Mandatory Online Payment before Booking Appointment

Online Payment has been made mandatory for booking appointments at Passport Seva Kendra(s) under this Passport Office.
Online Payment can be made using any one of the following modes:

o Credit/Debit Card (MasterCard & Visa)

o Internet Banking (State Bank of India(SBI) and Associate Banks Only)

Applicants applying under Tatkaal need to pay only the fee **as applicable under Normal Category** while making Online Payment. The balance fee **as applicable for Tatkaal** will be payable in "Cash" at Passport Seva Kendra/ Passport Office, once Tatkaal application is accepted by Passport Officials.

To pay using Credit/Debit Card OR Internet Banking

Step 1. Click the "**Schedule Appointment**" link, select the appointment quota (i.e. Tatkaal Quota or Normal Quota (required only for Tatkaal ARN cases)), select the desired Passport Seva Kendra, and click the **Next>>** button.

Step 2. Click the **Pay and Book Appointment** button to redirect to State Bank of India's Multi Option Payment System (MOPS).

Step 3. Select the Mode of Payment (NET BANKING or CARD PAYMENTS), follow the instructions and make payment. Please do not click the Back button or refresh the page, as this may lead to failure of transaction.

Step 4. Once the payment is successful, an appointment will be booked automatically for the selected Passport Seva Kendra and the "Appointment Confirmation" screen of PSP Portal will be displayed.

Step 5. Take a printout of the Application (ARN) Receipt, and carry it along while visiting the Passport Seva Kendra on the given appointment date/time.

Online Payment will remain valid for one year from the first appointment date. The paid fee will be forfeited if applicants do not submit application at PSK within this period.

Reschedule/Cancel an Appointment
o Once an appointment at Passport Seva Kendra is confirmed, it can be rescheduled/ canceled only two times within a year of first appointment date.

o Applicants who have booked an appointment earlier (before introduction of the Online Payment facility) and want to reschedule it now, will also need to make online payment of indicated application fee to do so.

PAYMENT ONCE MADE FOR AVAILING PASSPORT SERVICES WILL NOT BE REFUNDED.