

**BEWARE:** Under the present PASSPORT SEVA PROJECT, no role has been envisaged for the travel agents in the Passport application and related processes. Applicants are hereby cautioned not believe in any agent/tout who claims to be an authorized person of Passport application process. Besides, [www.passportindia.gov.in](http://www.passportindia.gov.in) is the only official website for Passport application processing and its related information.

### **SPECIFIC ADVISORY**

- Applicants not residing under the jurisdiction of RPO Visakhapatnam are advised not to apply for passports to RPO Visakhapatnam. Many applicants suppress their present address details, where they are residing/working, and apply under RPO Vizag which when later revealed by Police may lead to rejection of applications besides imposition of heavy penalty extending uptoRs. 5000/-.
- Students, pursuing fulltime school/intermediate/degree courses, who apply under RPO Vizag at their Parents' address are required to fill their study address details in the application form. Those who are unable to fill the data may please give the details at A-Counters for filling the same in their application form. Failure to furnish the study address particulars will lead to penalty of Rs. 500/-.
- Police Clearance Certificate (PCC) applicants can refer to the required documentation [here](#).
- Government/PSU employees submitting Prior Intimation Letter (Annexure N) may note that Prior Intimation Letter shall invariably be addressed to their Controlling/Administrative Authority with full details. In general, the Controlling/Administrative authority is a very senior ranked person in the Department/Organisation who is empowered to issue a No Objection Certificate to his/her employees for obtaining Indian Passport.

The copy of Annexure N submitted to this office shall carry initials of either the controlling authority as a token of acknowledgement of the receipt of the letter or of immediate reporting authority of the employee forwarding the letter to the controlling authority for information.

- Applicants submitting Annexure-A need to affix their photograph on the affidavit and notary needs to attest the photo and put his seal also.
- RPO, Visakhapatnam has been receiving may fake open school certificates from various board/university and also noticed that some of the Boards/University are resorting to unethical practices by issuing fake certificate. Hence the matter has been referred to Ministry who in turn has sought clarification from the HRD Ministry. Till such time clarification is received, acceptance of open school certificate is put on abeyance.