

ADVISORY

Special Passport Services to residents of the flood affected districts covered under the Regional Passport Office Chennai.

Government of India has announced a special scheme for prompt re-issue of passports to the residents of the districts covered by the Regional Passport Office, Chennai whose passports got lost/damaged due to floods.

2. Taking into account the queries raised by various applicants, the following procedure may be followed by applicants for prompt reissue of passports.

CATEGORY OF PASSPORT DAMAGED/LOST	PROCEDURE TO BE FOLLOWED	DOCUMENTS REQUIRED
Passport issued by RPO Chennai	<u>In case of damage:</u> 1. Online registration is required 2. Passport fee of Rs. 3000/- is waived.	1. Damaged passport 2. If there is any change in personal particulars or change in address documents for change in address & particulars to be furnished.
	<u>In case of loss:</u> 1. Online registration is required. 2. Passport fee of Rs. 3000/- is waived.	1. Complaint certificate or original FIR from police department. 2. If there is any change in address and personal particulars required documents to be furnished.
Passport issued by other RPO's and the applicants are currently residing at Chennai.	<u>In case of damage:</u> 1. Online registration is required . 2. Passport fee of Rs. 3000/- is waived.	1. Documents for current address to be furnished. 2. Damaged passport
	<u>In case of loss:</u> 1. Online registration is required. 2. Passport fee of Rs. 3000/- is waived	1. Documents for current address and 2. Complaint certificate or original FIR from police department to be furnished

Passport issued by Missions	<u>In case of loss:</u> 1. Online registration is required. 2. Passport fee of Rs. 3000/- is waived	1. Documents for current address and 2. Complaint certificate or original FIR from police department to be furnished
	<u>In case of damage</u> 1. Online registration is required 2. Passport fee of Rs. 3000/- is waived	No documentation is required
Passport due to expire within 1 year	<u>In case of loss/damage</u> 1. Online registration is required 2. Fee of Rs. 1500/- is payable 3. Loss/ Damage fee of Rs. 1500/- is waived.	Normal procedure for reissue in lieu of lost/damaged to be followed.
Passport already expired	<u>In case of Damage/loss:</u> 1. Online registration is required. 2. Passport fee of Rs. 1500/- is payable	Normal procedure for reissue of passport in lieu of lost/damage to be followed.
Passports issued by other RPOs and the applicants are not normal residents of flood affected districts	1. To register applications online and approach respective Passport Offices 2. Full fee in respect of damaged/lost passports payable	1. In lost cases, FIRs/Stamped receipts of police complaints to be furnished. 2. Normal documents for reissue of passport in lieu of loss/damage to be furnished

2. Wherever online registration is required applicants can visit any of the PSK's as walk-in along with ARN and required documents on any working day between 10.00a.m. and 03.30 p.m. without the need of online appointment.

3. **The above scheme will be valid for two months from 08th December 2015 to 7th February 2016.**

4. For more information and in case of any difficulty the general public may contact : **044-28525554 / 044-28513640/044-28513638**
