i) 1, 2, 49 (ii) 10 or 46 or 41
9	Applicants having Diplomatic/ Official Passport and applying for ordinary Passport while in service	(i) 1, 2 , 11 (12 if surrender certificate is not **available**) (ii) 45 or 51 or 52 if applicant is Government/Public Sector/Statutory body employee **Note:** In case the applicant submits "12", "2" is not required	(i) 1, 2, 11 (12 if surrender certificate is not available), 49 (ii) 45 or 51 or 52 if applicant is a Government/Public Sector/Statutory body employee (iii) 41 or 46 if applicant is not a Government/Public Sector/Statutory body employee **Note:** In case the applicant submits "12", "2" is not required
10	Dependent family members of Diplomatic/ Official Passport holders who are not government servants (For J&K Children in age group 10-15 years are covered)	1, 2, 3 (if the applicant is eligible for Non ECR), 44	(i) 1, 2, 3 (if the applicant is eligible for Non ECR), 44, 49 (ii) 41 or 46
11	Owner, partners and directors of Companies which are members of CII, FICCI & ASSOCHAM.	(i) 1, 2 (ii) 46 and 49 if Post PV is required	(i) 1, 2, 49 (ii) 41 or 46
12	Minor change in name	1 (in new name), 2 (in old name), 3 (if the applicant is eligible for Non ECR - Documents in old name are allowed)	(i) 1 (in new name), 2 (in old name), 3 (if the applicant is eligible for Non ECR - Documents in old name are allowed), 49 (ii) 41 or 46
13	Major change in name	1 (in new name), 2 (in old name), 3 (if the applicant is eligible for Non ECR - Documents in old name are allowed), 13	**Cannot apply under Tatkaal Scheme**
14	Change/ Addition in surname due to marriage	(i) 1, 2, 3 (if the applicant is eligible for Non ECR)	(i) 1, 2, 3 (if the applicant is eligible for Non ECR), 49 (ii) 41 or 46

CASE NO.	PASSPORT SERVICES	DOCUMENTS TO BE SUBMITTED	
(I)	**Fresh Passport**	**Document No. – Normal Application**	**Document No. - Tatkaal Application**
15	Change in name in case of Government/ Public Sector/ Statutory body employees	1, 2, 15, 16	(i) 1, 2, 15, 16, 49 (ii) 41 or 46
16	Nagaland Residents	1, 2, 3 (if the applicant is eligible for Non ECR) **Note:** Additional PV required from Guwahati through MHA.	**Cannot apply under Tatkaal Scheme**
17	Naga origins residing outside Nagaland	1, 2, 3 (if the applicant is eligible for Non ECR) **Note:** Additional PV required from centralized MHA office	
18	Jammu and Kashmir Residents	1, 2, 3 (if the applicant is eligible for Non ECR)	**Cannot apply under Tatkaal Scheme** **Note:** Mandatory Pre Police Verification required
19	Jammu and Kashmir Residents staying outside J&K for more than five years	1, 2, 3 (if the applicant is eligible for Non ECR)	(i) 1, 2, 3 (if the applicant is eligible for Non ECR), 49 (ii) 41 or 46 (iii) Proof of registration / Migration certificate
20	Students staying away from their parent's current residence	1, 2, 3 (if the applicant is eligible for Non ECR), 17, 18	(i) 1, 2, 3 (if the applicant is eligible for Non ECR), 17, 18, 49 (ii) 41 or 46
21	Senior Citizens (For J&K: Men - 65+ years, Women - 60+ years; For rest of India 65+ years)	1, 2, 3 (if the applicant is eligible for Non ECR), 19 (if Post Police Verification is required)	(i) 1, 2, 3 (if the applicant is eligible for Non ECR), 49 (ii) 19 or 41 or 46
B	**Minor**		
1	Either/ Both parent(s) hold a valid Passport with spouse name endorsed	(i) 1 (of parents), 2, 24 (with spouse name endorsed) (ii) 47 (one parent not given consent) or 48 (signed by both parents)	(i) 1 (of parents), 2, 24 (with spouse name endorsed) (ii) 47 (one parent not given consent) or 48 (signed by both parents)
2	Neither of the parent holds a valid Passport	(i) 1 (of parents), 2 (ii) 47 (one parent not given consent) or 48 (signed by both parents)	(i) 1 (of parents), 2, 49 (ii) 47 (one parent not given consent) or 48 (signed by both parents) (iii) 41 or 46
3	Either/ Both parent(s) resident abroad	(i) 1 (of parents or Legal Guardian if both parents are resident abroad), 2, 24 (with spouse name endorsed),48 (ii) 47 (one parent not given consent) or 48 (signed by both parents)	(i) 1 (of parents or Legal Guardian if both parents are resident abroad), 2, 24 (with spouse name endorsed),48 (ii) 47 (one parent not given consent) or 48 (signed by both parents)
4	Minors who are between 15 and 18 years of age wishes to obtain a full validity Passport for 10 years	1 (of parents), 2, 24 (if any - with spouse name endorsed)	(i) 1 (of parents), 2, 24 (if any - with spouse name endorsed), 49 (ii) 41 or 46
5	Children of Government/ Public Sector/ Statutory body employees	(i) 1 (of parents), 2 (ii) 47 (one parent not given consent) or 48 (signed by both parents) (iii) 24 (if any - with spouse name endorsed) , 45 (of dependent) and 49 in case No Police Verification is required	(i) 1 (of parents), 2, 24 (if any - with spouse name endorsed), 49 (ii) 47 (one parent not given consent) or 48 (signed by both parents) (iii) 41 or 45 (of dependent) or 46
6	Children adopted by Indian parents	(i) 1 (of Adopter parents), 2, 20 or 55, 24 (if any - with spouse name endorsed) (ii) 47 (one parent not given consent) or 48 (signed by both parents)	**Cannot apply under Tatkaal Scheme**
7	Children adopted by foreign parents	1 (of parents), 2, 20, 21, 22, 24	
8	Parents are divorced	(i) 1 (of the parent who has the custody of the child), 2, 23, 24 (if any) (ii) 47 (one parent not given consent) or 48 (signed by both parents)	

9	Parents are separated but not divorced	1 (of the parent with whom the child is residing), 2, 24 (if any- with spouse name endorsed), 47	
10	Single parent of the child born out of wedlock	1 (of parent), 2, 24 (if any),47	
11	Children born through surrogacy	(i)1 (of parent), 2,24(if any), 48 (ii) 53	(i)1 (of parent), 2, 24(if any), 41 or 46, 48, 49 (ii) 53
CASE NO.	**PASSPORT SERVICES**	**DOCUMENTS TO BE SUBMITTED**	
(I)	**Fresh Passport**	**Document No. – Normal Application**	**Document No. - Tatkaal Application**
11	Applied by one parent/ guardian when consent of one or both parents not possible	1 (of parent), 2, 24 (if any- with spouse name endorsed), 47	(i) 1 (of parent), 2, 24 (if any- with spouse name endorsed), 47, 49 (ii) 49 or 54
12	Applied by Legal Guardian	1 (of parents), 2, 24 (if any- with spouse name endorsed), 30, 48 (signed by legal guardian)	(i) 1 (of parents), 2, 24 (if any- with spouse name endorsed), 30, 48 (signed by legal guardian), 49 (ii) 41 or 46
13	Minors with single parent (One parent deceased)	1 (of parent), 2, 24 (if any), 25 (of deceased parent), 48	**Cannot apply under Tatkaal Scheme**
14	Minors from Nagaland (below 18 years)	(i) 1 (of parents), 2, 24 (if any - with spouse name endorsed) (ii) 47 (one parent not given consent) or 48 (signed by both parents) **Note:** Additional PV required from Guwahati through MHA	**Cannot apply under Tatkaal Scheme**
15	Minors from Jammu and Kashmir (below 10 years for Tatkaal Application)	(i) 1 (of parents), 2, 24 (if any - with spouse name endorsed) (ii) 47 (one parent not given consent) or 48 (signed by both parents)	(i) 1 (of parents), 2, 24 (if any - with spouse name endorsed),49 (ii) 47 (one parent not given consent) or 48 (signed by both parents) (iii) 41 or 46
16	Minor students staying away from parents	(i) 1 (of parents), 2, 17, 18, 24 (if any - with spouse name endorsed) (ii) 47 (one parent not given consent) or 48 (signed by both parents)	(i) 1 (of parents), 2, 17, 18, 24 (if any - with spouse name endorsed), 49 (ii) 47 (one parent not given consent) or 48 (signed by both parents) (iii) 41 or 46
(II)	**Re-issue of Passport**	**Document No. – Normal Application**	**Document No. - Tatkaal Application**
A	Additional Booklet (Exhaustion of Visa pages)	1 (if address is different from old Passport), 5	1 (if address is different from old Passport), 5
B	Expiry of old passport		
1	Within the time period of one year before expiry and three year after expiry of old Passport	1 (if address is different from old Passport), 5	1 (if address is different from old Passport), 5
2	After three years of expiry of old passport	1 (if address is different from old Passport), 5	(i) 1, 5, 49 (ii) 41 or 46
3	Renewal of Short Validity Passport (SVP)	1 (if address is different from old Passport), 5, 26	**Cannot apply under Tatkaal Scheme**
4	Government/ Public Sector/ Statutory body employees (Still serving)	1 (if address is different from old Passport), 5, 51, 52	1 (if address is different from old Passport), 5, 51, 52
5	Retired government official	1 (if address is different from old Passport), 5, 10	1 (if address is different from old Passport), 5, 10
6	Students going for higher studies abroad upto 2 years from expiry of Passport	1 (if address is different from old Passport), 5, 27	(i) 1 (if address is different from old Passport), 5, 27
C	Damaged Passport (Passport number is readable, name is legible and Photo is intact)	1 (if address is different from old Passport), 2, 5, 50	1 (if address is different from old Passport), 2, 5,50
D	Lost/ Damaged beyond recognition/ Stolen Passport	1, 2,28, 29 (if available),50 Note: Other documents which have to be submitted are as per the case, as in the case of fresh Passport.	**Cannot apply under Tatkaal Scheme**
E	Change in Particulars		

1	A woman applying for change of name/ surname in existing Passport due to marriage	5, 31 (if he has Passport)	5, 31 (if he has Passport)
2	Divorcees/ Separated applying for change of name OR for deletion of spouse's name in existing Passport	(i) 5 (ii) if divorced, 32 or 33	(i) 5 (ii) if divorced, 32 or 33
CASE NO.	**PASSPORT SERVICES**	**DOCUMENTS TO BE SUBMITTED**	
(II)	**Re-issue of Passport**	**Document No. – Normal Application**	**Document No. - Tatkaal Application**
3	Re-married applicants applying for change of name/ spouse's name	(i) 5, 31 (of present husband, if he has Passport) (ii) 25 or 33 (as the case may be in respect of first spouse)	(i) 5, 31 (of present husband, if he has Passport) (ii) 25 or 33 (as the case may be in respect of first spouse)
4	Change of name in other circumstances (minor change in name- either male, female or transgender i.e. spelling discrepancy between Passport and documents which phonetically does not result in total change in name)	5	5
5	Major change in name (cases different from minor change case)	5, 13	**Cannot apply under Tatkaal Scheme**
6	Change in name in case of Government/ Public Sector/ Statutory body employees	5,15, 16	5,15, 16
7	Change in Sex	5, 34, 35	**Cannot apply under Tatkaal Scheme**
8	Change of Appearance	5, 36	
9	Change/ Correction of DoB	2, 5, 37 (if change in DoB is more than 2 years or in case of conflicting documents), 42	
10	Change/ Correction of place of birth	5, 37 (if change in place of birth involves State change or Country change), 38, 43	
11	Change in Current Address	1 (changed address), 5	1 (changed address), 5
12	Change in Signature	5	**Cannot apply under Tatkaal Scheme**
13	Addition of Spouse Name	5	5
14	Change of Father/ Mother name	5, 6 (of father/mother with changed name - if available) or 39 or 40	**Cannot apply under Tatkaal Scheme**
15	ECR Deletion	1 (if address is different from old Passport), 3, 5	1 (if address is different from old Passport), 3, 5

<D.2 OVERALL LIST OF DOCUMENTS>

In the following table, the complete list of documents and their document numbers have been given. “Document No.” is the reference given to the document, which the applicant has to submit. Please refer Table 2: “List of Applicant Categories and Document to be submitted” and Table 3: “Overall List of Documents” for the documents which have to be submitted.

Table 3: Overall List of Documents

Document No.	List of Documents
1.	**Proof of Present Address**. For Proof of Address attach one of the following documents:
a.	Water Bill
b.	Telephone (landline or postpaid mobile bill)
c.	Electricity bill
d.	Income Tax Assessment Order
e.	Election Commission Photo ID card
f.	Gas connection bill
g.	Certificate from Employer of reputed and widely known companies on letter head (Only public limited companies can give address proof on company letter head along with seal. Computerised print-outs shall not be entertained)
h.	Spouse’s passport copy (First and last page including family details), (provided the applicant’s present address matches the address mentioned in the spouse’s passport)
i.	Parent’s passport copy, in case of minors (First and last page)
j.	Aadhaar Letter/ Card (Aadhaar letter/card or the e-Aadhaar (an electronically generated letter from the website of UIDAI), as the case may be, will be accepted as **Proof of Address (POA)** and **Proof of Photo-Identity (POI)** for availing passport related services. Acceptance of **Aadhaar as PoA and PoI** would be subject to successful validation with Aadhaar database.)
k.	Registered Rent Agreement
l.	Photo passbook of running Bank Account (Scheduled Public Sector Banks, Scheduled Private Sector Indian Banks and Regional Rural Banks only)
	Note: i) Applicants are required to submit the proof of address of the present address only, irrespective of the date from which he/she has been residing at the given address. However, he/she is required to mention all the place of stay during previous one year in the Passport application form. ii) Any of the remaining documents containing address out of sixteen documents listed under Tatkaal application, could also be accepted as proof of residence if such documents have the same present residential address as given by the applicant in the Passport Application Form. iii) Furnishing of Aadhaar card will expedite processing of passport applications.
2.	**Proof of Date of Birth**. For Proof of Date of Birth attach one of the following documents:
a.	Birth Certificate issued by the Registrar of Births and Deaths or the Municipal Corporation or any other prescribed authority, whosoever has been empowered under the Registration of Birth and Deaths Act, 1969 to register the birth of a child born in India; **Note:** The Birth Certificate should contain the name of child, name of father and mother, date of birth, place of birth, sex, registration number and date of registration. If the Birth Certificate doesn’t contain the name of child, a declaration on plain paper signed by parents, is required to be submitted specifying the name of the child.
b.	Transfer/School leaving/Matriculation Certificate issued by the school last attended/recognised educational board having the date of birth of the applicant;
c.	Policy Bond issued by Public Life Insurance Corporations/Companies containing the date of birth of the holder of the insurance policy.
d.	Aadhar Card/E-Aadhar having the date of birth of the applicant;
e.	Copy of an extract of the service record of the applicant (only in respect of Government servants) or the Pay Pension Order (in respect of retired Government Servants), duly attested/certified by the officer/in-charge of the Administration of the concerned Ministry/Department of the applicant, having his date of birth;
f.	Driving licence issued by the Transport Department of the concerned State Government, having the date of birth of the applicant;
g.	Election Photo Identity Card issued by the Election Commission of India containing the date of birth of the applicant;
h.	PAN Card issued by the Income Tax Department having the date of birth of the applicant
i	A declaration given by the Head of the Orphanage/Child Care Home on their official letter head of the organization confirming the DOB of the applicant.
	Note: Documents mentioned in point ‘d’ to ‘h’ are acceptable as proof of Date of Birth only if it has the precise Date of Birth of the applicant.
3.	Documentary proof for any one of the Non-ECR (previously ECNR) categories, Refer Column 2.15 under **Section-B** of passport instruction booklet

4.	Birth Registration Certificate issued by Embassy/ High Commission/ Consulate of India
5.	Old Passport in original with self-attested photocopy of its first two and last two pages, including ECR/Non-ECR page (previously ECNR) and the page of observation (if any), made by Passport Issuing Authority and validity extension page, if any, in respect of short validity passport
6.	Passport of parents in original with self-attested photocopy of its first two and last two pages, including ECR/Non-ECR page (previously ECNR) and the page of observation (if any), made by Passport Issuing Authority and validity extension page, if any, in respect of short validity passport
7.	Citizenship Certificate issued by Ministry of Home Affairs
8.	Proof of refund of repatriation /deportation cost (if any) to Ministry of External Affairs
9.	Original Emergency Certificate/Seizure Memo issued by Airport Immigration Authorities on applicant's arrival in India
10.	Pension Payment Order
11.	Proof of surrender or cancellation of Diplomatic/official Passport
12.	Cancelled Passport (if surrender certificate is not available), with a letter explaining why surrender certificate is not available
13.	Paper clipping of two leading daily newspapers in original (one daily newspaper should be of the area of Applicant's Permanent Address and the other at Current Address or nearby area) AND At least two public/school documents issued in the desired/ applied changed name to ascertain that the applicant has actually changed his name.
14.	An attested copy of marriage certificate issued by Registrar of Marriage
Document No.	**List of Documents**
15.	Gazette Notification changing name in applicant's department
16.	Fresh ID Certificate in changed name
17.	Student Identity Card issued by Government Recognized Educational Institutions, in respect of full time courses
18.	Bonafide Letter from authorized signatory of college (On official letter head of UGC recognized College)
19.	Copy of child's (Age>18) Passport , who is staying abroad (with page having parent's name)
20.	Valid adoption deed with photo of the child duly attested by the Court (in the case of Christians, Muslims and Parsis, a court decree/ order granting adoption/ guardianship and allowing the child to be taken out of the Country)
21.	CARA No Objection Certificate
22.	Copy of the guarantee executed before the Court concerned
23.	Certified copy of the court order for custody of the child in favor of the applicant's parent
24.	Attested photocopy of Passport of both or either parent
25.	Death Certificate
26.	Proof of documents which eliminate the cause of issuance of Short Validity Passport (SVP)
27.	Proof of going abroad for studies like Copy of college admission letter or Copy of application submitted for visa or Copy of bank loan paper etc
28.	Police report in original
29.	Self-attested photocopy of first two and last two pages, including ECR/Non-ECR page of old Passport
30.	Court Decree/order in respect of legal guardian
31.	Self attested photocopy of the spouse's Passport
32.	Court certified copy of Divorce decree
33.	Self attested copy of Divorce certificate
34.	Sworn affidavit regarding change of sex
35.	Certification from hospital where he/she underwent sex change operation successfully
36.	Recent photograph (required only in case of DPC/SPC/CSC applications). The photo should be most recent showing the latest appearance. A notarised statement is required in case of request from Sikhs who want to change from turban photo to clean shaven ones or the other way.
37.	First class judicial magistrate/ Sub-divisional magistrate civil court order (if change in date of birth is more than 2 years/ in case of conflicting documents/ if change in place of birth involves change of State or Country) (In case change of place of birth involves change of country, also attach Document No. 7)
38.	Affidavit stating the reason for change in Place of Birth
39.	Proof such as service record/ pension order/ property documents showing that parents had changed their name
40.	If parents are deceased , such proof that they had changed their name during lifetime
41.	**3 out of 16 documents listed are as under:**

NOTE 2:

- For three documents to be submitted from the sixteen documents listed below , **one of the three documents should be a photo identity document** and at least one of the three must be amongst the documents indicated at (a) to (h) below
- Name in all the three documents should be same.
- Furnishing of Aadhaar card will expedite processing of passport applications.

Document No.	**List of Documents**

a.	Electors Photo Identity Card (EPIC);
b.	Service Photo Identity Card issued by State/Central Government, Public Sector Undertakings, local bodies or Public Limited Companies;
c.	SC/ST/ OBC Certificates;
d.	Freedom Fighter Identity Cards;
e.	Arms Licenses;
f.	Property Documents such as Pattas, Registered Deeds etc.;
g.	Pension Documents such as ex-servicemen's Pension Book/Pension Payment order, ex-servicemen's Widow/Dependent Certificates, Old Age Pension Order, Widow Pension Order
h.	Railway Identity Cards;
i.	Income Tax Identity (PAN) Cards;
j.	Bank/ Kisan/ Post Office Passbooks;
k.	Student Photo Identity Cards issued by Government Recognized Educational Institutions in respect of full time courses;
l.	Driving Licenses (valid and within the jurisdiction of State of submission of application);
m.	Birth Certificates issued under the RBD Act
n.	Gas Connection Bill
o.	Aadhaar Letter/Card
p.	Registered Rent Agreement
	NOTE 3: All above documents are required to be produced in original along with self-attested copies.
42.	Affidavit stating the reason for change in Date of Birth
43.	Proof of Place of Birth
44.	Photocopy of Diplomatic/ Official Passport
45.	"Identity Certificate" in original as per Annexure "A"
46.	Verification Certificate as per the specimen as per Annexure "B"
47.	A Declaration affirming the particulars furnished in the application about the minor as per Annexure "C" (one parent not given consent).
48.	A Declaration affirming the particulars furnished in the application about the minor as per: Annexure "D"
49.	Standard Affidavit as per Annexure "E"
50.	Affidavit stating how and where the Passport got lost/ damaged (Annexure "F")
51.	No Objection Certificate (NOC) (as per Annexure "G")
52.	Prior Intimation Letter (PI) (as per Annexure "H")
53.	A Declaration affirming the particulars furnished in the application about the minor as per: Annexure "I"
54.	At least two public/school documents issued in the desired/ applied changed name to ascertain that the applicant has actually changed his name.
55.	A declaration on a plain paper confirming the adoption.

E. FEE LIST

Details of fee to be paid along with the application form for various services are listed in the table below.

Payment of Fee:

(A) At Passport Seva Kendra (PSK)/ Mini Passport Seva Kendra (Mini PSK): By Cash only

(B) At other collection centres:

- District Passport Cell (DPC): By Demand Draft (DD) drawn in favor of "PAO-MEA" payable at the city where the RPO is located.
- Speed Post Centre (SPC): By Cash or by Demand Draft (DD) drawn in favor of "PAO-MEA" payable at the city where the RPO is located.
- Citizen Service Centre (CSC): By Cash or Credit/ Debit card as applicable.

Note: (i) Applicant name, date of birth and date of submission of the application must be mentioned behind the DD, (ii) Only applications for fresh passports will be entertained at the collection centres, (iii) Penalty is to be paid in cash only.

Table 4: Fee List

Sr. No.	Service Required	Application Fee	Additional Tatkaal Fee
1.	Fresh Passport/Re-issue of Passport including additional booklet due to exhaustion of visa pages (36 pages) of 10 years validity (including minors between 15 to 18 years of age, who wish to get a 10 years full validity passport)	Rs.1,500/-	Rs.2,000/-
2.	Fresh Passport/Re-issue of Passport including additional booklet due to exhaustion of visa pages (60 pages) of 10 years validity (including minors between 15 to 18 years of age, who wish to get a 10 years full validity passport)	Rs.2,000/-	Rs.2,000/-
3.	Fresh Passport/Re-issue of Passport for Minors (below 18 years of Age), of 5 years validity or till the minor attains the age of 18 whichever is earlier (36 pages)	Rs.1,000/-	Rs.2,000/-

4.	Replacement of Passport (36 pages) in lieu of lost, damaged or stolen passport	Rs.3,000/-	Rs.2,000/-
5.	Replacement of Passport (60 pages) in lieu of lost, damaged or stolen passport	Rs.3,500/-	Rs.2,000/-
6.	Police Clearance Certificate (PCC)	Rs.500/-	NA
7.	Replacement of Passport (36 pages) for deletion of ECR / Change in personal particulars (10 year validity)	Rs.1,500/- *	Rs.2,000/-
8.	Replacement of Passport (60 pages) for deletion of ECR / Change in personal particulars (10 year validity)	Rs.2,000/- *	Rs.2,000/-
9.	Replacement of Passport (36 pages) for deletion of ECR/ Change in personal particulars for Minors (below 18 years of Age), of 5 years validity or till the minor attains the age of 18 whichever is earlier.	Rs.1000/- *	Rs.2,000/-

*****: *Fresh passport booklet will be issued*

Note:

1. Tatkaal fee is to be paid in addition to the application fee mentioned above.

F. WHERE TO APPLY

You can submit the filled-in Passport Application Form at the following locations:

- Any Passport Seva Kendra (PSK)/ Mini Passport Seva Kendra (Mini PSK) within the jurisdiction of your Passport Office
- District Passport Cell (DPC) of your district
- Select Speed Post Centre(s) (SPC) in your district
- Citizen Service Centre (CSC) if any, in your area

Note:

1. While PSKs offer all kinds of passport services, only fresh passport applications are accepted at DPCs/ SPCs and CSCs.
2. In order to locate the application submission centre please visit our website www.passportindia.gov.in

G. SPECIMEN OF AFFIDAVITS / DECLARATONS

ANNEXURE 'A'

ALL CENTRAL GOVERNMENT EMPLOYEES, STATE GOVERNMENT EMPLOYEES, EMPLOYEES OF STATUTORY BODIES AND PUBLIC SECTOR UNDERTAKINGS, THEIR SPOUSE AND CHILDREN UPTO THE AGE OF 18 YEARS ARE REQUIRED TO PRODUCE AN IDENTITY CERTIFICATE (STRIKE OUT OPTIONS THAT ARE NOT APPLICABLE)

(To be given in Duplicate on Original Stationery)

Certified that Shri/Smt/Miss …… Son/Wife/Daughter of Shri ……, who is an Indian national, is a temporary/permanent employee of (office address) ……. from (date) ……. and is at present holding the post of …….. Shri/Smt./Miss/Mst. ……, who is also an Indian national, is/are a dependent family member(s) of Shri/Smt…….. and his/her identity is certified. This Ministry/Department/Organization has no objection to his/her acquiring Indian Passport. I, the undersigned, am duly authorized to sign this Identity Certificate. I have read the provisions of Section 6(2) of the Passports Act, 1967 and certify that these are not attracted in case of this applicant. I recommend issue of an Indian Passport to him/her. It is certified that this organization is a Central/State Government/Public Sector undertaking/Statutory body. The Identity Card Number of Shri/Smt/Miss (employee)……is……

Ref. No. & Date ……..

Name, Designation, address & Tel No.

Applicant's photo to be attested

Annexure- 'B'

SPECIMEN VERIFICATION CERTIFICATE (FOR PASSPORT UNDER TATKAAL ONLY)

(On official letter head of verifying authority)

Reference Number

Applicant's Photo

Verification Certificate

This is to certify that Sh./Smt./Kum. …… son/wife/daughter of ……. whose personal particulars are given below, has good moral character and reputation and that after having read the provisions of Section 6(2) of the Passports Act, 1967, I certify that these provisions are not attracted in case of this applicant and I, recommend issue of an Indian Passport to him/her. Applicant has been staying at his/her address continuously for the last one year.

Date of Birth ……..

Place of Birth ……..

Educational Qualification ……..

Profession (Govt./Private Service/Others) ……..

Permanent Address ……..

Present Address ……..

Office Seal

Place

Office Address with location

Date:

Signature ……

Full Name …….
Designation ……
I Card No. ……
(Enclose a photocopy of I Card)
Telephone No.
(O)……
(R)……
Mobile No……
Fax No……
E-mail Id……..

Notes:

1. The applicant's passport size photograph is also required to be affixed on the Verification Certificate and attested by the officer issuing the Verification Certificate with his/her signature and rubber stamp put in such a way that half the signature and stamp appear on the photograph and half on the certificate.
2. If the applicant has resided at more than one place during the last one year, then all previous addresses with the relevant dates should be mentioned.
3. This Verification Certificate may be got signed by any of the following:

(i) An Under Secretary/Deputy Secretary/Director/Joint Secretary/Add. Secretary/Special Secretary/Secretary/Cabinet Secretary to Government of India.
(ii) A Director/Joint Secretary/Additional Secretary/Special Secretary/Chief Secretary to a State Govt.
(iii) A Sub-Divisional Magistrate/First class Judicial Magistrate/Additional DM/District Magistrate of the district of residence of applicant.
(iv) A District Superintendent of Police, DIG/IG/DGP of the district of residence of applicant.
(v) A Major and above in the Army, Lt. Commander and above in the Navy and Sq. Leader and above in the Air Force.
(vi) The General Manager and above of a Public Sector Undertaking and the Reserve Bank of India.
(vii) All members of any All India Service or Central Service who are equivalent to or above the rank of an Under Secretary to the Government, i.e. drawing their pay in the level 11 and above of the pay matrix recommended by the 7th Central Pay Commission.
(viii) Resident Commissioners/Additional Resident Commissioners of all the State Governments based in Delhi.
(ix) Concerned Tehsildars or concerned SHOs for an applicant staying in the area under his/her jurisdiction.

4. Anyone who issues incorrect verification certificate may be prosecuted under section 12(2) of the Passports Act, 1967.
5. Section 6(2) of the Passports Act, 1967 –

"Subject to the other provisions of this Act, the passport authority shall refuse to issue a passport or travel document for visiting any foreign country under clause (C) sub-section 5 of any one or more of the following grounds, and on no other ground, namely:

(a) that the applicant is not a citizen of India.
(b) that the applicant may, or is likely to, engage outside India in activities prejudicial to the sovereignty and integrity of India.
(c) that the departure of the applicant from India may, or is likely to, be detrimental to the security of India.
(d) that the presence of the applicant outside India may, or is likely to, prejudice the friendly relations of India with any foreign country.
(e) that the applicant has, at any time during the period of five years immediately preceding the date of his application, been convicted by a court of India for any offence involving moral turpitude and sentenced in respect thereof imprisonment for not less than two years.
(f) that criminal proceedings in respect of an offence alleged to have been committed by the applicant are pending before a court in India.
(g) that a warrant or summons for the appearance, or a warrant for the arrest of the applicant has been issued by a court under any law for the time being in force or that an order prohibiting the departure from India of the applicant has been made by any such court.
(h) that the applicant has been repatriated and has not reimbursed the expenditure.
(i) that in the opinion of the Central Government the issue of passport or travel document to the applicant will not be in the public interest.

OR

SPECIMEN VERIFICATION CERTIFICATE (To be given by Chairmen of Apex Business Organizations to the Owners, Partners or Directors of the companies having membership of the concerned chambers) (Official letter head of verifying authority)
Reference Number

(Verification Certificate issuing officer should attest the photograph of the applicant with his/her signature and rubber stamp in such a way that half the signature and stamp appear on the photograph and half on the certificate.)

Applicants' Photo

Verification Certificate

This is to certify that Sh./Smt./Kum. …….. son/wife/daughter of ……. whose personal particulars are given below has good moral character and reputation and that after having read the provisions of Section 6(2) of the Passports Act, 1967, I certify that these provisions are not attracted in case of this applicant and I recommend issue of an Indian Passport to him/her. Applicant has been staying at his/her address continuously for the last one year.

Date of Birth ……
Place of Birth …….

Educational Qualification …….
Profession …….
Permanent Address …….
Present Address ……..

Office Seal

Place
Office Address with location
Date:

Signature ……
Full Name ……..
Designation ……
Name of the Chamber …….
Telephone No.(O)……
(R)……..…
Mobile No……
Fax No……..
E-mail Id……..

Notes:

1. The applicant's passport size photograph is also required to be affixed on the Verification Certificate and attested by the officer issuing the Verification Certificate with his/her signature and rubber stamp put in such a way that half the signature and stamp appear on the photograph and half on the certificate.
2. If the applicant has resided at more than one place during the last one year then all previous addresses with the relevant dates should be mentioned.
3. Anyone who issues incorrect verification certificate may be prosecuted under section 12(2) of the Passports Act, 1967.

ANNEXURE 'C'

SPECIMEN DECLARATION BY APPLICANT'S PARENT OR GUARDIAN FOR ISSUE OF PASSPORT TO MINOR WHEN ONE PARENT HAS NOT GIVEN CONSENT

(On plain paper)

I/We **……..** (name of the parent / guardian applying for passport) resident of …….solemnly declare and affirm as under :-

(I) That I/we am/are the mother/father/parents/guardians of …….(name of the minor child) who is minor and on whose behalf I/we have made an application for his/her passport.

(II) Signature/consent of Shri/Smt……..(name of the father/mother) who is the father/mother/parents of the child has not been obtained by me for the following one or more reasons:-

(a) The father/mother of the minor applicant is travelling abroad/is on sea/travelling in India and unable to file consent; or/and
(b) The father/mother is separated and no court case is pending before the court regarding divorce/marital dispute/custody of the child; or/and
(c) The father/mother has deserted and the whereabouts are not known; or/and
(d) There is an ongoing court case for divorce/custody of the minor child and the court has not given any order prohibiting the issue of passport without the consent of father/mother; or/and
(e) There is a court order for the custody of the minor child with a parent who is applying for the passport and consent of other parent (who has visitation rights) is not available or he/she is refusing to give consent/the other parent is not availing the visitation rights and his/her whereabouts are not known; or/and
(f) The parents are judicially separated and custody of the minor child has not been defined in the court's decree; or/and
(g) The father/mother of……..(name of minor child) has deserted me after the conception/delivery. That……(name of minor child) is exclusively under my care and custody since separation/delivery.

(III) That I/we only am/are taking care of ……(name of the minor child) and he/she is exclusively in my/our physical custody.

(IV) I/we also affirm that in the case of a court case arising due to issue of a passport to the minor child ……..(name of the minor child), I/we would be solely responsible for defending the case and not the Passport Issuing Authority.

Signature of the parent(s)/
Guardian(s) applying for the Passport

Place:

Date:

Name(s):……..
Aadhaar Card No……..…..; or
Voter ID Card No……; or
Passport no……..

ANNEXURE-'D'

SPECIMEN DECLARATION BY APPLICANT'S PARENT(S) OR GUARDIAN FOR ISSUE OF PASSPORT TO MINOR

(On plain paper)

I/we, ……..... resident of ……hereby affirm that the particulars given below are of ……(name of the child), son/daughter of Shri ……..and Smt …… of whom I/we am/are the parents /guardian.

Particulars of minor child

Name :

Date of birth :

Place of birth :

2. The minor child mentioned above is a citizen of India.
3. I/We undertake the entire responsibility for his/her expenses.
4. I/we solemnly declare that he /she has not lost, surrendered or been deprived of his/her citizenship of India and that the information given in respect of him/her in this application is true.
5. It is also certified that I/we am/are holding /not holding valid India passport(s).

Place:

Date

Signature of father	Signature of mother	Signature of legal guardian(s)
Passport No. .....; or	Passport No. ……..; or	Passport no……; or
Aadhaar Card No…....; or	Aadhaar Card No…....;or	Aadhaar Card No…....; or
Voter ID Card No…..…;	Voter ID Card No…..…	Voter ID Card No…..…

ANNEXURE 'E'

SPECIMEN DECLARATION OF THE APPLICANT ON A PLAIN PAPER

I, …… (name), son/ daughter/ wife of Shri …… residing at ……..
Date of Birth …… being an applicant for issue of passport, do hereby solemnly affirm and state the following:

1. That the names of my parents and spouse are as follows:
   (i) Father :
   (ii) Mother :
   (iii) Wife/Husband :
2. That I am a continuous resident at the above mentioned address from……
3. That I am a citizen of India by birth/descent/registration/naturalization and that I have neither acquired the citizenship of another country nor have surrendered or been terminated/ deprived of my citizenship of India.
4. That I have not, at any time during the period of five years immediately preceding the date of this declaration, been convicted by any court in India for any offence involving moral turpitude and sentenced in respect thereof to imprisonment for not less than two years.
5. That no proceedings in respect of any criminal offence alleged to have been committed by me are pending before any criminal court in India.
6. That no warrant or summons for my appearance, and no warrant for my arrest, has been issued by a court under any law for the time being in force, and that my departure from India has not been prohibited by order of any such court.
7. That I have never been repatriated from abroad back to India at the expense of Government of India/I was repatriated from abroad back to India at the expense of Government of India, but reimbursed expenditure incurred in connection with such repatriation.
8. That I will not engage in activities prejudicial to the sovereignty and integrity of India.
9. That my departure from India will not be detrimental to the security of India.
10. That my presence outside India will not prejudice the friendly relations of India with any foreign country.

Place:

Date:

(Signature of applicant)

ANNEXURE 'F'

SPECIMEN DECLARATION OF APPLICANT FOR OBTAINING A PASSPORT IN LIEU OF LOST/ DAMAGED PASSPORT

I…… S/o, D/o, W/o Shri…… residing at ……..solemnly affirm as follows:

1. State how and when the passport was lost/ damaged and when FIR was lodged at which Police Station and how many passports were lost/ damaged earlier?
2. State whether you travelled on the lost/ damaged passport, if so state flight number and date and port of entry into India?
3. State whether you availed of any TR concessions/FTs allowance and if so details thereof?
4. State whether non-resident Indian and if resident abroad, the details of the residence as follows:

S. No.	Name of the Country	Length of residence From…… to …….	Page Nos. of passport bearing departure and arrival stamps
1.			
2.			

3.			

5. State whether the Passport had any objection by the PIA and if so the details thereof.
6. State whether you were deported at any time at the expenses of the Government and if so was the expenditure incurred reimbursed to Government of India.

I further affirm that I will take utmost care of my passport if issued and the Government will be at liberty to take any legal action under the Passports Act, 1967, if the lapse is repeated.

Date: ……..

(Signature of applicant)

ANNEXURE 'G'

MINISTRY/DEPARTMENT/OFFICE OF

Applicant's Photo

No…….. dated…….

(No Objection Certificate issuing officer should attest the photograph of the applicant with his/her signature and rubber stamp in such a way that half the signature and stamp appear on the photograph and half on the certificate.)

NO-OBJECTION CERTIFICATE

Shri/Smt/Miss……s/o……,who is an Indian national, is employed in this office as……from……....till date. This Ministry/Department/Office has no objection to his/ her obtaining a passport.

(Signature of Controlling/Administrative authority)

Telephone/Fax/email……

Note:-

(a) The officer authorized to issue NOC should sign with name and stamp and must provide contact details for verification by Passport Authority.

(b) NOC will be valid for six months from date of issue.

ANNEXURE 'H'

PRIOR INTIMATION (PI) LETTER FROM THE GOVERNMENT/PSU/STATUTORY BODY EMPLOYEE TO HIS/HER ADMINISTRATIVE OFFICE FOR SUBMISSION OF PASSPORT APPLICATION FOR HIMSELF/HERSELF (ON PLAIN PAPER)

Place: …….....

Date: …….....

[To be addressed to the Controlling/Administrative Authority with full postal address] .....

.....

.....PIN: .....

Tel: …….....

Fax: .....

Email: .....

Subject: Prior Intimation for Submission of Passport Application.

Sir/Madam,

I hereby give prior intimation that I am applying for an ordinary Passport to Regional Passport Office, …….....

2. This is for your kind information and record.

Yours faithfully,

Signature: …….

Name: …….

Date of Birth: …….

Designation: ……..

Name of Office Where Working: ……..

……..

Name of Organisation: …….

……..

Address of Present Office: ……..

……..

……..

Residential Address: ……..

……..

……..

ANNEXURE 'I'

DECLARATION BY APPLICANT GENETIC PARENT(S) FOR ISSUE OF PASSPORT TO THE CHILD BORN THROUGH SURROGACY

(On Plain Paper)

I/we……..(name of the genetic parent(s) applying for passport of minor child) solemnly declare and affirm the following:

1. That I/We am/are the genetic mother/father/parents of ……. ……..(name of the minor child) who was born through surrogacy, and who is a minor and on whose behalf I/We have made an application for his/her passport.

2. That I/we only am/are taking care of ……. (name of the minor child) and he/she is exclusively in my/our physical custody since his/her birth.

3. I/We also affirm that in the case of any complaint or any litigation (civil/criminal) arising due to issue of a passport to ……..(name of the minor child) born through surrogacy, I/We shall be solely responsible for defending the case and not the Passport Issuing Authority.

Date:

Place:

Signature & Address of the Parent (s)/
Guardian(s) applying for the Passport