

# THE PASSPORTS RULES, 1980<sup>1</sup>

In exercise of the powers conferred by section 24 of the Passports Act, 1967 (15 of 1967), the Central Government hereby makes the following rules, namely:—

1. **Short title and commencement.**—(1) These rules may be called the Passports Rules, 1980.

(2) They shall come into force from the date<sup>2</sup> of their publication in the Official Gazette.

2. **Definitions.**—In these Rules, unless the context otherwise requires,—

- (a) "Act" means the Passports Act, 1967 (15 of 1967);
- (b) "Form" means a Form set out in Schedule III;
- (c) "miscellaneous service", in relation to a passport or travel document includes—
  - (i) varying the entries in a passport or travel document;
  - (ii) making additional endorsement on a passport or travel document in respect of foreign countries;
  - <sup>3</sup>[(iii) issuing a fresh passport booklet when the pages in the booklet held are almost exhausted; or]
  - (iv) any other service in respect of a passport or travel document which the holder thereof may require;
- (d) "Schedule" means a Schedule appended to these Rules;
- (e) "section" means a section of the Act.

3. **Passport authorities.**—(1) In addition to the Central Government, the officers specified in column (2) of Schedule I shall, subject in the provisions of sub-rule (2), be the passport authorities for all purposes of the Act and these Rules.

(2) An officer referred to in column (2) of Schedule 1 shall, for the purpose of issue of a passport or travel document, exercise jurisdiction in respect of applications for such issue made by persons ordinarily residing in the territories specified in the corresponding entries in column 3 of the said Schedule:

<sup>4</sup>[Provided that in exceptional and urgent cases the said officer may entertain an application for the issue of a passport or travel document from a person not

1. *Vide* G.S.R. 691 (E), dated 11th December, 1980, published in the Gazette of India, Extra., Pt. II, Sec. 3(i), dated 11th December, 1980 and as amended in recent past, *vide* G.S.R. 235(E), dated 28-3-2002 G.S.R. 103(E), dated 22-2-2008.
- G.S.R. 417(E), dated 29-5-2002 G.S.R. 850(E), dated 11-12-2008.
- G.S.R. 718(E), dated 28-10-2004 G.S.R. 390(E), dated 4-6-2009.
- G.S.R. 674(E), dated 27-10-2006 G.S.R. 93, dated 26-6-2009.
- G.S.R. 768(E), dated 23-12-2006 G.S.R. 372(E), dated 27-4-2010.
- G.S.R. 396(E), dated 25-5-2007 G.S.R. 675(E), dated 26-6-2010.
- G.S.R. 526(E), dated 2-8-2007 G.S.R. 633(E), dated 23-8-2011.
- G.S.R. 43(E), dated 22-1-2008.

2. Came into force on 11-12-1980.

3. Subs. by G.S.R. 491 (E), dated 28th August, 1997 (w.e.f. 28-8-1997).

4. Subs. by G.S.R. 633(E), dated 23rd August, 2011, for first and second proviso (w.e.f. 23-8-2011). The first and second proviso, before substitution, stood as under:

"Provided that in exceptional and urgent cases the said officer may entertain an application for the issue of a passport or travel document from a person ordinarily residing in any other territory in India and may issue a passport or travel document to such person for a period not exceeding twelve months and transfer the application to the passport authority having jurisdiction in the territory wherein such person ordinarily resides:

Provided further that no such transfer of application for passport under the preceding proviso shall be made if the applicant has migrated from the territory where he was originally resident with the intention of settling down in the territory within the jurisdiction of the passport authority which issued the passport under the preceding proviso."

ordinarily residing within his jurisdiction and may issue a passport or travel document to such a person for a period not exceeding twenty-four months.]

4. **Classes of persons to whom the different classes of passports and travel documents may be issued.**—The classes of persons to whom the classes of passports or travel documents referred to respectively in sub-section (1) and sub-section (2) of section 4 may be issued, shall be as specified respectively in Part I or Part II, as the case may be, of Schedule II.

5. **Form of applications.**—<sup>5</sup>[(1)] An application for the issue of a passport or travel document or for the renewal thereof or for any miscellaneous service shall be made in the appropriate Form set out therefore in Part I of Schedule III and in accordance with the procedure and instructions set out in such form:

<sup>2</sup>[Provided that every application for any of the aforesaid purposes shall be made only in the form printed and supplied by—

(a) the Central Government; or

<sup>3</sup>[(b)] Any other person whom the Central Government may by notification specify, subject to the condition that such person complies with the conditions specified by that Government in this behalf:

Provided further that] in the course of any inquiry under sub-section (2) of section 5, a passport authority may require an applicant to furnish such additional information, documents or certificates, as may be considered necessary by such authority for the proper disposal of the application.

<sup>4</sup>[(2) The price of the new application forms referred to in sub-rule (1) shall be as specified in column 3 or 4, as the case may be, of Schedule III A for that particular category:

<sup>5</sup>[\*\*\*]

<sup>6</sup>[(3) The Passport Authority may authorise any person or authority to collect passport applications on its behalf for issue of a passport or travel document or for the renewal thereof or for any miscellaneous service on payment of a service charge specified by the Central Government under sub-rule (2) of rule 8 in addition to the fee payable under sub-rule (1) of rule 8 and the service charge shall be paid by the applicant to such person or authority.]

<sup>7</sup>[\*\*\*]

7. **Named foreign country.**—Each of the following countries shall be a named foreign country for the purposes of the *Explanation* to sub-section (1) of section 5, namely:—

- (i) Bangladesh; and
- (ii) Sri Lanka.

<sup>8</sup>[(iii) Saudi Arabia]

1. Rule 5 re-numbered as sub-rule (1) thereof by G.S.R. 100(E), dated 4th March, 1991 (w.e.f. 4-3-1991).
2. Subs. by G.S.R. 100(E), dated 4th March, 1991 (w.e.f. 4-3-1991).
3. Clause (b) omitted and clause (c) re-numbered as clause (b) by G.S.R. 721 (E), dated 7th August, 1992, (w.e.f. 17-8-1992).
4. Ins. by G.S.R. 100(E), dated 4th March, 1991 (w.e.f. 4-3-1991).
5. Proviso omitted by G.S.R. 516 (E), dated 13th July, 1999 (w.e.f. 13-7-1999). Also see G.S.R. 485(E), dated 23rd May, 2000 (w.e.f. 1-8-2000). Ed. Proviso to sub-rule (2) has already been omitted by G.S.R. 516 (E), dated 13th July, 1999. It is not clear as to why it has again been omitted by G.S.R. 485 (E), dated 23rd May, 2000.
6. Ins. by G.S.R. 529 (E), dated 8th June, 2000 (w.e.f. 8-6-2000).
7. Rule 6 omitted by G.S.R. 860 (E), dated 1st November, 1985 (w.e.f. 1-11-1985).
8. Ins. by G.S.R. 390(E), dated 4th June, 2009 (w.e.f. 5-6-2009).

**8. Fee payable on applications.**—<sup>1</sup>[(1) The fee payable on every application mentioned in column (2) of Schedule IV shall be at the rates specified in the corresponding entry in <sup>2</sup>[column (3), 4 or (5), as the case may be], of that Schedule.

<sup>3</sup>[(2) The Central Government may specify service charge payable by the applicant to the person or authority for collection of passport applications under sub-rule (3) of rule 5.]

**4[9. Collection of fees.]**—(1) All fees payable in respect of applications under sub-rule (1) of rule 8 be remitted by demand draft drawn in favour of the passport authority or paid in cash at the counter of the passport authority concerned stating in the receipt the particulars in respect of which such fees have been remitted or paid.

(2) The service charge payable under sub-rule (2) of rule 8 shall be paid to the person or the authority referred to in sub-rule (3) of rule 5.]

**10. Refund of fees.**—Fees shall be refunded if applied for within one year from the date of payment thereof in the following cases:—

- (i) if after paying the fee, a person does not submit the application for issue of passport or travel document or for any service on a passport or travel document already held by him, as the case may be;
- (ii) if the fee paid is in excess of the prescribed fee; and
- (iii) if the fee paid is for a service for which no fee has been prescribed.

**11. Forms of passport or travel document.**—A passport or travel document issued under the Act shall be in the appropriate form set out in Part III of Schedule III:

<sup>5</sup>[Provided that with effect from the date after commencement of the Passport (2nd Amendment) Rules 1992 the forms of diplomatic, official and India-Sri Lanka passports shall be as specified in Form P-1A, Form P-2A and Form P-7A respectively, of Part III of Schedule III.]

**12. Duration of passports or travel documents.**—<sup>6</sup>[(1) An ordinary passport for persons other than children below the age of 15 years, containing thirty-six pages or sixty pages shall be in force for a period of 10 years <sup>7</sup>[\*\*\*], from the date of its issue.

(1A) An ordinary passport for a child below the age of 15 years, containing thirty-six pages shall be in force for a period of 5 years from the date of its issue or until the child attains the age of 15 years, whichever is earlier.]

(2) An India-Bangladesh passport shall continue in force for a period of three years from the date of its issue.

1. Rule 8 renumbered as sub-rule (1) thereof by G.S.R. 529(E), dated 8th June, 2000 (w.e.f. 8-6-2000).

2. Subs. by G.S.R. 633(E), dated 23rd August, 2011, for "column (3) or column (4), as the case may be" (w.e.f. 22-8-2011). Earlier it was substituted by G.S.R. 860(E), dated 1st November, 1985 (w.e.f. 1-11-1985).

3. Ins. by G.S.R. 529 (E), dated 8th June, 2000 (w.e.f. 8-6-2000).

4. Subs. by G.S.R. 529 (E), dated 8th June, 2000 (w.e.f. 8-6-2000).

5. Ins. by G.S.R. 684 (E), dated 15th June, 1992 (w.e.f. 23-7-1992).

6. Subs. by G.S.R. 605 (E), dated 5th October, 1998 (w.e.f. 8-10-1998).

7. The words "or 20 years as the case may be" omitted by G.S.R. 633(E), dated 23rd August, 2011 (w.e.f. 23-8-2011).

(3) An India-Sri Lanka passport shall continue in force for a period of four years from the date of its issue.

(4) An emergency certificate shall continue in force for a period of <sup>1</sup>[three months] from the date of its issue.

<sup>2</sup>[(5) A certificate of identity shall continue in force for a period of ten years from the date of its issue.]

(6) A diplomatic and an official passport shall continue in force for a period to be decided in each case by the Central Government or the passport authority which issues the passport:

Provided that the total life of a diplomatic or an official passport shall be ten years from the date of its issue.

<sup>3</sup>[(7) The passport for Haj pilgrims shall be valid for a period of eight months from the date of issue.]

**13. Issue of additional passport or travel document in special circumstances.**—A person holding a passport or travel document shall not be entitled to another passport or travel document unless he surrenders to the passport authority the passport or travel document already held by him:

Provided that separate passports or travel documents may be issued to the same person in respect of different countries if it is necessary so to do for facilitating his visits to such countries.

**14. Appellate authorities.**—For the purpose of the Act and these Rules, the appellate authority to whom an appeal shall lie from an order specified in column (1) of the Table below shall be that specified in the corresponding entry of column (2) thereof and every such appeal shall be filed within thirty days from the date on which the order sought to be appealed against is communicated to the appellant.

TABLE

Orders appealed against	Appellate authority
(1)	(2)
1. An order of the passport authority, other than the Central Government, under— (i) clause (b) or clause (c) of sub-section (2) of section 5; or (ii) clause (b) of the proviso to section 7; or (iii) sub-section (1) or sub-section (3) of section 10.	The Chief Passport Officer, Ministry of External Affairs, New Delhi.
2. An order under sub-section (6) of section 10 of the authority to whom passport Delhi, authority is subordinate.	Additional Secretary or Secretary, Ministry of External Affairs, New Delhi.

**15. Fee payable in respect of appeal.**—Every petition for appeal shall be accompanied by a fee of twenty-five rupees which shall be paid in cash at the treasury and a copy of the received challan shall be enclosed with such petition.

1. Subs. by G.S.R. 633(E), dated 23rd August, 2011, for "six months" (w.e.f. 23-8-2011).

2. Subs. by G.S.R. 527 (E), dated 9th July, 2001 (w.e.f. 13-7-2001).

3. Ins. by G.S.R. 390(E), dated 4th June, 2009 (w.e.f. 5-6-2009).

**16. Procedure to be followed by appellate authority.**—On receipt of an appeal, the appellate authority may call for the records of the case from the authority which passed the order appealed against and after giving the appellant a reasonable opportunity of representing his case, pass final order.

**17. Authority and Form for special endorsement under section 19.**—(1) The authority for the purposes of section 19 shall be the passport authority.

(2) Every special endorsement referred to in section 19 shall be in the following Form, namely:—

**FORM**

This passport is hereby made valid under section 19 of the Passports Act, 1967 (15 of 1967), for travel through, or visiting,..... for a maximum period of..... days/months from the date of this endorsement.

**18. Inspection of passport or travel document.**—The authorities for the purposes of clause (c) of sub-section (1) of section 12 shall be—

- (i) any passport authority;
- (ii) any officer of Police not below the rank of a Sub-Inspector; and
- (iii) any officer of Customs empowered by general or special order of Central Government in this behalf.

**19. The conditions of a passport or travel document.**—The conditions subject to which a passport or travel document shall be issued or renewed shall be as set out in Schedule V.

**20. Repeal.**—The Passports Rules, 1967 are hereby repealed:

Provided that such repeal shall not affect the previous operation of the said Rules or anything duly done or suffered, or any right, privilege, obligation or liability acquired, accepted or incurred, thereunder.

**SCHEDULE I**

(See rule 3)

Sl. No.	Passport authorities	Jurisdiction
(1)	(2)	(3)
1[1. (a) Regional Passport Officer, Ahmedabad, (Regional Passport Office, Ahmedabad).	The State of Gujarat and the Union Territory of Diu.	
(b) Assistant Passport Officer, Ahmedabad, (Regional Passport Office, Ahmedabad).	-do-	
(c) Public Relations Officer, Ahmedabad, (Regional Passport Office, Ahmedabad).	-do-	
(d) Superintendent, Ahmedabad, (Regional Passport Office, Ahmedabad).	-do-	

1. Subs. by G.S.R. 84(E), dated 11th February, 1988, for Serial No. 1 (w.e.f. 11-2-1988).

(1)	(2)	(3)
1[2. (a) Regional Passport Officer, Calcutta, (Regional Passport Office, Calcutta).	The States of West Bengal, Tripura and Sikkim.	
(b) Assistant Passport Officer, Calcutta, (Regional Passport Office, Calcutta).	-do-	
(c) Public Relations Officer, Calcutta, (Regional Passport Office, Calcutta).	-do-	
(d) Superintendent, Calcutta, (Regional Passport Office, Calcutta).	-do-]	
2[3. (a) Regional Passport Officer, (Regional Passport Office, Delhi).	Delhi and the districts of Gurgaon, Faridabad, Sonepat, Jhajjar, Rohtak, Mahendergarh and Rewari in the State of Haryana.	
(b) Assistant Passport Officer, (Regional Passport Office, Delhi).	-do-	
(c) Public Relation Officer, (Regional Passport Office, Delhi).	-do-	
(d) Superintendent, (Regional Passport Office, Delhi).	-do-]	
3[4.(i) (a) Passport Officer (Passport Office, Chandigarh)	The districts of Bhatinda, Ludhiana, Fategarh Sahib, Patiala, Moga, Mansa, Sangrur and Ropar in the State of Punjab, the districts of Ambala, Bhiwani, Hissar, Jind, Karnal, Sirsa, Kaithal, Rewari, Kurukshetra, Mohindergarh, Panipat, Yamunanagar, Panchkula and Fatehabad in the State of Haryana and Union Territory of Chandigarh.	
(b) Deputy Passport Officer, (Passport Office, Chandigarh)	-do-	
(c) Assistant Passport Officer, (Passport Office, Chandigarh)	-do-	
(d) Superintendent, (Passport Office, Chandigarh)	-do-	
4.(ii) (a) Passport Officer (Passport Office, Amritsar)	Ferozepur, Faridkot, Muktsar, Amritsar, Gurdaspur, Tarn Taran	
(b) Deputy Passport Officer (Passport Office, Amritsar)	-do-	
(c) Assistant Passport Officer (Passport Office, Amritsar)	-do-	
(d) Superintendent (Passport Office, Amritsar)	-do-	
1. Subs. by G.S.R. 1155(E), dated 21st November, 1988, for Serial No. 2 (w.e.f. 8-12-1988).		
2. Subs. by G.S.R. 718(E), dated 28th September, 2004, for Serial No. 3 (w.e.f. 29-10-2004). Earlier Serial No. 3 was substituted by G.S.R. 576(E), dated 27th July, 2001 (w.e.f. 2-8-2001), by G.S.R. 833(E), dated 2nd December, 1994 (w.e.f. 2-12-1994) and by G.S.R. 1155(E), dated 21st November, 1988 (w.e.f. 8-12-1988).		
3. Subs. by G.S.R. 850(E), dated 11th December, 2008, for Serial No. 4 (w.e.f. 11-12-2008). Earlier Serial No. 4 was substituted by G.S.R. 526(E), dated 2nd August, 2007 (w.e.f. 2-8-2007).		

(1)	(2)	(3)
4.(iii) (a) Passport Officer, (Passport Office, Shimla)	All districts of the State of Himachal Pradesh	
(b) Deputy Passport Officer (Passport Office, Shimla)	-do-	
(c) Assistant Passport Officer (Passport Office, Shimla)	-do-	
(d) Superintendent (Passport Office, Shimla)	-do-]	
<sup>1</sup> [5.(i) (a) Passport Officer (Passport Office, Chennai)	The districts of Chennai, Chingelput (E), Kanchipuram, Vellore, Thiruvanurulai, Cuddalore, Villupuram, Dharmapuri, Karaikkal, Thiruvalur of the State of Tamil Nadu and Union territory of Pondicherry.	
(b) Deputy Passport Officer, (Passport Office, Chennai)	-do-	
(c) Assistant Passport Officer, (Passport Office, Chennai)	-do-	
(d) Superintendent, (Passport Office, Chennai)	-do-	
5.(ii) (a) Passport Officer (Passport Office, Coimbatore)	Coimbatore, Salem, Erode, Nammakkal, Nilgiris	
(b) Deputy Passport Officer (Passport Office, Coimbatore)	-do-	
(c) Assistant Passport Officer (Passport Office, Coimbatore)	-do-	
(d) Superintendent (Passport Office, Coimbatore)	-do-]	
<sup>2</sup> [6.(i) (a) Regional Passport Officer, (Regional Passport Office, Cochin)	The districts of Alappuzha, Kottayam, Idukki, Thrissur, Ernakulam of the State of Kerala and Union territory of Lakshadweep.	
(b) Assistant Passport Officer, (Regional Passport Office, Cochin)	-do-	
(c) Public Relation Officer, (Regional Passport Office, Cochin)	-do-	
(d) Superintendent, (Regional Passport Office, Cochin)	-do-]	
<sup>3</sup> [6.(ii)(a) Passport Officer, Passport Office, Kozhikode	The districts of Wayanad, Kozhikode, Kannaur and Kasargod of the State of Kerala.	

- Subs. by G.S.R. 850(E), dated 11th December, 2008, for Serial No. 5 (w.e.f. 11-12-2008). Earlier Serial No. 5 was substituted by G.S.R. 576(E), dated 27th July, 2001 (w.e.f. 2-8-2001).
- Subs. by G.S.R. 576(E), dated 27th July, 2001, for Serial No. 6(i) (w.e.f. 2-8-2001). Earlier Serial No. 6(i) was substituted by G.S.R. 111(E), dated 22nd January, 1992 (w.e.f. 19-2-1992) and by G.S.R. 1155(E), dated 21st November, 1988 (w.e.f. 8-12-1988).
- Subs. by G.S.R. 674(E), dated 27th October, 2006, for Serial No. 6(ii) (w.e.f. 27-10-2006). Earlier Serial No. 6(ii) was substituted by G.S.R. 576(E), dated 27th July, 2001 (w.e.f. 2-8-2001).

(1)	(2)	(3)
(b) Assistant Passport Officer, (Passport Office, Kozhikode)		-do-
(c) Public Relations Officer, (Passport Office, Kozhikode)		-do-
(d) Superintendent, (Passport Office, Kozhikode)		-do-
6.(iii)(a) Passport Officer, Passport Office, Malappuram	The districts of Malappuram and Palakkad in the State of Kerala.	
(b) Public Relations Officer, (Passport Office, Malappuram)	-do-	
(c) Superintendent, (Passport Office, Malappuram)	-do-]	
<sup>1</sup> [7.(A)(a) Regional Passport Officer, (Regional Passport Office, Mumbai)	The Union territory of Dadra and Nagar Haveli and Daman and the districts of Mumbai, Ratnagiri, Sindhudurg, Aurangabad and Beed of the State of Maharashtra.	
(b) Assistant Passport Officer, (Regional Passport Office, Mumbai)	-do-	
(c) Public Relation Officer, (Regional Passport Office, Mumbai)	-do-	
(d) Superintendent, (Regional Passport Office, Mumbai)	-do-	
7.(B) (a) Passport Officer, (Passport Office, Nagpur)	The districts of Amravati, Akola, Bhandara, Buldhana, Chandrapur, Latur, Hingoli, Gadchiroli, Gondia, Jalna, Nagpur (Urban), Nagpur (Rural), Nanded, Osmanabad, Parbhani, Walsi, Waytha, Yavatmal of the State of Maharashtra and Bhilai Steel Plant.	
(b) Assistant Passport Officer, (Passport Office, Nagpur)	-do-	
(c) Public Relation Officer, (Passport Office, Nagpur)	-do-	
(d) Superintendent, (Passport Office, Nagpur)	-do-]	
<sup>2</sup> [8.(i) (a) Passport Officer, Lucknow Office, Lucknow.]	The State of Uttar Pradesh (excluding the districts of Pilibhit, Shahjahanpur, Mainpuri, Agra, Mathura, Aligarh, Etah, Bulandshahr, Budaun, Bareilly, Rampur, Meerut, Ghaziabad, Moradabad, Nainital, Bijnor, Muzaffarnagar, Saharanpur, Garhwal, Almora, Pithoragarh, Chamoli, Tehri-Carhwal, Dehradun and Uttar-kashi).	
1. Subs. by G.S.R. 576(E), dated 27th July, 2001, for Serial No. 7 (w.e.f. 2-8-2001). Earlier Serial No. 7 was substituted by G.S.R. 586(E), dated 21st June, 1991 (w.e.f. 16-9-1991).		
2. Subs. by G.S.R. 494(E), dated 16th June, 1983, for Serial No. 8 (w.e.f. 17-6-1983).		

(1)	(2)	(3)
(b) Assistant Passport Officer, Lucknow (Passport Office, Lucknow).	-do-	
(c) Public Relations Officer, Lucknow (Passport Office, Lucknow).	-do-	
(d) Superintendent, Lucknow (Passport Office, Lucknow).	-do-	
<sup>1</sup> [8.(ii) (a) Passport Officer (Passport Office, Bareilly)	The districts of Bareilly, Budaun, Etah, Bijnor, Moradabad, Rampur Pilibhit, Shahjahanpur, Mainpuri, Firozabad and Jyotiba Phule Nagar in the State of Uttar Pradesh.	
(b) Deputy Passport Officer (Passport Office, Bareilly)	-do-	
(c) Assistant Passport Officer (Passport Office, Bareilly)	-do-	
(d) Superintendent (Passport Office, Bareilly)	-do-	
8.(iii) (a) Passport Officer, (Passport Office, Dehradun)	All districts of the State of Uttarakhand.	
(b) Deputy Passport Officer (Passport Office, Dehradun)	-do-	
(c) Assistant Passport Officer (Passport Office, Dehradun)	-do-	
(d) Superintendent (Passport Office, Dehradun)	-do-]	
<sup>2</sup> [9. (a) Passport Officer, (Passport Office, Hyderabad).	The districts of Adilabad, Nizamabad, Medak, Karimnagar, Warangal, Khammam, Ranga Reddy, Hyderabad, Kurnool, Mahabubnagar, Guntur, Krishna, Parkasam, Ananthapur, Nellore, Nalgonda, Cuddapah, Chittor, Secunderabad in the State of Andhra Pradesh.	
(b) Assistant Passport Officer, (Passport Office, Hyderabad).	The districts of Adilabad, Nizamabad, Medak, Karimnagar, Warangal, Khammam, Ranga Reddy, Hyderabad, Kurnool, Mahabubnagar, Guntur, Krishna, Parkasam, Ananthapur, Nellore, Nalgonda, Cuddapah, Chittor, Secunderabad in the State of Andhra Pradesh.	
(c) Public Relations Officer, (Passport Office, Hyderabad).	-do-	

1. Subs. by G.S.R. 850(E), dated 11th December, 2008, for Serial No. 8(ii) (w.e.f. 11-12-2008). Earlier Serial No. 8(ii) was substituted by G.S.R. 576(E), dated 27th July, 2001 (w.e.f. 2-8-2001).  
 2. Subs. by G.S.R. 576(E), dated 27th July, 2001, for Serial No. 9 (w.e.f. 2-8-2001).

(1)	(2)	(3)
(d) Superintendent, (Passport Office, Hyderabad).	-do-]	
10. (a) Passport Officer, Bangalore (Passport Office, Bangalore).		The State of Karnataka.
(b) Assistant Passport Officer, Bangalore (Passport Office, Bangalore).	-do-	
(c) Public Relations Officer, Bangalore (Passport Office, Bangalore).	-do-	
(d) Superintendent, Bangalore, (Passport Office, Bangalore).	-do-	
11. (a) Passport Officer, Jaipur, (Passport Office, Jaipur).		The State of Rajasthan.
(b) Assistant Passport Officer, Jaipur (Passport Office, Jaipur).	-do-	
(c) Public Relations Officer, Jaipur (Passport Office, Jaipur).	-do-	
(d) Superintendent, Jaipur (Passport Office, Jaipur).	-do-	
<sup>1</sup> [12. (a) Passport Officer, (Passport Office, Bhopal).	All Districts of the State of the Madhya Pradesh.	
(b) Deputy Passport Officer, (Passport Office, Bhopal).	-do-	
(c) Assistant Passport Officer, (Passport Office, Bhopal).	-do-	
(d) Superintendent (Passport Office, Bhopal).	-do-	
(e) Passport Officer (Passport Office, Raipur).		All Districts of the State of Chhattisgarh.
(f) Assistant Passport Officer (Passport Office, Raipur).	-do-	
(g) Superintendent (Passport Office, Raipur).	-do-]	
13. (a) Passport Officer, Bhubaneshwar (Passport Office, Bhubaneshwar).		The State of Orissa.
(b) Assistant Passport Officer, Bhubaneshwar. (Passport Office, Bhubaneshwar).	-do-	
(c) Public Relations Officer, Bhubaneshwar (Passport Office, Bhubaneshwar).		The State of Orissa.
(d) Superintendent, Bhubaneshwar (Passport Office, Bhubaneshwar).	-do-	
<sup>2</sup> [14. (a) Passport Officer, (Passport Office, Patna).	The States of Bihar and Jharkhand.	

1. Subs. by G.S.R. 43(E), dated 22nd January, 2008 , for Serial No. 12 (w.e.f. 22-1-2008). Earlier Serial No. 12 was substituted by G.S.R. 576(E), dated 27th July, 2001 (w.e.f. 2-8-2001).  
 2. Subs. by G.S.R. 576(E), dated 27th July, 2001, for Serial No. 14 (w.e.f. 2-8-2001).

(1)	(2)	(3)
(b) Assistant Passport Officer, (Passport Office, Patna).	-do-	
(c) Public Relation Officer, (Passport Office, Patna).	-do-	
(d) Superintendent, (Passport Office, Patna).	-do-]	
<sup>1</sup> [15. (a) Regional Passport Officer, Guwahati, (Regional Passport Office, Guwahati).]	The States of Arunachal Pradesh, Assam, Manipur, Mizoram, Meghalaya and Nagaland.	
(b) Assistant Passport Officer, Guwahati (Regional Passport Office, Guwahati).	-do-	
(c) Public Relations Officer, Guwahati (Regional Passport Office, Guwahati).	-do-	
(d) Superintendent, Guwahati (Regional Passport Office, Guwahati).	-do-]	
<sup>2</sup> [16. (a) Passport Officer, (Passport Office, Jammu).	The districts of Jammu, Poonch, Kathua, Doda, Rajouri, Udhampur in the State of Jammu and Kashmir.	
(b) Assistant Passport Officer, (Passport Office, Jammu).	-do-	
(c) Public Relation Officer, (Passport Office, Jammu).	-do-	
(d) Superintendent, (Passport Office, Jammu).	-do-]	
17. (a) Passport Officer, Panaji, (Passport Office, Panaji).	The State of Goa	
(b) Assistant Passport Officer, Panaji (Passport Office, Panaji).	-do-	
(c) Public Relations Officer, Panaji (Passport Office, Panaji).	-do-	
(d) Superintendent, Panaji (Passport Office, Panaji).	-do-	

1. Subs. by G.S.R. 1155(E), dated 21st November, 1988, for Serial No. 15 (w.e.f. 8-12-1988).

2. Subs. by G.S.R. 576(E), dated 27th July, 2001, for Serial No. 16 (w.e.f. 2-8-2001). Earlier Serial No. 16 was substituted by G.S.R. 833(E), dated 2nd December, 1994 (w.e.f. 2-12-1994).

(1)	(2)	(3)
<sup>1</sup> [18. (a) Passport Officer, (Passport Office, Jalandhar)	The districts of Jalandhar, Kapurthala, Nawanshahar, Hoshiarpur in the State of Punjab.	
(b) Deputy Passport Officer, (Passport Office, Jalandhar)	-do-	
(c) Assistant Passport Officer, (Passport Office, Jalandhar)	-do-	
(d) Superintendent, (Passport Office, Jalandhar)	-do-]	
<sup>2</sup> [19. (a) Passport Officer, (Passport Office, Ghaziabad)	The districts of Agra, Mathura, Aligarh, Bulandshahar Meerut, Muzaffarnagar, Bagpat, Saharanpur, Ghaziabad, Hathras and Gautam Budh Nagar in the State of Uttar Pradesh.	
(b) Assistant Passport Officer, (Passport Office, Ghaziabad)	-do-	
(c) Public Relation Officer, (Passport Office, Ghaziabad)	-do-	
(d) Superintendent, (Passport Office, Ghaziabad)	-do-]	
<sup>3</sup> [20. (a) Passport Officer, (Passport Office, Pune)	The districts of Pune, Satara, Sangli, Kolhapur, Ahmadnagar and Sholapur in the State of Maharashtra.	
(b) Assistant Passport Officer, (Passport Office, Pune)	-do-	
(c) Public Relation Officer, (Passport Office, Pune)	-do-	
(d) Superintendent, (Passport Office, Pune)	-do-]	

1. Subs. by G.S.R. 850(E), dated 11th December, 2008, for Serial No. 18 (w.e.f. 11-12-2008). Earlier Serial No. 18 was substituted by G.S.R. 576(E), dated 27th July, 2001 (w.e.f. 2-8-2001).

2. Subs. by G.S.R. 576(E), dated 27th July, 2001, for Serial No. 19 (w.e.f. 2-8-2001).

3. Subs. by G.S.R. 576(E), dated 27th July, 2001, for Serial No. 20 (w.e.f. 2-8-2001). Earlier Serial No. 20 was substituted by G.S.R. 1155(E), dated 21st November, 1988 (w.e.f. 8-12-1988).

(1)	(2)	(3)
<sup>1</sup> [21. (a) Passport Officer, (Passport Office, Thane)	The districts of Dhule, Jalgaon, Nasik, Navi Mumbai, Raigad, Thane, Nandurbar in the State of Maharashtra.	
(b) Public Relation Officer, (Passport Office, Thane)	-do-	
(c) Superintendent, (Passport Office, Thane)	-do-]	
<sup>2</sup> [22. (a) Passport Officer, (Passport Office, Srinagar)	The districts of Srinagar Anantnag, Baramulla, Budgam, Kargil, Kupwara, Laddakh and Pulwama in the State of Jammu & Kashmir.	
(b) Superintendent, (Passport Office, Srinagar)	-do-]	
<sup>2</sup> [23. (a) Passport Officer, (Passport Office, Tiruchirappalli)	Tiruchirappalli, Karur Perambalur, Ariyalur, Nagappattinam, Thanjavur, Thiruvarur & Pudukkottai	
(b) Deputy Passport Officer (Passport Office, Tiruchirappalli)	-do-	
(c) Assistant Passport Officer (Passport Office, Trichy)	-do-	
(d) Superintendent (Passport Office, Trichy)	-do-	
(e) Passport Officer, (Passport Office, Madurai)	Madurai, Theni, Sivagangai, Dindigul, Virudhunagar, Ramanthapuram, Thoothukudi, Tirunelveli & Kanyakumari	
(f) Deputy Passport Officer (Passport Office, Madurai)	-do-	
(g) Assistant Passport Officer (Passport Office, Madurai)	-do-	
(h) Superintendent (Passport Office, Madurai)	-do-]	
<sup>2</sup> [24. (a) Passport Officer, (Passport Office, Visakhapatnam)	The districts of Godavari (West), Godavari (East), Srikakulam, Vizianagaram and Visakhapatnam in the State of Andhra Pradesh.	
(b) Public Relation Officer, (Passport Office, Visakhapatnam)	-do-	
(c) Superintendent, (Passport Office, Visakhapatnam)	-do-]	

1. Subs. by G.S.R. 576(E), dated 27th July, 2001, for Serial No. 21 (w.e.f. 2-8-2001). Earlier Serial No. 21 was added by G.S.R. 485(E), dated 1st July, 1993 (w.e.f. 1-7-1993).
2. Subs. by G.S.R. 103(E), dated 22nd February, 2008, for serial No. 23 (w.r.e.f. 17-12-2007). Earlier it was substituted by G.S.R. 576(E), dated 27th July, 2001 (w.e.f. 2-8-2001).

(1)	(2)	(3)
<sup>1</sup> [25. (a) Director General, India Taipei Association, Taiwan		Taiwan
(b) Deputy Director General, India Taipei Association, Taiwan	-do-	
(c) Assistant Director, India Taipei Association, Taiwan	-do-]	
<sup>1</sup> [26. (a) Chief Secretary, Andaman Nicobar Administration, Port Blair.		Union territory of Andaman and Nicobar Islands.
(b) Secretary (Passport), Andaman Nicobar Administration, Port Blair.	-do-	
(c) Deputy Commissioner, Andaman District, Port Blair.	-do-	
(d) Assistant Secretary (Passports), Andaman Nicobar Administration, Port Blair.	-do-]	
<sup>1</sup> [27. Consular Officer or Consular Agents in the Indian Mission or Posts outside India.		The area within the consular jurisdiction of the Indian Mission or Posts concerned.]
<sup>1</sup> [28. (a) Joint Secretary (Consular Passport Visa) and Chief Passport Officer		Whole of India in respect of diplomatic, official and ordinary passports.
(b) Director, Passport and Visa Division, Ministry of External Affairs, New Delhi.	-do-	
(c) Deputy Secretary, Passport and Visa Division, Ministry of External Affairs, New Delhi.	-do-	
(d) Under Secretary, Passport and Visa Division, Ministry of External Affairs, New Delhi.	-do-	
(e) Section Officer, Passport and Visa Division, Ministry of External Affairs, New Delhi	-do-]	
<sup>1</sup> [29. Any other Officer as may be designated by the Central Government from time to time.]		Area to be specified by the Central Government from time to time.]

1. Subs. by G.S.R. 576(E), dated 27th July, 2001, for Serial No. 21 (w.e.f. 2-8-2001).

**SCHEDULE II**

(See rule 4)

**PART I****PASSPORTS**

<b>Classes of Passport</b>	<b>Classes of persons to whom issuable</b>
<b>1</b>	<b>2</b>
1. Ordinary Passport	Citizens of India.
2. India-Bangladesh Passports	-do-
3. India-Sri Lanka Passports	-do-
4. India-Sri Lanka Passports (for Repatriates—1964 and 1974 agreements)	Persons who have been granted Indian citizenship under the India-Sri Lanka Repatriation Agreements of 1964 and 1974.
5. Official Passports	<p>(i) Government officials and non-officials when their passages are paid by the Government and the members of their families, when such members of their families also proceed out of India at the expenses of Government.</p> <p>(ii) Officials of Reserve Bank of India, the State Bank of India, nationalised banks, Corporations, Undertakings and other institutions owned or controlled by the State and officials of autonomous bodies set up by the State, proceeding out of India on the official work of their respective organisations; and the members of their families when such members also proceed out of India at the expense of such organisations.</p> <p>(iii) Permanent Government officials on deputation to foreign Governments, the United Nations Organisations and its specialised Agencies and other inter-Governmental Organisations/agencies recognised by the Government of India, and the members of their families, provided such deputation is arranged through the Government of India.</p> <p>(iv) Government officials sponsored by the Ministries in the Government of India and their departments, for attending international conferences, seminars and meetings or for undergoing training either independently or under any of the scholarship schemes for the time being in force, provided the deputation out of India is treated as duty and the Government official is allowed to draw</p>

his duty pay and allowances in India and the members of the family of such official deputed out of India for a period not less than twelve months, when travelling with or joining such official at his post abroad.

- (v) Fully dependent mother/father/mother-in-law/brother/sister of an officer belonging to Indian Foreign Service (Branch B) and fully dependent mother-in-law/brother/sister of an officer belonging to Indian Foreign Service (Branch A), when proceeding out of India, with the permission of the Government, to reside with the officer at the place of his posting abroad.
- (vi) Any other person who, in the opinion of the Government of India should have an official passport because of the nature of his foreign mission.

**Note.**—The following persons shall not be entitled to the issue of official passports, namely—

- (a) persons sponsored by a Government department for attending international conferences, seminars and meetings or for studies of training outside India either independently or under any of the scholarship schemes for the time being in force when such persons go on study leave or leave of any other kind;
- (b) persons proceeding outside India at their own expense on commercial or other purposes although a department of the Government certifies that such purpose would be to Government interest.
- (i) (a) Officers of the Indian Foreign Service (Branch A) when proceeding out of India on official business.
- (b) Such Officers of the Indian Foreign Service (Branch B) and other officers of the Ministry of External Affairs or other Ministries of Department of the Government of India who are proceeding abroad on official business or are posted to Indian Missions or Posts abroad, as may be determined by the Foreign Service Board in the Ministry of External Affairs.

1	2
	1(c) [wife or official hostess or husband, as the case may be, dependent son, dependent unmarried, separated, divorced or widowed daughter, dependent parents of an officer referred to in (a) and (b) above when travelling with or joining such officer at his post abroad, on condition of dependent status being recognised by the Ministry.]
Note.—Any member of the family referred to in (c) above of an officer who is actually holding a diplomatic assignment abroad may also be issued a diplomatic passport for staying in a country other than the country of accreditation of the officer for study or other purposes approved by the Central Government; a diplomatic pass-port issued in such a case shall, however, be surrendered when the diplomatic assignment of the officer is terminated or when the officer is posted back to the headquarters.	
(ii) (a) A person having or having been granted a diplomatic status either because of the nature of his foreign mission or because of the position he holds, as may be determined by the Central Government.	
(b) Wife or husband, as the case may be, of a person referred to in (a) above when accompanying the said person.	

**PART II****TRAVEL DOCUMENTS**

Classes of Travel Documents	Classes of persons to whom issuable
1	2
1. Emergency Certificate	(i) Citizens of India abroad who have been refused passport, or whose passports have been impounded or revoked, or who have to be repatriated to India. (ii) Persons who have produced <i>prima facie</i> evidence of Indian citizenship but the evidence is considered insufficient to justify the issue of a passport without further verification.

1. Subs. by G.S.R. 477(E), dated 16th June, 1993 (w.e.f. 24-6-1993).

1	2
	(iii) Citizens of India abroad whose passports have been lost, stolen or damaged, and to whom new passports cannot be issued without verification of their passport particulars by reference to the offices of Issue.
	(iv) Persons of Indian origin abroad when allowed to come to India for settling down here.
	(i) Stateless persons residing in India, foreigners, whose country is not represented in India, or whose national status is in doubt. (ii) Persons exempted under section 22 from the operation of the provisions of clause (a) of sub-section (2) of section 6. (i) Persons holding Haj allotment number for the relevant year from the Haj Committee: Provided that name and allotment number match with the list given by the Haj Committee to the Passport Office.

**SCHEDULE III**

(See rules 5, 6 and 11)

**PART I**

(See rule 5)

Regional Code &amp; Number.....

Price: Rs. 5 (India)  
Rs. 10 (Outside India)GOVERNMENT OF INDIA  
REGIONAL PASSPORT OFFICE**ACKNOWLEDGEMENT\*\***

Received your application form along with.....fee and other documents mentioned below. Your reference is No.\*.....dated..... Please bring this card or quote this reference for enquiries, which should be made only after 40 days.

Signature  
for Regional Passport Office

Details of documents received:

1. Postal Orders/Bank Drafts/Special Passport Stamp  
Amount                  Number                  Date
2. No. of photographs ( )
3. Old Passport, if issued.  
\* For official use.
- \*\* Only for applications received by post or through TAs.

1. Ins. by G.S.R. 390(E), dated 4th June, 2009 (w.e.f. 5-6-2009).

O.I.G.S.  
To.....  
Sh/Smt./Kum.....  
House No. and Street.....  
V.P.....  
Town and State.....  
PIN Code.....

**[FORM EA(P)-1 FOR INDIA  
GOVERNMENT OF INDIA  
MINISTRY OF EXTERNAL AFFAIRS  
PASSPORT APPLICATION FORM (NO. 1)]**

(For New/Re-issue/Replacement of Lost/Damaged Passport)  
(Please tick the required category)

Signature  
OR  
Thumb Impression



Paste your  
unsigned recent  
colour  
photograph.  
Size: 3.5 X 3.5 cm

Please read the Passport Information Booklet carefully before filling the form, in CAPITAL LETTERS in blue/black ball point pen only:

(CAUTION: Please furnish correct information. Furnishing of incorrect information would attract penal provisions as prescribed under the Passports Act, 1967). Please produce your original documents at the time of submission of the form.

*For official use only*

File Number.....Police Verification required (Yes/No) ECR/ECNR

Signature of Checking Official

Fee Amount Rs. Cash/D.D. Bank Code D.D. No. Date of Issue of D.D.

.....

1. Name of applicant as it should appear in the Passport (Initials not allowed)

Surname

Given Name

(with documentary proof)

2. In case of change of name/surname (after marriage or otherwise with documentary proof), please indicate the previous name/surname in full

.....

1. Subs. by G.S.R. 768(E), dated 23rd December, 2006 as corrected by G.S.R. 733(E), dated 28th November, 2007 (w.e.f. 23-12-2006).

3. Sex Male  Female

4. Date of Birth: DD   MM   YYYY

(with documentary proof)

In words.....

5. Place of Birth: Village/Town, District, State, Country (with Documentary Proof)

.....

.....

.....

.....

.....

6. Father/Legal Guardian's Full Name (including surname, if any): (Initials not allowed)

.....

.....

7. Mother's Full Name (including surname, if any): (Initials not allowed)

.....

.....

.....

.....

8. If married, Full Name of wife/husband (including surname, if any). (Initials not allowed).

.....

.....

9. Current Residential Address (where staying presently), Residing since.....

(In case of students, please see section III of Passport Information Booklet)

.....

.....

.....

PIN

Telephone No.

Mobile No.

.....

.....

.....

.....

.....

.....

.....

From.....To.....

.....

.....

.....

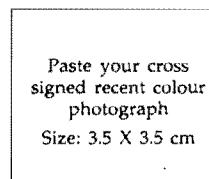
.....



(For Official Use Only)

Checked by Name	Signature/date
Granted by Name	Signature/date
Scanned by Name	Signature/date
Dispatched by Name	Signature/date

**PERSONAL PARTICULARS FORM  
(In Duplicate)**



1. Full name (Initials not allowed).....
2. Sex: Male/Female.....
3. (a) Has the applicant ever changed name?  
(b) If, yes, previous name:.....
4. Date of Birth: ..... 5. Place of Birth:.....
6. Profession:.....
7. (a) Father.....  
(Surname) (Name)  
(b) Mother.....  
(Surname) (Name)  
(c) Husband/wife.....  
(Surname) (Name)
8. (a) Permanent Address & Tel. No. alongwith Police Station  
.....  
.....
- (b) Present Residential Address & Tel. No. alongwith Police Station and residing since  
.....  
.....
9. If you have not been resident at the address given at COLUMN 8(b) continuously for the last one year, please furnish other address(es) with duration(s) resided (Please furnish an additional set of PP Forms for each address with Police Station).  
From..... To.....  
.....  
.....  
.....  
.....  
.....

[Sch. III] *The Passports Rules, 1980* 39

10. **References:** Names and Address of two responsible persons in the applicant's locality who can vouch for the applicant.
  - (1) Name, Address & Tel. No.  
.....  
.....  
.....
  - (2) Name, Address & Tel. No.  
.....  
.....  
.....
11. Citizenship of India by: Birth  Descent  Registration  Naturalisation
12. Furnish details of previous passport/travel document, if any:  
(i) Passport/Travel document No. ....  
(ii) Date & Place of issue. ....  
.....

**For Police Use Only**

Recommended Passport: YES/NO

**Signature or Thumb Impression  
of the applicant**  
(Left Hand Thumb Impression if male and  
Right Hand Thumb Impression if female)

**PASSPORT INFORMATION BOOKLET  
(APPLICANT MAY KEEP THIS BOOKLET FOR FUTURE HANDY REFERENCE)**

**CAUTION**  
A passport is issued under the Passports Act, 1967. It is an offence knowingly to furnish false information OR suppress information, which attracts penal and other action under relevant sections of the said Act. Passport is a valuable document. 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.  
Loss of passport should be immediately reported to the nearest Police Station and to the nearest Passport Office/Indian Mission. 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.

**I. ISSUE OF FRESH PASSPORT BOOKLET  
SECTION I - GENERAL INFORMATION**

**1. HOW TO APPLY**  
An application for a passport may be submitted personally OR through a representative carrying an authority letter (specimen given below). All original documents should be shown and self attested copies attached.

To, The Passport Officer Passport Office...  Sir, I hereby authorise Sh./Smt./Kum.....son/wife/daughter of..... resident of.....whose signature is attested below to submit application on my behalf and to collect my old passport and other original documents on my behalf.	Yours faithfully,  (Signature with name of the applicant)
Signature of authorised representative  Attested	
Signature of the applicant	
NB: It is essential for the representative to have some identity document bearing his/ her photograph. Copy of identity document to be attached with authority letter.	

**2. FEE AND MODE OF PAYMENT:** The following all-inclusive fee is to be paid along with the application form, either by Bank Draft in favour of the Passport Officer concerned or in cash. In case of DD, full name of applicant and application number to be written on the reverse of the draft. Details of payment of fee may be mentioned in the relevant boxes. If the fee is paid by Demand Draft, then the Bank Code of Issuing Bank, the Demand Draft Number and date of issue of the Demand Draft should be mentioned.

1.	Fresh Passport (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. 1,000
2.	Fresh Passport (60 pages) of 10 years validity	Rs. 1,500
3.	Fresh Passport for Minors (below 18 years of Age) of 5 years validity or till the minor attains the age of 18 which ever is earlier.	Rs. 600
4.	Duplicate Passport (36 pages) in lieu of lost, damaged or stolen passport	Rs. 2500
5.	Duplicate Passport (60 pages) in lieu of lost, damaged or stolen passport	Rs. 3000

In case of re-issue, the fee leviable will be the same, depending on the age of the applicant.

### 3. DELIVERY OF PASSPORTS:

Passport may be delivered only to the applicant or dispatched by speed post to the address given in the application form.

### SECTION II – INSTRUCTIONS AND GUIDELINES FOR FILLING UP THE APPLICATION FORM

The Passport Application Form is Machine Readable. It will be scanned on computer. Therefore, the following instructions may be followed strictly:

- |   |  |
|---|--|
| <ul style="list-style-type: none"> <li>• Use capital letters only. Particulars given in the form will be printed in the passport. Therefore, please be careful in filling up the form and avoid any mistakes.</li> <li>• Use black/blue ball pen only.</li> <li>• Do not fill the form with pencils or ink-pen.</li> <li>• While filling up the boxes, kindly leave one box blank after each completed word.</li> </ul> | <ul style="list-style-type: none"> <li>• Write clearly within the box without touching the boundaries.</li> <li>• Adjust the information to fit within the number of given boxes.</li> <li>• Do not write anything outside the box. Avoid over-writing.</li> <li>• Incomplete application will not be accepted.</li> </ul> |
|---|--|

**Important Note.—**All original documents are to be shown at the time of submission of the passport application form. With the Original Passport Application Form, self-attested copies of all required documents need to be attached. Illiterate applicants should put only thumb impression in the box meant for thumb impression/signature. In case an applicant has stayed at more than one address during the last one year, he/she should furnish two additional photocopies of the PP form for each additional place of stay.

### SECTION III – COLUMN-WISE GUIDELINES FOR FILLING UP THE APPLICATION FORM

At the beginning of the Application Form there are boxes for affixing photograph, appending signature and thumb impression and giving details of payment of the fee.

**PHOTOGRAPHS:** Recent passport size photographs (Three) in colour showing frontal view of full face are required. One photograph is to be pasted on form and two on the PP forms, which is to be filled in duplicate. Black and white photograph, photograph with coloured or dark glasses or in uniform, Polaroid prints or computer prints will not be accepted. In the box meant for affixing the photograph, please paste your recent and identical colour photograph of size 3.5 cm x 3.5 cm. Photograph should have a white or a light coloured background. Photograph should fit exactly in the box and in any case not smaller than the box provided in the form. For Jumbo booklets, two additional photographs are required.

Signature/thumb impression should be strictly within the box without touching the boundaries. Thumb impression should be of left hand in case of males and right hand in case of females.

### COLUMN 1—NAME (WITH DOCUMENTARY PROOF)

The name up to 75 character long name can be given and filled in the Form. The full name as it should appear in the Passport should be furnished here. For example,

Name: KARUR VAIKUNTA SUBRAMANIYAN RAMANATHAN PILLAI -

Write the Surname as "PILLAI" in the boxes provided for Surname and put a comma and write "VAIKUNTA SUBRAMANIYAN RAMANATHAN" as the Given name in the rest of the columns. In case you do not have a surname, just write the given name. No initials should be written and they should be expanded.

**COLUMN 2—**If you have ever changed your name, please indicate the previous name in full. This will be applicable to a person who has even marginally changed the name or a lady who has changed her name/surname subsequent to the marriage. If there is no change in name at all, kindly write: Not applicable.

**COLUMN 3**—In case of Male/Female option, please write M or F as applicable in the box space provided.

**COLUMN 4—DATE OF BIRTH:** The date of birth is filled as dd/mm/yyyy and in words as shown in the birth certificate issued by Municipal/Government Authorities. Proof of date of birth is to be attached. Please see section IV concerning documents to be attached.

**COLUMN 5—PLACE & COUNTRY OF BIRTH:** In case born in India, please mention name of place like Village/Town, District, State and if born outside India, mention name of place and country. If born before partition of India, at a place, which now falls within Pakistan or Bangladesh, please fill up the name of place followed by Country as "Undivided India". Undivided India means India as defined in the Government of India Act, 1935, as originally enacted.

**COLUMNS 6, 7 AND 8**—The name of Father, Mother and Spouse is to be entered in the respective columns. Surnames, if any, in these columns should be mentioned after the given names. In case the applicant is unmarried, column 8 asking for information on name of spouse may be filled as NOT APPLICABLE.

**COLUMNS 9 AND 10**—Please give relevant details alongwith date since residing at the given address, telephone No. with area code is required for the purpose of contacting in case additional information or document is required by Passport Office. Mobile phone No. would be useful for sending SMS message to the applicant for the same purpose. If the period of residence given in Column 9 is less than one year on the date of application, please furnish the other addresses with duration of residence. Students staying away from their parents have the option of applying from place of study. In such cases, for proof of address a *bona fide* certificate from the Principal/Director/Registrar/Dean of the educational institution is must.

**COLUMN 11**—Please give details of previous passport(s) held. Either the Previous Passport Number or the file number may be mentioned here alongwith date of issue and place of issue in the relevant boxes. In case previously applied for passport but the same was not received/issued, then the details such as file number, date applied and place where applied should be furnished here. Suppression of facts may attract penal provisions as per the section 12 of the Passports Act, 1967.

**COLUMN 11(a)**—If ever travelled on Emergency Certificate (EC) or ever deported or repatriated to India at Government cost, then the details of EC number, date and place of issue alongwith original seizure memorandum, place and country from where deported or repatriated should be furnished in this column. Even if the EC details are not available readily, at least the place and country from where deported or repatriated should invariably be given here. All such applicants should furnish details of circumstances of their repatriation/loss of passport in a form of notarized affidavit.

**COLUMN 12**—Details like educational qualifications, visible distinguishing mark and the height in centimeters are to be provided against the respective item.

**COLUMN 13**—The relevant entry as 'Yes' or 'No' should be marked in the box space provided. If working in Central/State Government, Public Sector Undertakings, Statutory Bodies, a "Identity Certificate" from the concerned office should be attached as per 'Annexure B'.

**COLUMN 14**—Regarding citizenship, whether it is by birth, descent, registration or naturalization is to be recorded in the box space provided by either B/D/R/N as the case may be. If held any other citizenship before Indian citizenship, then please furnish the previous citizenship in the blank space provided.

**COLUMN 15**—Please write Y or N as applicable. It may be mentioned here that Indian citizens categorized as ECR before leaving the country are required to get a

clearance from the Protector General of Emigrants. Applicants in ECR category will have the ECR Stamp put on their passports. In case the passport booklet does not have ECR stamp, the applicant would be deemed to have been granted ECNR status. No ECNR stamp will be affixed on the passport. An applicant would be eligible for ECNR status if he/she falls in any one of the following categories and provides documentary proof thereof:

**PERSONS ON WHOSE PASSPORTS ECR STAMPS WOULD NOT BE AFFIXED:**

- (I) (a) All holders of Diplomatic/Official Passports.
- (b) All GAZETTED Government servants.
- (c) All Income-Tax payers (including Agricultural Income-Tax Payees) in their individual capacity. Proof of assessment of income-tax and actual payment of income-tax for last one year or copy of PAN card to be insisted upon, and not merely payment of advance tax. However, in most cases as an assessment order is not issued separately by the income-tax department, income-tax returns which are stamped by income tax authorities can be accepted.
- (d) All professional Degree holders, such as Doctors holding MBBS degree or equivalent degree in AYURVED or HOMEOPATHY, accredited Journalists, Engineers, Chartered Accountants, Cost Accountants, Lecturers, Teachers, Scientists, Advocates, etc.
- (e) Spouses and dependent children of category of persons listed from (b) to (d).
- (f) All persons having educational qualifications of matriculation and above.
- (g) Seamen who are in possession of CDC or Sea Cadets, Deck Cadets:
  - (i) who have passed 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, MUMBAI/ KOLKATA/CHENNAI.
- (h) Persons holding Permanent Immigration Visa, such as the visas of UK, USA and Australia.
- (i) Persons possessing two years diploma from any institute recognised 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 like Polytechnics recognised by Central/ State Governments.
- (j) Nurses possessing qualifications recognised under the Indian Nursing Council Act, 1947.
- (k) All persons above the age of 50 years.
- (l) All persons who have been staying abroad for more than three years (the period of three years could be either in one stretch or broken) and their spouses.
- (m) All children upto the age of 18 years of age. (At the time of re-issue at the age of 18 years, ECR stamping shall be done, if applicable).
- (II) Emigration clearance is required for visiting United Arab Emirates (UAE), The Kingdom of Saudi Arabia (KSA), Qatar, Oman, Kuwait, Bahrain, Malaysia, Libya, Jordan, Yemen, Sudan, Brunei, Afghanistan, Indonesia, Syria, Lebanon, Thailand and Iraq (emigration banned).

The eligible category should be mentioned in the blank space provided under this column and supportive documents should be attached with the application. It may be mentioned that passport holders with 'ECR' endorsement travelling to countries mentioned above for any non-employment purposes are required to have the 'ECR' endorsement suspended each time from the offices of the Protector of Emigrants (POE) or designated Passport Offices, before they undertake the travel. For employment purposes, such passport holders require emigration clearance from the offices of POEs. Otherwise, they will be stopped from travelling at the port of exit. Applicants are, therefore, advised to apply for ECNR, if they are eligible, to ensure hassle-free travel abroad. It may be noted that the passport booklet will only have ECR category stamped and in case the passport booklet does not have ECR stamp, the applicant would be deemed to have been granted ECNR status.

**COLUMN 16**—In this column, while applying for the first time for the minor children who are less than 18 years of age, the details of valid passports held by BOTH OR EITHER parents should be furnished in the relevant column. In such cases, passport to their minor child will be issued without any police verification. Further, in the cases where the parents do not hold valid passports, applications for such minors can be made on the basis of three documents of parents details of which are given in para C(B) of section IV of the Passport Information Booklet alongwith Standard Affidavit Annexure I. In all such cases, passport to their minor child will be issued on post-police verification basis. A declaration on plain paper as given at Annexure H is needed to be filled up in each case. In case the minor child who is between 15 and 18 years of age wishes to obtain a full validity passport for 10 years, the same can be issued only on submission of Standard Affidavit as in Annexure "I" and any three of the 14 document as mentioned in para C(B) of section IV of Passport Information Booklet by the parents and on payment of fee equivalent to the normal passport fee i.e. Rs. 1000 for a 36 pages passport, as applicable for an adult. Otherwise the validity of the passport is restricted to five years or attaining the age of 18, whichever is earlier. In case of single parent and children born out of wedlock or in case of parents who are judicially separated, a sworn affidavit before a Magistrate, stating the facts of the case alongwith documentary proof to be submitted as per Annexure "C". In the NORMAL COURSE the signature/consent of both parents is required for issue of a passport to the minor (Annexure "H"). However, if in case the applicant parent is not in a position to get the consent of the other parent, FOR WHATEVER REASON, the parent applying for the passport of the minor may sign the form and submit a sworn affidavit as per Annexure "G" stating the facts and circumstances of the case alongwith the application. The affidavit should also state that in case of a court case he/she would be responsible and not the passport office. In such cases, where only one parent is applying, the physical appearance of the child may be requested to ensure the applicant parent has the actual custody of the child.

**COLUMN 17**—The applicant should give correct information. Suppression of any fact may lead to fine up to Rs. 5000 per offence and other penal provisions as applicable under the provisions of the Passports Act, 1967 as amended from time to time.

**COLUMN 18**—In this column, the name and address alongwith Mobile or Telephone number/e-mail of person to be intimated in the event of death or accident is to be furnished.

**COLUMN 19**—This column is a self declaration made by the applicant about owing allegiance to the sovereignty, unity and integrity of India, not voluntarily acquiring the citizenship or travel document from any other country etc. Also this column contains declaration in furnishing true information in the application form and aware that it is an offence under the Passports Act, 1967 for any wrong information or suppression of any material information in getting the passport. The applicant also declares that he has no

other passport or travel document. Under the space provided, the signature or Thumb Impression (left hand thumb impression for male and right hand thumb impression for female) should be furnished alongwith date and place of application.

**COLUMN 20**—Photocopies of all documents that are attached as enclosures alongwith the application form should be listed in the blank spaces provided and each document self attested by the applicant.

#### SECTION IV – DOCUMENTS TO BE ATTACHED WITH THE APPLICATION

(In case the applicant is submitting the application himself/herself, self attested copies of all documents are required to be attached with the application form. Original documents should, however, also be produced for verification and are returned. In case the application is not being submitted by the applicant himself, he can authorise any member of his family to do so with on authority letter. In case of applications sent by post, the copies of original documents are to be attested by a GAZETTED Officer or Notary public.

##### (A) PASSPORTS

(1) While applying for a fresh passport attach two copies of the following documents:

- (a) Proof of address (attach one of the following):
 

Applicant's ration card, certificate from Employer of reputed companies on letter head, water/telephone/Gas Connection bill/electricity bill/statement of running bank account/Income Tax Assessment Order/Election Commission ID card, Spouse's passport copy, parent's passport copy in case of minors. In addition to above, applicant may submit any of the 14 documents given in Section IV, para C(B)(a) of the Passport Information Booklet as admissible proof of resident, if such documents have residential address similar to the one given in the Passport Application form under present address. (NOTE: If any applicant submits only ration card as proof of address, it should be accompanied by one more proof of address out of the above categories).
- (b) Proof of Date of Birth (attach one of the following):
 

Birth certificate issued by a Municipal Authority or district office of the Registrar of Births & Deaths;

Date of birth certificate from the school last attended by the applicant or any other recognised educational institution; or an Affidavit sworn before a Magistrate/Notary stating date/place of birth as per the specimen in ANNEXURE 'A' by illiterate or semi-illiterate applicants.

N.B.: In the case of applicants, born on or after 26-01-89, only Birth Certificate issued by the Municipal Authority or the Office of the Registrar of Births & Deaths is acceptable.
- (c) Citizenship document if applicant is a citizen of India by Registration or Naturalisation.
- (d) Government/Public Sector/Statutory body employees should submit "Identity Certificate" in original (ANNEXURE B) alongwith Standard Affidavit Annexure I.
- (e) If the applicant is eligible for "ECNR", attach attested copy of supporting document (see COLUMN 15 of the INSTRUCTIONS AND GUIDELINES FOR FILLING UP THE APPLICATION FORM).
- (f) If the applicant was repatriated at Government cost, enclose documents to show that the expenditure, if any, incurred by the Government of India on his/her repatriation has been fully refunded to the Government of India, Ministry of External Affairs.

- (g) If the applicant was ever deported to India, give details of Emergency Certificate/Passport.
- (2) When applying for reissue of a passport after 10 years, attach:
- Old passport in original with self-attested photocopy of its first four and last four pages, including ECR/ECNR page.
  - Document mentioned at (1)(d), if applicable.
  - Document mentioned at (1)(e), if the old passport did not have ECNR stamp or it was issued when the applicant was a minor.
  - If there is any change in address, document mentioned at 1(a).
  - If the old passport does not contain spouse name, copy of marriage certificate issued by the Registrar of Marriage or affidavit as per specimen in Annexure 'D'.
- (3) When applying for a minor's passport attach:
- A Declaration from the parents/single parent/applicant parent/legal guardians, as the case may be, affirming the particulars furnished in the application about the minor child as per 'Annexure H' (for all minor applicants). Annexure "C" (Single parents who are separated but not formally divorced). Annexure "G" (when divorced/Single parent of the child born out of wedlock). Annexure "I" (when a minor between 15-18 years of age applies for a full validity 10 year passport QR in case either parents who do not hold valid Indian passport while applying passport for their minor child), as the case may be. Single Parents applying for the passport for their child should fill up Annexure "C" and or Annexure "G", as the case may be.
  - Attested photocopy of passport, if any, of both parents, if applicable.
  - Original passports of parents should be presented for verification of particulars.
  - If one parent is resident abroad, a sworn affidavit by the parent resident abroad attested by the Indian Mission alongwith affidavit from parent residing in India as well be submitted.

**N.B.—**Ordinarily the consent of both parents is required for issue of a passport to a minor (below 18 years of age). However if it is absolutely not possible due to any reason, the parent applying for a passport for his/her minor child may submit an affidavit (Annexure G) and based on the same passport application will be processed. In case where the parent(s) is/are resident outside India, such consent from the parent(s), in the form of a sworn affidavit, duly attested by the Indian Mission abroad, is acceptable. In the cases where the minor children who are less than 18 years of age, the details of valid passports held by **BOTH OR EITHER** parents should be furnished. In such cases, passport to their minor child will be issued without any police verification basis. Further, in the cases where the parents do not hold valid passports, applications for such minors can be made on the basis of three documents of parents details of which are given in para C(B) of section IV of the Passport Information Booklet alongwith Standard Affidavit Annexure I. In all such cases, passport to their minor child will be issued on post-police verification basis. Children of all age must apply for separate passports. However, those below 15 years will be given 5 years validity passport or passport till 18 years of age. In case the minor child who is between 15 and 18 years of age wishes to obtain a full validity passport for 10 years, the same can be issued only on post-police verification basis on submission of Standard Affidavit as in Annexure "I" and three of the 14 document as

mentioned in para C(B) of section IV of Passport Information Booklet by the parents and on payment of fee equivalent to the normal passport fee i.e. Rs. 1000 for a 36 pages passport, as applicable for an adult. In the case of single parents or of parents who are separated but not formally divorced, an affidavit at 'Annexure C' is to be submitted.

#### For Adopted Children:

In case of Adopted Children the following documents are to be furnished:

- Valid adoption deed registered as per Indian laws.
- In the case of Christians, Muslims and Parsis, a court order granting guardianship and allowing the child to be taken out of the Country.
- Copy of the guarantee executed before the Court concerned.

#### (B) CHANGE OF NAME

I. Following marriage, remarriage or divorce:

- A woman applying for change of name/surname in existing passport due to marriage must furnish:
  - Photocopy of the Husband's passport, if any, and
  - An attested copy of marriage certificate issued by Registrar of Marriage OR an affidavit from the husband and wife alongwith a joint photograph, (Specimen at Annexure D).
- Divorcees applying for change of name OR for deletion of spouse's name in existing passport must furnish:
  - Certified copy of Divorce decree.
  - Deed poll/sworn affidavit (ANNEXURE 'E')
- Re-married applicants applying for change of name/spouse's name must furnish:
  - Divorce deed/death certificate as the case may be in respect of first spouse, and
  - Document as at (a) above relating to second marriage.

II. In other circumstances for change of name, the applicant (both male and female) should furnish:

- Deed poll/sworn affidavit (ANNEXURE 'E');
- Paper cuttings of two leading daily newspapers (one daily newspaper should be of the area of applicant's permanent and present address or nearby area).

#### (C) OUT OF TURN ISSUE OF PASSPORT UNDER TATKAAL SCHEME

(A) If an applicant desires to obtain his passport under the Tatkaal Scheme, a verification certificate as per the specimen at ANNEXURE 'F' and standard affidavit as Annexure "I" should be submitted alongwith the TATKAAL fee. The Passport Issuing Authority shall retain the right to verify in writing the authenticity of the Verification Certificate from the official who has issued it. All applicants seeking a passport out of turn under the TATKAAL Scheme are advised to submit their application, documentation and fee as specified under. No proof of urgency is required for Out-of-Turn issue of passport. Post Police Verification shall be done in all cases of issue of passport under Tatkaal Scheme.

(B) The applicant also has the option to obtain a passport under Tatkaal Scheme on submission of three documents from the Fourteen documents as mentioned below, provided one of the three documents is a photo identity document and atleast one of the

three is amongst the documents indicated at (a) to (i) and standard affidavit duly attested by a Notary as at Annexure "I". All applicants seeking a passport out of turn under the TATKAAL Scheme are advised to submit their application, documentation and fee as specified below.

**Proof of Identity and Nationality** (please attach three documents from the following Fourteen documents, provided one of three documents is a photo identity document and at least one of the three is amongst the documents indicated at (a) to (i) below and alongwith standard affidavit as given in Annexure "I" on non-judicial stamp paper to be attested by public notary):

(a) Electors Photo Identity Card (EPIC); (b) Service 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 Patta, Registered Deeds etc.; (g) Rations Cards; (h) 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; (i) Railway Identity Cards; (j) Income-Tax Identity (PAN) Cards; (k) Bank/Kisan/Post Office Passbooks; (l) Student Identity Cards issued by Recognised Educational Institutions; (m) Driving Licenses; and (n) Birth Certificates issued under the RBD Act.

**(All above documents to be produced in original alongwith self-attested copies)**

The TATKAAL fee is in addition to the applicable passport fee and payable either in cash or DD in favor of Passport Officer concerned. The additional fee for out of turn TATKAAL passport, would be as follows:

#### Fresh Passport

1. Within 1-7 days of the date of Application	Rupees 1,500 plus the passport fee as applicable
2. Within 8-14 days of the date of Application	Rupees 1,000 plus the passport fee as applicable

#### Duplicate Passport

1. Within 1-7 days of the date of Application	Rupees 2,500 plus the duplicate passport fee as applicable
2. Within 8-14 days of the date of Application	Rupees 1,500 plus the passport fee as applicable

#### Re-issue cases after expiry of 10 years validity

1. Within 3 working days of the date of application	Rupees 1,500 plus the passport fee as applicable
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(D) For issue of passports to owner, partners and directors of Companies which are members of CII, FICCI & ASSOCHAM. The applicants have to submit Verification Certificate as at Annexure "I" alongwith Standard Affidavit at Annexure "I".

(E) In case an applicant is in possession of a Verification Certificate (VC) and or three (3) documents as mentioned in para C(B) (a) of section IV, but does not wish to pay the additional fees as required under Tatkaal. In such a case, the applicants will be issued passport on post-police verification basis in the normal course.

(F) CASES OF LOST/DAMAGED PASSPORTS: The applicant has to fill the passport application form and submit the same alongwith following deeds:

- (i) FIR in original
- (ii) First and last four pages of old passport.
- (iii) If there is any change in address, proof of address.

#### SECTION V – SPECIMEN OF AFFIDAVITS/DECLARATIONS ANNEXURE 'A'

##### SPECIMEN AFFIDAVIT TO BE SUBMITTED BY ILLITERATE APPLICANTS AS PROOF OF DATE OF BIRTH IN CASE NO OTHER DOCUMENT MENTIONED AT PARA A(b) OF SECTION IV IS AVAILABLE

(To be executed on non-judicial stamp paper)  
I..... S/o W/o D/o..... presently residing at..... hereby

state as follows:

I was born on.....at..... situated in the District.....in the State of..... I have no documentary proof in support of my place and date of birth.

I do not possess any educational qualification and I am an illiterate person.  
I take oath and solemnly declare/affirm that the particulars furnished by me above are correct and that I have not concealed or misrepresented any facts.  
Place.....  
Date.....

Verified on this..... day of..... of the year ..... that the contents of my above affidavit are true and correct to the best of my knowledge and belief and nothing in material has been concealed therefrom.  
The contents of the affidavit has been read out to me.

Deponent  
Attested

.....  
Signature and official seal of attesting authority  
Note.—Affidavit to be attested by the Magistrate/Notary  
In case of notary, notarial stamp would be required

#### ANNEXURE 'B'

##### ALL CENTRAL GOVERNMENT EMPLOYEES STATE GOVERNMENT EMPLOYEES, EMPLOYEES OF STATUTORY BODIES AND PUBLIC SECTOR UNDERTAKINGS AND DEPENDANT FAMILY MEMBERS (SPOUSE AND DEPENDANT CHILDRENS) ARE REQUIRED TO PRODUCE A IDENTITY CERTIFICATE (STRIKE OUT PORTION NOT APPLICABLE)

(To be given in Duplicate on Original Stationery)  
Certified that SHRI/SHRIMATI/KUM..... Son/Wife of Shri.....  
of is a temporary/permanent employee of this (office address) ....  
from..... (date) ....., and is at present holding the post of.....  
Shri/Smt./Miss/Mst..... is/are a dependent family member(s) of Shri/  
Smt..... and his/her identity is certified. This Ministry/Department/  
Organisation has no objection to his/her acquiring Indian Passport. The undersigned is  
duly authorised 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 organisation  
is a Central/State Government/Public Sector/undertaking/statutory body. The Identity  
Card Number of Shri/Smt (employee) ..... is.....  
Ref. No. &  
Date.....

Name, Designation, address & Tel No.

Applicant's  
photo to be  
attested by  
certifying  
authority

## ANNEXURE 'C'

**AFFIDAVIT TO BE SUBMITTED WITH THE APPLICATION FOR A PASSPORT  
OF A MINOR CHILD BY EITHER PARENT (WHO ARE SEPARATED BUT  
NOT FORMALLY DIVORCED) OR BY A SINGLE PARENT OF  
THE CHILD BORN OUT OF WEDLOCK**

(To be executed on non-judicial stamp paper)

I, (name of single parent) solemnly declare and affirm as follows:

1. That I am the mother/father of (name of the child) who is a minor child and on whose behalf I have made an application for his/her passport.
2. That I am judicially separated from the mother/father of (name of minor).

OR

That no legally valid marriage ever existed between me and Mr./Ms. (the father/mother the minor child).

OR

The father/mother of (name of the child) has deserted me after conception/delivery.

3. That (name of the minor).. is exclusively under my care and custody since separation/delivery.

.....  
Signature & address of Deponent

Date.....

(Sworn before the First Class Judicial Magistrate or Notary Public)

## ANNEXURE 'D'

**SPECIMEN AFFIDAVIT TO BE SUBMITTED ALONG WITH APPLICATION  
FOR PASSPORT BY A WOMAN APPLICANT FOR CHANGE OF NAME  
AFTER MARRIAGE (JOINT AFFIDAVIT TO BE SUBMITTED  
ALONGWITH HER HUSBAND)**

(To be executed on non-judicial stamp paper)

We 1.....

(maiden name of wife)

2.....

(name of husband)

solemnly declare and affirm as under:

1. That we are married under.....Marriage Act/Rights/Customs and are living together as married couple since.....  
(date of marriage)
2. That..... would henceforth be known as.....  
(maiden name of wife) (name of wife after marriage)  
by virtue of our marriage.
3. That our joint photograph is affixed below.

Date.....

Signature &amp; address of Deponents

1.....

2.....

Note.—1. This affidavit may be sworn before a Magistrate/Notary.

2. The Joint photograph of the couple is to be pasted on the bottom left hand side of the affidavit paper and attested by the Magistrate/Notary with his/her signature and rubber stamps (half on the photograph and half on the affidavit)
3. Declaration 2 above to be ignored by applicants who seek endorsement of name of spouse in respect of reissue of a previously issued passport.

## ANNEXURE 'E'

**SPECIMEN AFFIDAVIT FOR CHANGE IN NAME/DEED  
POLL/SWORN AFFIDAVIT**

(On non-judicial stamp paper) .

By this deed I, the undersigned..... (New Name) previously called..... (Old Name), doing..... (give profession or vocation) and resident of..... (address) solemnly declare:—

1. That for and on behalf of myself and my wife and children and remitter issue wholly renounce/relinquish and abandon the use of my former name/surname of..... and in place thereof I do hereby assume from this date the name/surname..... and so that I and my wife, children and remitter issue may hereafter be called, known and distinguished not by my former name/surname, but assumed name/surname of.....
2. That for the purpose of evidencing such my determination declare that I shall at all times hereafter in all records, deeds and writings and in all proceedings, dealings and transactions, private as well as upon all occasions whatsoever use and sign the name of..... as my name/surname in place and in substitution of my former name/surname.
3. That I expressly authorise and request all persons in general and relatives and friends in particular, at all times hereafter to designate and address me, my wife, my children, remitter issue by such assumed name/surname of..... accordingly.
4. In witness whereof I have hereunto subscribed my former and adopted name/surname of..... and..... affix my signature and seal, if any, this..... day of.....

Signed sealed and delivered by the above name

Former name.....

Date.....

In the presence of:

Name.....

Address.....

Name.....

Address.....

(This deed poll/affidavit may be signed and attested in presence of a Magistrate/Notary or Consular Officer in an Indian Mission abroad)

**Note.—**In case of change of name, applicant should insert advertisements in two reputed newspapers (one local newspaper of the area in which he/she is residing and 2nd in newspaper of the area of permanent address) and submit original newspapers at time of applying for passport in his/her new name.

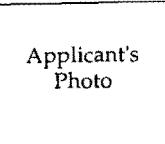
## ANNEXURE 'F'

## SPECIMEN VERIFICATION CERTIFICATE (FOR PASSPORT UNDER TATKAL ONLY)

(On official stationery of verifying authority)

(To be given in Duplicate\* along with Standard Affidavit as at Annexure "I")

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).

## Verification Certificate

This is to certify that Shri/Smt./Kum.....son of/wife of/ 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 .....

Place.....

Office Address with location.....

Date.....

Signature.....

Office  
Seal

Full Name.....

Designation.....

I Card No.....

(Enclose a photocopy of 1 Card)

Telephone No. (O)..... (R) .....

Mobile No.....

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 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 Government.
- (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 Range, DIG/IG/DGP of 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 of a Public Sector Undertaking
- (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. in the pay scale of Rupees 10,000-15,200 or above.
- (viii) Resident Commissioners/Additional Resident Commissioners of all State Governments based in Delhi.
- (ix) Concerned Tehsildars or Concerned SHO's for an applicant staying in the area under his/her jurisdiction.
- (x) The Chairmen of the Apex Business Organisations i.e. FICCI, CII and ASSOCHAM in respect of owners, partners or directors of the companies that are members of the concerned Chamber in prescribed performa as at Annexure "J".

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 PASSPORT 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) subsection 5 of anyone 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, of 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 incurred in connection with such repatriation.

**ANNEXURE 'G'**

**DECLARATION OF APPLICANT PARENT OR GUARDIAN IF PASSPORT IS FOR MINOR (one parent not given consent): IN THE FORM OF A SWORN AFFIDAVIT BEFORE JUDICIAL MAGISTRATE ON NON-JUDICIAL STAMP PAPER**

I/We ..... (Name of the Parent/Guardian applying for passport) solemnly declare and affirms as follows:—

1. That I/We am/are the mother/father/parents/guardians of ..... (Name of the Minor Child) who is a minor child and on whose behalf I/We have made an application for his/her passport.
2. Signature/Consent of Mr/Mrs..... (Name of the Father/Mother) who is father/mother/parents of the child has not been obtained by me for the following reasons:
3. That I/We only am/are taking care of..... (Name of the minor child) he/she is exclusively in my physical custody.
4. 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.

Date.....

Signature & Address of the parent(s)/guardians(s) applying for the Passport

**ANNEXURE 'H'**

**DECLARATION OF APPLICANT PARENT OR GUARDIAN IF PASSPORT IS FOR MINOR: ON PLAIN PAPER**

I/We affirm that the particulars given above are in respect of (name of the child) son/daughter of Shri ..... and Shrimati..... of whom I/we am/are the Parents/Single Parents/Applicant Parent/Guardians. He/She is a Citizen of India. His/Her date of birth/place of Birth is..... I/We undertake the entire responsibility for his/her expenses. 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. It is also certified that I/we am/are holding/not holding valid Indian passport(s) and the name of the child mentioned is not included in Passport of either parent.

...../.....

Father (Signature)

...../.....

Mother (Signature)

OR.....

Legal Guardian (Signature)

**ANNEXURE 'I'****AFFIDAVIT**

(To be executed on appropriate non-judicial stamp paper and attested by a Notary Public)

(One original and one self-attested photocopy)

I, name), ..... Son of ..... residing at..... Date of Birth..... being an applicant for issue of passport, do hereby solemnly affirm and state as follows:

1. That the names of my parents and spouse are as follows:
  - (i) Father
  - (ii) Mother
  - (iii) Wife/Husband
2. That I am continuously resident at the above mentioned address from.....
3. That I am citizen of India by birth/descent/registration/naturalisation 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 affidavit, 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 outside India 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.....

DEPONENT

**VERIFICATION**

Verified on..... (date) at..... (place) that the contents of the above mentioned affidavit are true and correct and nothing material has been concealed.

DEPONENT

## ANNEXURE 'J'

## SPECIMEN VERIFICATION CERTIFICATE

[To be given (in Duplicate\* alongwith Standard Affidavit as at Annexure "I] by Chairmen of Apex Business Organisations to the Owners, Partners Or Directors of the Companies having Membership of the Concerned Chambers)

(Official stationery of verifying authority)

Reference Number

Applicant's  
Photo

(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).

## Verification Certificate

This is to certify that Shri/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 .....

Place.....

Office Address with location.....

Date.....

Signature.....

Office  
Seal

Full Name.....

Designation.....

Name of the Chamber.....

Telephone No. (O)..... (R) .....

Mobile No.....

**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 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.

## 4. SECTION 6(2)(C) 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) subsection 5 of anyone 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, of 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 incurred in connection with such repatriation.

## PENALTY FOR OFFENCES UNDER PASSPORTS ACT, 1967

Imposition of penalties for suppression of information under section 12(1)(B) of Passports Act, 1967 is as given below:

S. No.	Nature of suppression of information	Amount (in Rs. for Literate applications)	Amount (in Rs.) for Illiterate applicants
(i)	In case the applicant's name has been endorsed on the parents' passport and the applicant is less than 18 years old and while applying for a separate passport, does not mention the fact that the name is endorsed in the parents' passport.	500	Nil
(ii)	In case the applicant's name has been endorsed on the parents' passport and the applicant is more than 18 years old and while applying for a separate passport, does not mention the fact that his name is endorsed in the parents' passport.	1000	500
(iii)	In both the above cases, if the parents' passport has already expired	No fine	No fine

S. No.	Nature of suppression of information	Amount (in Rs. for Literate applications	Amount (in Rs.) for Illiterate applicants
(iv)	If the applicant had previously applied for a passport and the file was closed without issue of a passport or returned undelivered and provided there is no change in the personal particulars and the applicant does not mention about the application made earlier.	1000	500
(v)	If the previous passport has expired and the information is not given	2000	500
(vi)	When an applicant holds/held a diplomatic/official passport and does not mention in his application at the time of applying for an ordinary passport.	500	500
(vii)	If a student studying in a hostel away from his permanent address, does not mention his present address with proof in his passport application form while applying at RPO/PO in which jurisdiction his permanent address falls.	500	500 (in case of minor, where applicant's parent is illiterate)
(viii)	In case where an applicant does not disclose that he had applied for a passport earlier claiming that he never received the passport and there is, however, no record of passport "Returned Undelivered", then the applicant may be asked to apply for duplicate passport with FIR.	2500 + 2500 (Duplicate passport fee)	1000 + 2500 (Duplicate passport fee)
(ix)	(a) In case, there is forgery of the stamp of ECNR/ PCC or any other observation in the passport, then applicant may be interviewed and in case some agent has done this then his name and address should be taken in writing. The forged endorsement should be cancelled and passport restored to the applicant.  (b) If another booklet is required by the applicant, duplicate passport fee or Rs. 2500 should be charged.	5000	1000  5000 + 2500 (Duplicate passport fee) 1000 + 2500 (Duplicate passport fee)
(x)	In case the passport with forgery has expired, then fresh passport may be issued with normal fee of Rs. 1000 plus.	2500 + 1000 (normal passport fee)	1000 + 1000 (normal passport fee)
(xi)	A Government servant who does not give details of his employment in his application form for ordinary passport.	2500	2500
(xii)	In case applicant does not disclose correct marital status and a case is registered regarding marital dispute.	2500	2500
(xiii)	If applicant gives wrong information regarding his date of birth/place of birth (minor changes)	1000	500
(xiv)	Minor suppressions of information regarding marital status/name of spouse etc. inadvertently.	500	500
(xv)	When an applicant holds a valid passport or suppresses/changes the personal particulars or where a criminal case is pending against him and this information is not disclosed in the application.	5000	2500

Note.—(1) Under section 12 of the Passports Act, 1967 – whoever contravenes the provisions of the Act by traveling without a valid passport, knowingly furnishes wrong information or attempts to alter entries made on the passports or travel documents, fails to produce his/her passport for inspection, knowingly uses a passport or travel document used to another person or knowingly allows another person to use a passport or travel document issued to him shall be punishable with imprisonment for a term up to 2 years or with fine up to Rs. 5,000 or with both.

(2) Whoever not being a citizen of India makes an application for a passport or obtains a passport by suppression of information about his nationality or holds a forged Indian passport or travel document shall be punishable by imprisonment up to 5 years and with fine up to Rs. 50,000.]

**FORM EA(P)-1 EXTERNAL  
APPLICATION FORM FOR INDIAN PASSPORT  
AT AN INDIAN MISSION/POST**

(for the issue of an ordinary  
international passport Fresh/ After 10  
years  
(Final)/and for duplicate in  
lieu of lost damaged  
passport)  
(Please delete inapplicable)

Please Staple  
one 35 mm x  
45 mm  
photograph  
and enclose  
two more  
photographs

Payment of Fee (to be filled by applicant)

Amount paid \$/ ..... by ..... Mode of payment  
For delivery by mail \$/extra to be paid as postal charges for each passport

1. (A) Full name.....  
(expanded initials) (Surname)
- (B) Aliases, if any.....
- (C) Has applicant ever changed his/her name?  
If so, give previous name in full.....
- (D) Maiden name, if applicant is a married woman.....
2. Date of birth ..... place of birth ..... Country .....  
Height .....(cms.) Colour of eyes ..... Hair .....  
Visible distinguishing marks, if any .....
3. Permanent Address
  - (a) In India .....
  - (b) In country of domicile .....
4. (i) Name of father ..... Country of his birth .....
- (ii) Name of mother ..... Country of her birth .....
- (iii) Nationality of father at the time of applicant's birth .....
- (iv) Nationality of mother at the time of applicant's birth .....
5. Married/Unmarried (Tick mark).....
6. Name and Nationality of Spouse .....

7. (i) Name of applicant's eldest son or daughter (first child)....  
 (ii) Name of applicant's eldest brother or sister .....
8. Present Passport/national identity card, if any. No....Date and Place of issue....
9. Local car driving Licence No.....Date and Place of issue.....
10. Educational qualification.....  
 (In order to determine emigration status)
11. When did applicant first leave India?....When was he/she in India last?
12. How long has applicants continuously resided abroad? .....
13. Present Emigration Status (ECR or ECNR) .....
- (with documentary evidence)
14. Profession and business address ..... Telephone .....
15. Please mention, if citizen of India by birth/descent/naturalisation/Registration.
16. Did applicant ever possess any other nationality or travel document of any other country, if so, please give detail.
17. Was applicant ever refused an Indian Passport? (Yes/No).
18. Was applicant's passport ever impounded/revoked? (Yes/No).  
 If so, details please.
19. Name and address of two relatives/friends

Name	Address
(i) .....	(i) .....
(ii) .....	(ii) .....

20. Is applicant in Government Service/Public Undertaking Service/Statutory Bodies Service of India? If so, please give details and enclose 'No Objection Certificate' from your employer in original.....

21. (i) Are any criminal proceedings pending against applicant in any court in India?  
 If so, please give details.....

(ii) Has applicant ever been repatriated from abroad to India at the expense of the Government of India? If so, details please.....

22. No. of lost/damaged passport ..... Place of issue .....

Date of issue ..... Valid until .....

23. (i) Briefly state circumstances of loss/theft/damage of passport on a plain paper and attach copy of report lodged with local police in case of loss/theft.

(ii) Details of restriction, if any, put on applicant's damaged/lost passport.

(iii) Did applicant avail transfer of residence, foreign travel scheme facility on lost/damaged passport. If so, details please.....

24. Is applicant registered with Indian Mission/Post? If not, is he a member of any Indian Organisation?

25. Particulars of children, if any, to be included/deleted.

Name	Place and Date of birth	Sex (M/F)
.....	.....	.....

**Note.**—In case of fresh inclusion or inclusion on a new passport in lieu of lost/damaged passport, enclose (i) birth certificate(s) bearing names of both parents (ii) passports of both parents and (iii) marriage certificate of parents. Children below fifteen years of age can either apply for inclusion in their parent's passports, generally mother's or apply for separate passport. Children above fifteen years must apply for separate passport.

**26. Declaration:**

I solemnly affirm that

- (i) I owe allegiance to the sovereignty and integrity of India, and  
 (ii) Information given above in respect of myself, my son/daughter/ward is correct and nothing has been concealed and I am aware that it is an offence under the Passports Act, 1967 to knowingly furnish false information or suppress material information, which attract penal and other punishments under the Acts, and  
 (iii) I undertake to be entirely responsible for expenses of my son/daughter/ward.

Signature of applicant or T.I. or his legal  
 Guardian (Left hand T.I. of male and  
 right hand T.I. of female).

Place .....

Date .....

Specimen signature or T.I. within the space given below:

For Office use

**FORM EA(P)-EXTERNAL**

**APPLICATION FORM FOR MISCELLANEOUS  
 SERVICES ON INDIAN PASSPORTS**

(For use in Indian Mission/Post) (a) Renewal (b)  
 Additional Visa Sheet, (c) Additional Booklet, (d)  
 Change of Address (e) PCC (f) Additional  
 Endorsement (g) Child Inclusion/Deletion, (h)  
 Any Other Service (Specify) (Please delete  
 inapplicable)

Please staple one  
 Photograph of size of  
 35 mm. x 45 mm. &  
 enclose three for  
 additional booklet



## 7. Declaration.—I solemnly affirm that—

- (i) I owe allegiance to the sovereignty and integrity of India, and
- (ii) Information given above in respect of myself, my son/daughter/ward is correct and nothing has been concealed and I am aware that it is an offence under the Passports Act, 1967 to knowingly furnish false information or suppress material information, which attract penal and other punishments under the acts, and
- (iii) I undertake to be entirely responsible for expenses of my son/daughter/ward.
- (iv) I declare that I have not lost or surrendered my citizenship of India since the above passport or travel document was issued to me. I further declare that I have no other passport.

.....  
 Signature of applicant or Thumb Impression or his legal  
 guardian (Left hand Thumb Impression of male and  
 right hand Thumb Impression of female)

Place .....

Date .....

8. Two specimen signatures or T.I. required for services at (c) within the space given below:

.....
.....

## For Office Use

## INSTRUCTIONS FOR FILLING UP EA(P)-2 FORM

This form is to be used for the Miscellaneous Services on ordinary Indian Passports, for

- (a) Renewal
- (b) Issue of Visa Sheet
- (c) Issue of Additional booklet on used up pages, taking separate passport for child/change in name/maiden name/date of birth
- (d) Change of address
- (e) Police Clearance Certificate (indicate the name of country or which PCC required and purpose)
- (f) Addition/Deletion of particulars of children
- (g) Additional Endorsement
- (h) Any other services

In case of fresh inclusion of name(s) of children please enclose (i) birth certificate(s) leaving name of both parent, (ii) Passports of both parents, Children below 15 years of age can either apply for inclusion in their parents (generally mother's passport) or apply for separate passports. Children above 15 years must apply for separate passport.

## FORM EA(P)-3

## APPLICATION FOR THE ISSUE OF A DIPLOMATIC/OFFICIAL PASSPORT

(This application must be accompanied by two passport size photographs—one of them duly attested on reverse.)

1. (a) Full name (in block letters)  
 (b) Aliases, if any (in block letters)
2. Profession
3. Present appointment
4. Permanent home address
5. Present address
6. Place of birth
7. Date of birth
8. Father's/Husband's name
9. Personal particulars—  
 (a) Height  
 (b) Colour of eyes  
 (c) Colour of hair  
 (d) Visible distinguishing marks, if any

## 10. Particulars of children below 15 years of age, if to be included in the passport.

Name	Date of birth	Place of birth	Relationship
1. ....	.....	.....	.....
2. ....	.....	.....	.....
3. ....	.....	.....	.....
4. ....	.....	.....	.....

## 11. (a) Have you ever applied to any other authority for any other passport?

- (b) If so, please give details.

## 12. Particulars of the previous passport held, if any—

- (a) Number
- (b) Date of issue
- (c) Authority and place of issue
- (d) If diplomatic/official passport previously held by the applicant was returned to the Ministry of External Affairs or any other authority, please indicate where and when it was returned.

N.B.—The previous passport, if in the custody of the applicant, should be submitted together with this application.

13.

Countries to be visited on official duty	Exact nature of official duty	Period of stay giving approximate dates
.....	.....	.....

14. Mode of travel and route:

Place .....

Date .....

Signature of applicant or parent in  
case application is for a minor.**Certificate**

1. \*I hereby certify that Sh./Smt./Kum ..... (Full name and designation) is proceeding abroad on official duty as indicated in Item 13 above.

2. \*I hereby certify that Sh./Smt./Kum ..... (Full name) is son/ wife/daughter of Sh./Smt. ..... (Full name and designation) who is proceeding abroad on official duty as indicated in Item 13 above.

.....  
Signature of Head of Office  
Designation.....

**Important**—Categories of persons to whom official and diplomatic passports are issuable are mentioned in Part I of the Schedule II to the Passports Rules, 1980. Persons not covered by the said Schedule shall not be eligible for official and diplomatic passports.

.....

.....

Please give two specimen signatures or thumb impressions (left in case of a male and right in case of a female) of the applicant in the space provided above.

\* Strike out whichever is not applicable.

**FORM EA(P)-4****APPLICATION FOR THE ISSUE OF AN EMERGENCY CERTIFICATE**  
(This application must be accompanied by three passport size photographs.)*I. Fee*

1. Amount paid
2. Date of payment
3. Mode of payment

*II. Personal particulars*

1. (a) Full name (in block letters)  
(b) Aliases, if any  
(in block letters)
2. Previous names, if you have ever changed your name
3. Maiden name in case of a married woman/widow/divorcee
4. Father's name
5. Husband's name in case of a married woman/widow/divorcee
6. Permanent address in India
7. Present address abroad
8. Present national status
9. Profession
10. Place of birth
11. Date of birth
12. Height
13. Colour of eyes
14. Colour of hair
15. Visible distinguishing marks, if any.

*III. Particulars of Child/Children below 15 years of Age to be Included in the Emergency Certificates*

Name	Date of birth	Place of birth	Relationship
1. ....	.....	.....	.....
2. ....	.....	.....	.....
3. ....	.....	.....	.....
4. ....	.....	.....	.....

*IV. Particulars of the Passport/Travel Document previously held.*

1. Did you ever hold a passport/travel document?

2. If so, please furnish the following particulars:—

- (a) Number
- (b) Date of issue
- (c) Authority and place of issue.

N.B.—The Passport/travel document, if available, should be submitted together with this application.

3. If not in a position to submit the passport/travel document, please indicate the reasons therefor.

.....

.....

*V. Reasons of applying for An Emergency Certificate*

.....  
.....

*VI. Declaration of Applicant*

I solemnly declare that:—

- (i) I am citizen of India/person of Indian origin;
- \*(ii) I have not voluntarily acquired citizenship of another country; and
- (iii) the information given by me in reply to the questions in this form is true.

Place.....

Date.....

.....  
Signature or thumb impression (left in case of  
a male and right in case of a female)  
of the applicant.

Two specimen signatures or thumb impressions (left in case of a male and right in case of a female) of the applicant.

1. ....

2. ....

\*If in possession of a citizenship of any other country involuntarily please give details

(Strike out whichever is not applicable).

**FORM EA(P)-5****APPLICATION FOR THE ISSUE OF CERTIFICATE OF IDENTITY**

(This application must be accompanied by three passport size photographs—one duly attested by local police authority—and residential permit).

*I. Fee*

1. Amount
2. Date of payment
3. Mode of payment

*II. Personal Particulars*

- (a) Full name  
(in block letters)
- (b) Aliases, if any  
(in block letters)

2. Previous name, if you have ever changed your name
3. Maiden name in case of a married woman/widow/divorcee
4. Father's name
5. Husband's name in case of a married woman/widow/divorcee
6. Last permanent address abroad
7. Present address
8. Place/Country of origin
9. Present national status
10. Period of residence in India
11. Profession
12. Place of birth
13. Date of birth
14. Height
15. Colour of eyes
16. Colour of hair
17. Visible distinguishing marks, if any

*III. Particulars of Child/Children below 15 years of Age, to be included in the Certificate of Identity*

	Name	Date of birth	Place of birth	Relationship
1.	.....	.....	.....	.....
2.	.....	.....	.....	.....
3.	.....	.....	.....	.....
4.	.....	.....	.....	.....

**IV. 1. Purpose of Applying for the Certificate of Identity****2. Countries for which the Certificate of Identity is Required****V. Declaration of Applicant**

I solemnly declare that:—

(a) I am of ..... nationality/stateless

(b) I have not obtained an Indian/foreign travel document before because

.....  
.....  
.....

(c) The information given by me in reply to the questions in this form is true.

Place .....

Date .....

.....  
Signature or thumb impression (left in case of  
a male and right in case of a female)  
of the applicant

Two specimen signatures or thumb impressions (left in case of a male and right in case of a female) of the applicant.

1. .... 2. ....

<sup>1</sup>[\*\*\*]

<sup>2</sup>[\*\*\*]

<sup>3</sup>[\*\*\*]

<sup>4</sup>[\*\*\*]

<sup>5</sup>[\*\*\*]

<sup>6</sup>[\*\*\*]

1. Form EA(P)-6 omitted by G.S.R. 100(E), dated 4th March, 1991 (w.e.f. 4-3-1991).
2. Form EA(P)-7 omitted by G.S.R. 860(E), dated 1st November, 1985 (w.e.f. 1-11-1985).
3. Form EA(P)-8 omitted by G.S.R. 100(E) dated 4th March, 1991 (w.e.f. 4-3-1993).
4. Form EA(P)-9 omitted by G.S.R. 860(E), dated 1st November, 1985 (w.e.f. 1-11-1985).
5. Form EA(P)-10 omitted by G.S.R. 100(E), dated 4th March, 1991 (w.e.f. 4-3-1991).
6. Form EA(P)-11 omitted by G.S.R. 860(E), dated 1st November, 1985 (w.e.f. 1-11-1985).

**FORM EA(P)-12****APPLICATION FOR INDIA/SRI LANKA PASSPORT**

(For repatriates—1964 and 1974 agreement)

(Three unmounted passport size bust photographs, taken full face, of the applicant should be enclosed with application. The photographs should have, on the reverse side, the words "true photo of....." signed by the Estate Superintendent in the case of applicants from estates, and by D.R.O., Gram Sevaka or M.P. for the area in the case of others.)

**CAUTION.**—Applicants are warned that if any of the information supplied by them below is found to be false or inaccurate, not only will their applications be liable to rejection or their passports, if already granted be liable to be cancelled but they will also be liable to prosecution.

1. (i) Full name, with alias, if any (in block letters)  
(ii) Have you ever changed your name? If so, what was your previous name?
2. Are you married or single?
3. If married woman/widow, state maiden name
4. Place (Village, town, district, etc.) and date of birth (attach documents in support, if possible).
5. Profession
6. Educational qualifications
7. Present occupation
8. (i) Personal particulars of applicant:—  
  - (a) Height in cm.
  - (b) Colour of eyes
  - (c) Colour of hair
  - (d) Visible distinguishing marks, if any
(ii) Of children below 15 years if to be included in the passport

Full Name	Sex	Date of birth
1. ....	.....	.....
2. ....	.....	.....
3. ....	.....	.....
4. ....	.....	.....

9. Father's name and place and date of birth.

10. If married woman or widow, husband's or late husband's nationality, name and place of birth.

11. How long have you been continuously residing in Sri Lanka?

12. Have you at any time resided in any other country including Pakistan? State countries and period.

13. What was your occupation while residing in the countries mentioned in column 12?

14. Have you ever applied for a travel document and been refused? If so, when and under what circumstances?

15. Have you ever been issued with a passport which was later impounded or cancelled? If so give particulars.

16. Present address in Sri Lanka.

17. Names and addresses of two responsible persons in India who would be prepared to vouch for you—

(1)

(2)

18. Whether applicant prefers an India-Sri Lanka passport or an Emergency Certificate?

Two specimen signatures or thumb impressions of applicant

Two specimen signatures or thumb impressions of wife if to be included in passport

I solemnly declare that I am an Indian citizen and that I have not lost, surrendered or been deprived of my Indian citizenship and that the information given by me in reply to the questionnaire is true.

Place.....

Date.....

Signature or thumb impression of applicant

I, the undersigned.....residing at.....holder of India-Sri Lanka passport/Emergency Certificate No.....dated.....hereby apply for the grant of passport to.....whose parent/legal guardian I am. I undertake to be entirely responsible for all his/her expenses

Signature/Thumb impression of Parent/Guardian

This certificate is required only when the application is made on behalf of a person below 18 years of age.

<sup>1</sup>[EA(P)-13]

GOVERNMENT OF INDIA  
MINISTRY OF EXTERNAL AFFAIRS

PASSPORT APPLICATION FORM AND SUPPLEMENTARY  
FORM WITH INSTRUCTIONS

Steps to be followed by applicant to complete the passport application submission process:

- Read general Instructions given in Section A
- Fill-up the form as described in Section B "Column-wise guidelines for filling-up Passport Application Form" and Section C "Column-wise guidelines for filling-up Supplementary Form"
- Attach the documents mentioned in Section D "List of Supporting Documents"
- Pay fee as given in Section E "Fee List"
- Submit the filled-in Passport Application Form at the application submission centers mentioned in Section F "Where to Apply"

File Number (For Office Use Only)

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GOVERNMENT OF INDIA, MINISTRY OF EXTERNAL AFFAIRS  
PASSPORT APPLICATION FORM



सर्वानन्द जयते

Please read the Passport Instruction Booklet carefully before filling the form. Fill this form in CAPITAL LETTERS using blue/black ink ball point pen only. Furnishing of incorrect information or suppression of information would lead to rejection of the application and would attract penal provisions as prescribed under the Passports Act, 1967. Please produce your original documents at the time of submission of the form.

1. Service Required

1.1 Applying for

- Fresh Passport  
 Re-issue of Passport

1.2 If re-issue, specify reason(s)

- Validity Expired within 3 years/Due to Expire  
 Exhaustion of Pages  
 Validity Expired more than 3 years ago  
 Lost Passport  
 Change in Existing Personal Particulars  
 Damaged Passport

1.3 If change in existing personal particulars, specify reason(s)

- |                                     |  |  |
|-------------------------------------|--|--|
| <input type="checkbox"/> Appearance | <input type="checkbox"/> Signature     | <input type="checkbox"/> Given Name                |
| <input type="checkbox"/> Surname    | <input type="checkbox"/> Date of Birth | <input type="checkbox"/> Spouse Name               |
| <input type="checkbox"/> Address    | <input type="checkbox"/> Delete ECR    | <input type="checkbox"/> Others,<br>Please specify |

--	--	--	--	--	--	--	--	--	--

--	--	--	--	--	--	--	--	--	--

Signature/Left Hand Thumb Impression of Illiterate Applicant and Minors who cannot sign.





## 9.1 Fee amount in (Rs.)

## 9.2 If paid by Demand Draft (DD), provide the following details:—

DD Number

DD Issue Date

DD Expiry Date

-  -

-  -

Bank Name

Branch

## 10. Enclosures

- |    |     |
|----|-----|
| 1. | 6.  |
| 2. | 7.  |
| 3. | 8.  |
| 4. | 9.  |
| 5. | 10. |

## 11. Self Declaration

I owe allegiance to the sovereignty, unity and integrity of India, and have not voluntarily acquired citizenship or travel document of any other country. I have not lost, surrendered or been deprived of the citizenship of India and I affirm that the information given by me in this Form and the enclosures is true and I am solely responsible for its accuracy, and I am liable to be penalised or prosecuted if found otherwise. I am aware that under the Passports Act, 1967 it is a criminal offence to furnish any false information or to suppress any material information with a view to obtaining passport or travel document.

Place

Signature/Left Hand Thumb  
Impression of Applicant (If  
applicant is minor, either  
parent to sign)

Date (DD-MM-YYYY)

-  -

File Number (For Office Use Only)



सर्वानन्द जयते

GOVERNMENT OF INDIA, MINISTRY OF EXTERNAL AFFAIRS  
SUPPLEMENTARY FORM

Please read the Passport Instruction Booklet carefully before filling the Form. Fill this Form in CAPITAL LETTERS using blue/black ink ball point pen only. Furnishing of incorrect information or suppression of information would lead to rejection of the application and would attract penal provisions as prescribed under the Passports Act, 1967. Please produce your original documents at the time of submission of the Form

## 1. Alias Name Details (If you are also known by any other names)

## 1.1 Alias Name 1, Given Name (Given Name means First Name followed by Middle Name (If any)) (Initials not allowed)

Surname

## 1.2 Alias Name 2, Given Name (Given Name means First Name followed by Middle Name (If any)) (Initials not allowed)

Surname

## 2. Previous Name Details (If you have ever changed your name)

## 2.1 Previous Name 1, Given Name (Given Name means First Name followed by Middle Name (If any)) (Initials not allowed)

Surname

## 2.2 Previous Name 2, Given Name (Given Name means First Name followed by Middle Name (If any)) (Initials not allowed)

Surname

## 3. Previous Residence with Reference Details (Maximum two residences of longest period of stay)

## 3.1. Previous Residence 1

From (MM-YYYY)  -  To (MM-YYYY)  - 

House No. and Street Name

Village or Town or City

District

Police Station

State/UT

Country

PIN  
 Mobile Number  
 Telephone Number  
 First Reference Name and Address  
   
   
   
   
 Mobile Number  
 Telephone Number  
 Second Reference Name and Address  
   
   
   
   
 Mobile Number  
 Telephone Number  
 

## 3.2. Previous Residence 2

From (MM-YYYY)  -  To (MM-YYYY)  - House No. and Street Name  
   
   
   
 Village or Town or City  
   
   
 District  
   
   
 Police Station  
   
   
 State/UT  
   
   
 Country  
   
   
 PIN  
 Mobile Number      Telephone Number  
   First Reference Name and Address  
   
   
   
 Mobile Number      Telephone Number  
   Second Reference Name and Address  
   
   
   
   
 Mobile Number      Telephone Number  
   

## 4. Permanent Residential Address (If it is different from present residential address)

House No. and Street Name  
   
   
   
 Village or Town or City  
   
   
 District  
   
   
 Police Station  
   
   
 State/UT  
   
   
 Country  
   
   
 PIN  
 Mobile Number      Telephone Number  
   

## 5. Present Residential Address (If you are on a temporary visit to India)

House No. and Street Name  
   
   
   
 Village or Town or City  
   
   
 District/County  
   
   
 State/Province  
   
   
 Country  
   
   
 PIN  
 Mobile Number      Telephone Number  
   E-mail ID



- 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 Gender  Male  Female
- 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	<input checked="" type="checkbox"/>	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 section F]

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 'B', or minors whose parent(s) hold valid passport etc. 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.
	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 "Recommender" Police Verification Report (PVR) from the Police Department. This does not include date of receipt of "Recommender" 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.

#### Notes.—

- 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.
- 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 DOs and DON'Ts 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
<ul style="list-style-type: none"> <li>• Paste ONLY ONE COLOUR photograph as per the specifications given below</li> <li>• 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</li> <li>• Background of the photograph should be plain white and the dress should be in dark colour</li> <li>• Photograph should fit within the given box</li> <li>• Frontal view of the full face should be visible in the photograph</li> <li>• Photograph should be printed on good quality photo paper</li> <li>• Print of the photograph should be clear and with a continuous-tone quality</li> <li>• Expression of the face should be natural (no grinning, frowning or raised eyebrows)</li> <li>• Eyes must be open and both edges of face must be clearly visible</li> <li>• Head should be in the centre of the frame and both ears should be visible</li> </ul>	<ul style="list-style-type: none"> <li>• Do NOT paste black and white photographs</li> <li>• Dimensions of photograph should not be smaller than the box (<i>i.e.</i> 4.5 cm length x 3.5 cm width) provided in the application form</li> <li>• Photograph with dark background or in uniform, or with eyes hidden under coloured or dark glasses will not be accepted</li> <li>• Photograph in computer print will not be accepted</li> <li>• Photograph is NOT to be signed</li> <li>• Distracting shadows on the face or on the background should not be there</li> <li>• Eyes must not be covered by hair. Glares on eyeglasses should be avoided with a slight upward or downward tilt of the head</li> <li>• Photograph should not be damaged, for example: torn, creased or marked</li> <li>• 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</li> <li>• Photographs cut from group photographs are not acceptable</li> </ul>

**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 re-issue, 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**

- <sup>1</sup>[• Put a cross against the Tatkaal box, if you need the passport urgently under the Tatkaal scheme or else put a cross against the Normal box.
- Under Tatkaal scheme, you need to submit a Verification Certificate as per specimen at Annexure 'F' and Standard Affidavit as per the specimen at Annexure 'I' or three documents out of the list of sixteen documents and Standard Affidavit as per the specimen at Annexure 'I'. 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, except in cases of exemption of Tatkaal fee sought on account of specialised medical treatment and consultation abroad, and post police verification shall be done in all such cases.
  - Fee for a passport under Tatkaal scheme is in addition to normal passport application fee. For details on fees, see section 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.

1. Subs. by G.S.R. 633(E), dated 23rd August, 2011 (w.e.f. 23-8-2011).

## &lt;Column 1.6: Validity Required&gt;

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**

## &lt;Column 2.1: Applicant's Given Name &amp; Surname&gt;

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 **JAIN** and your given name as **PIYUSH KUMAR** 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.

## &lt;Column 2.2: Are you known by any other names (aliases)?&gt;

- 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.

## &lt;Column 2.3: Have you ever changed your name?&gt;

- 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.

## &lt;Column 2.4: Date of Birth&gt;

- 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.

**Note.—**

- For applicants born on or after 26-01-89, only Birth Certificate issued by the Municipal Authority or any office authorized to issue Birth and Death Certificate by the Registrar of Births & Deaths is accepted. No other document will be

accepted as proof of date of birth. In case of any doubt please visit our website [www.passportindia.gov.in](http://www.passportindia.gov.in)

- 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.

## &lt;Column 2.5: Place of Birth&gt;

- *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.

## &lt;Column 2.6 &amp; 2.7&gt; Put a cross on appropriate box for 'Gender' and 'Marital Status'

## &lt;Column 2.8: Citizenship of India by&gt;

- 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".

## &lt;Column 2.9, 2.10 &amp; 2.11&gt; Write your 'PAN (if available)', 'Voter ID (if available)' and put cross mark on your "Employment Type"

## &lt;Column 2.12&gt; 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".

## &lt;Column 2.13: Is either of your parent (in case of minor)/ spouse, a government servant?&gt;

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.

## &lt;Column 2.14: Educational Qualification&gt; Put a cross in the appropriate box applicable to you

## &lt;Column 2.15 - Are you eligible for Non-ECR Category?&gt;

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](http://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. (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) 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.
  - (g) 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,
  - (h) Nurses possessing qualifications recognized under the Indian Nursing Council Act, 1947,
  - (i) 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.,
  - (j) 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,
  - (k) 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.

- (l) 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](http://www.moia.gov.in)

With effect from October 1, 2007 Government of India has abolished Emigration Check Required Suspension (ECRS). Therefore, ECR passport holders travelling 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 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: Reference 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](http://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 favour 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 Name 1, Given Name and Surname' and 'Alias Name 2, Given Name and 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 Name 1, 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 Name 1, Given Name and Surname' and 'Previous Name 2, Given Name and 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 and 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 No. 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. 52: Standard Affidavit Annexure "I"
4. Document No. 10 or 49 or 54; Pension Payment Order or Verification Certificate as per the specimen at Annexure 'F' 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. 54.]

1. Subs. by G.S.R. 633(E), dated 23rd August, 2011, for Serial No. 4 (w.e.f. 23-8-2011).

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

CASE NO	PASSPORT SERVICES (i) Fresh Passport	DOCUMENTS TO BE SUBMITTED	
		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) (ii) 4 or 5 or 6	(i) 1, 2, 3 (if the applicant is eligible for Non ECR), 52 (ii) 49 or 54
2	Citizen of India by Descent (Born to Indian parent(s) outside India)	1, 2, 3 (if the applicant is eligible for Non ECR), 7	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), 5 (if available), 8, 9	
4	Applicants repatriated from abroad at Government cost	1, 2, 3 (if the applicant is eligible for Non ECR), 5 (if available), 8 (if any), 9	(i) 1, 2 (ii) 45 (if No Police Verification is required) or 22 (if Post Police Verification is required)
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	(i) 1, 2 (ii) 45 (if No Police Verification is required) or 22 (if Post Police Verification is required)
6	Government/Public Sector / Statutory body employees	1, 2 (i) 45 (if No Police Verification is required) or 22 (if Post Police Verification is required)	(i) 1, 2, 3 (if the applicant is eligible for Non ECR) (ii) 45 (of dependent) and 52 if No 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 15-18] are covered)	1, 2, 3 (if the applicant is eligible for Non ECR), 52 (i) 45 (of dependent) and 52 if No Police Verification is required	(i) 1, 2, 3 (if the applicant is eligible for Non ECR), 52 (ii) 45 (of dependent) or 49 or 54
8	Retired government officials	1, 2, 10 (if Post Police Verification is required)	(i) 1, 2, 52 (ii) 10 or 49 or 54

1. Subs. by G.S.R. 633(E), dated 23rd August, 2011, for "age group 18-21" (w.e.f. 23-8-2011).

CASE NO	PASSPORT SERVICES	DOCUMENTS TO BE SUMMITTED	
(I)	Fresh Passport	Document No. – Normal Application	Document No. – Tatkaal Application
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 22 if applicant is Government/ Public Sector/Statutory body employee <b>Note:</b> In case the applicant submits "12", "2" is not required	(i) 1, 2, 11 (12 if surrender certificate is not available), 52 (ii) 45 or 22 if applicant is a Government/ Public Sector/Statutory body employee (iii) 49 or 54 if applicant is not a Government/Public Sector/Statutory body employee <b>Note:</b> 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), 57	(i) 1, 2, 3 (if the applicant is eligible for Non ECR), 57, 52 (ii) 49 or 54
11	Owner, partners and directors of Companies which are members of CII, FICCI & ASSOCHAM.	(i) 1, 2 (ii) 52 and 53 if Post PV is required	(i) 1, 2, 52 (ii) 53 or 54
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), 48	(i) 1 (in new name), 2 (in old name), 3 (if the applicant is eligible for Non ECR - Documents in old name are allowed), 48, 52 (ii) 49 or 54
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, 48	<b>Cannot apply under Tatkaal Scheme</b>

CASE NO	PASSPORT SERVICES	DOCUMENTS TO BE SUMMITTED	
(I)	Fresh Passport	Document No. – Normal Application	Document No. – Tatkaal Application
14	Change/Addition in surname due to marriage	(i) 1, 2, 3 (if the applicant is eligible for Non ECR) (ii) 14 or 47	(i) 1, 2, 3 (if the applicant is eligible for Non ECR), 52 (ii) 14 or 47 (iii) 49 or 54
15	Change in name in case of Government/Public Sector/ Statutory body employees	1, 2, 15, 16, 48	(i) 1, 2, 15, 16, 48, 52 (ii) 49 or 54
16	Nagaland Residents	1, 2, 3 (if the applicant is eligible for Non ECR)  <b>Note:</b> Additional PV required from Guwahati through MHA	<b>Cannot apply under Tatkaal Scheme</b>
17	Naga origins residing outside Nagaland	1, 2, 3 (if the applicant is eligible for Non ECR)  <b>Note:</b> Additional PV required from centralized MHA office	
18	Jammu and Kashmir Residents	1, 2, 3 (if the applicant is eligible for Non ECR)	<b>Cannot apply under Tatkaal Scheme</b> <b>Note:</b> Mandatory Pre-Police Verification required
19	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, 52 (ii) 49 or 54
20	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), 52 (ii) 19 or 49 or 54

CASE NO	PASSPORT SERVICES	DOCUMENTS TO BE SUMMITTED	
(I)	Fresh Passport	Document No. – Normal Application	Document No. – Tatkaal Application
B 1	Minor Either/Both parent(s) hold a valid Passport with spouse name endorsed	(i) 1 (of parents), 2, 27 (with spouse name endorsed) (ii) 51 (signed by both parents) or 50 (one parent not given consent)	(i) 1 (of parents), 2, 27 (with spouse name endorsed) (ii) 51 (signed by both parents) or 50 (one parent not given consent)
2	Neither of the parent holds a valid Passport	(i) 1 (of parents), 2 (ii) 51 (signed by both parents) or 50 (one parent not given consent)	(i) 1 (of parents), 2, 52 (ii) 51 (signed by both parents) or 50 (one parent not given consent) (iii) 49 or 54
3	Either/Both parent(s) resident abroad	(i) 1 (of parents or Legal Guardian if both parents are resident abroad), 2, 20, 27 (with spouse name endorsed) (ii) 51 (signed by the parent or the legal guardian) or 50 (one parent not given consent)	(i) 1 (of parents or Legal Guardian if both parents are resident abroad), 2, 20, 27 (with spouse name endorsed) (ii) 51 (signed by the parent or the legal guardian) or 50 (one parent not given consent)
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, 27 (if any - with spouse name endorsed)	(i) 1 (of parents), 2, 27 (if any - with spouse name endorsed), 52 (ii) 49 or 54
5	Children of Government/Public Sector/Statutory body employees	(i) 1 (of parents), 2 (ii) 51 (signed by both parents) or 50 (one parent not given consent) (iii) 27 (if any - with spouse name endorsed), 45 (of dependent) and 52 in case No Police Verification is required	(i) 1 (of parents), 2, 27 (if any - with spouse name endorsed), 52 (ii) 51 (signed by both parents) or 50 (one parent not given consent) (iii) 45 (of dependent) or 49 or 54
6	Children adopted by Indian parents	(i) 1 (of Adopter parents), 2, 21, 27 (if any - with spouse name endorsed) (ii) 51 (signed by both adoptive parents) or 50 (one parent not given consent)	

CASE NO	PASSPORT SERVICES	DOCUMENTS TO BE SUMMITTED	
(I)	Fresh Passport	Document No. – Normal Application	Document No. – Tatkaal Application
7	Children adopted by foreign parents	1 (of parents), 2, 21, 23, 24, 27	Cannot apply under Tatkaal Scheme
8	Parents are divorced	(i) 1 (of the parent who has the custody of the child), 2, 25, 27 (if any) (ii) 51 (signed by both parents - If other parent has visiting rights) or 50 (one parent not given consent)	
9	Parents are separated but not divorced	1 (of the parent with whom the child is residing), 2, 27 (if any-with spouse name endorsed), 46	
10	Single parent of the child born out of wedlock	1 (of parent), 2, 27 (if any), 46	
11	Applied by one parent/guardian when consent of one or both parents not possible	1 (of parent), 2, 27 (if any-with spouse name endorsed), 50	(i) 1 (of parent), 2, 27 (if any-with spouse endorsed), 50, 52 (ii) 49 or 54
12	Applied by Legal Guardian	1 (of parents), 2, 27 (if any-with spouse name endorsed), 34, 51 (signed by legal guardian)	(i) 1 (of parents), 2, 27 (if any-with spouse name endorsed), 34, 51 (signed by legal guardian) 52 (ii) 49 or 54
13	Minors with single parent (One parent deceased)	1 (of parent), 2, 27 (if any), 28 (of deceased parent), 51	
14	Minors from Nagaland (below 18 years)	(i) 1 (of parents), 2, 27 (if any-with spouse name endorsed) (ii) 51 (signed by both parents) or 50 (one parent not given consent) Note: Additional PV required from Guwahati through MHA	Cannot apply under Tatkaal Scheme
15	Minors from Jammu and Kashmir	(i) 1 (of parents), 2, 27 (if any-with spouse name endorsed)	

CASE NO	PASSPORT SERVICES	DOCUMENTS TO BE SUMMITTED	
(I)	Fresh Passport	Document No. – Normal Application	Document No. – Tatkaal Application
		(ii) 51 (signed by both parents) or 50 (one parent not given consent)	
16	Minor students staying away from parents	(i) 1 (of parents), 2, 17, 18, 27 (if any-with spouse name endorsed) (ii) 51 (signed by both parents) or 50 (one parent not given consent)	(i) 1 (of parents), 2, 17, 18, 27 (if any-with spouse name endorsed), 52 (ii) 51 (signed by both parents) or 50 (one parent not given consent) (iii) 49 or 54
(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, 52 (ii) 49 or 54
3	Renewal of Short Validity Passport (SVP)	1 (if address is different from old Passport), 5, 29	Cannot apply under Tatkaal Scheme
4	Government/Public Sector/Statutory body employees (Still serving)	1 (if address is different from old Passport), 5, 22	1 (if address is different from old Passport), 5, 22
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, 30	(i) 1 (if address is different from old Passport), 5, 30

CASE NO	PASSPORT SERVICES	DOCUMENTS TO BE SUMMITTED	
(I)	Re-issue of Passport	Document No. – Normal Application	Document No. – Tatkaal Application
C	Damaged Passport (Passport number is readable, name is legible and Photo is intact)	1 (if address is different from old Passport), 2, 5, 31	1 (if address is different from old Passport), 2, 5, 31
D	Lost/Damaged beyond recognition/Stolen Passport	1, 2, 31, 32, 33 (if available) <b>Note:</b> 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	(i) 5, 35 (if he has Passport) (ii) 14 or 26 or 47	(i) 5, 35 (if he has Passport) (ii) 14 or 26 or 47
2	Divorcees applying for change of name OR for deletion of spouse's name in existing Passport	(i) 5, 48 (ii) 36 or 37 (issued by Qazi)	(i) 5, 48 (ii) 36 or 37 (issued by Qazi)
3	Re-married applicants applying for change of name/spouse's name	(i) 5, 35 (of present husband, if he has Passport) (ii) 14 (Re-marriage certificate) or 26 or 47 (iii) 28 or 37 (as the case may be in respect of first spouse)	(i) 5, 35 (of present husband, if he has Passport) (ii) 14 (Re-marriage certificate) or 26 or 47 (iii) 28 or 37 (as the case may be in respect of first spouse)
4	Change of name in other circumstances (minor change in name-both male and female i.e., spelling discrepancy between Passport and documents which phonetically does not result in total change in name)	5, 48,	5, 48,

CASE NO		PASSPORT SERVICES		DOCUMENTS TO BE SUMMITTED	
(II)	Re-issue of Passport		Document No. – Normal Application	Document No. – Tatkaal Application	
5	Major change in name (cases different from minor change case)		5, 13, 48		Cannot apply under Tatkaal Scheme
6	Change in name in case of Government/Public Sector/Statutory body employees		5, 15, 16, 48		5, 15, 16, 48
7	Change in Sex		5, 38, 39		Cannot apply under Tatkaal Scheme
8	Change of Appearance		5, 40		Cannot apply under Tatkaal Scheme
9	Change/Correction of DoB		2, 5, 41 (if change in DoB is more than 2 years or in case of conflicting documents), 55		5, 41 (if change in place of birth involves State change or Country change), 42, 56
10	Change/Correction of place of birth		1 (changed address), 5		1 (changed address), 5
11	Change in Current Address				Cannot apply under Tatkaal Scheme
12	Change in Signature		5		
13	Addition of Spouse Name		(i) 5 (ii) 14 or 26 or 47		(i) 5 (ii) 14 or 26 or 47
14	Change of Father/Mother name		5, 6 (of father/mother with changed name - if available) or 43 or 44		Cannot apply under Tatkaal Scheme
15	ECR Deletion		1 (if address is different from old Passport), 3, 5		[Not applicable]

1. Subs. by G.S.R. 633(E), dated 23rd August, 2011 (w.e.f. 23-8-2011).

#### <D.2 OVERALL LIST OF DOCUMENTS>

If 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.	<b>Proof of Present Address.</b> For Proof of Address attach one of the following documents:
a.	Water/Telephone (landline or post-paid mobile bill)/Electricity bill/Statement of running bank account (Scheduled Commercial bank excluding Regional Rural banks and local area banks)/Income-Tax Assessment Order/Election Commission Photo ID card/Gas connection bill/Certificate from Employer of reputed and well-known companies on letter head
b.	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)
c.	Parent's passport copy, in case of minors (First and last page)
d.	Applicant's current and valid ration card NOTE 1: If any applicant submits only ration card as proof of address, it should be accompanied by one more proof of address out of the given categories.
2.	<b>Proof of Date of Birth.</b> For Proof of Date of Birth attach one of the following documents:
a.	For applicants born on or after 26-1-89, only Birth Certificate issued by the Municipal Authority or any office authorized to issue Birth and Death Certificate by the Registrar of Births & Deaths is acceptable. The Birth Certificate should ordinarily 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.	Birth certificate issued by a Municipal Authority or any office authorized to issue Birth and Death Certificate by the Registrar of Births & Deaths
c.	School leaving certificate/Secondary school leaving certificate/Certificate of Recognized Boards from the school last attended by the applicant or any other recognized educational institution
c.	Affidavit sworn before a Magistrate/Notary stating date/place of birth as per the specimen in Annexure "A" by illiterate or semi-literate applicants (Less than 5th class).
3.	Documentary proof for any one of the Non-ECR (previously ECNR) categories. Refer Column 2.15 under Section-B of passport application booklet

Document No.	List of Documents
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)
14.	An attested copy of marriage certificate issued by Registrar of Marriage
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.	Bona fide 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.	A sworn affidavit by the parent(s) resident abroad attested by the Indian Mission along with affidavit from parent residing in India as well (as per Annexure 'H')
21.	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).
22.	No Objection Certificate (NOC) (as per Annexure 'M')
23.	CARA No Objection Certificate

Document No.	List of Documents
24.	Copy of the guarantee executed before the Court concerned
25.	Certified copy of the court order for custody of the child in favour of the applicant's parent
26.	Affidavit sworn before First Class Judicial Magistrate on Non-Judicial stamp paper for re-issue of passport (which was obtained prior to marriage) by married applicants who are unable to provide the prescribed marriage certificate or joint affidavit with spouse, due to marital discord, separation or without formal divorce decree by the Court or due to total desertion by the spouse as per specimen at Annexure 'K'
27.	Attested photocopy of Passport of both or either parent
28.	Death Certificate
29.	Proof of documents which eliminate the cause of issuance of Short Validity Passport (SVP)
30.	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
31.	Affidavit stating how and where the Passport got lost/damaged (Annexure 'L')
32.	Police report in original
33.	Self-attested photocopy of first two and last two pages, including ECR/Non-ECR page of old Passport
34.	Court Decree/order in respect of legal guardian
35.	Self attested photocopy of the spouse's Passport
36.	Court certified copy of Divorce decree
37.	Self attested copy of Divorce certificate
38.	Sworn affidavit regarding change of sex
39.	Certification from hospital where he/she underwent sex change operation successfully
40.	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.
41.	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)
42.	Affidavit stating the reason for change in Place of Birth
43.	Proof such as service record/pension order/property documents showing that parents had changed their name

Document No.	List of Documents
44.	If parents are deceased such proof that they had changed their name during life-time
45.	"Identity Certificate" in original as per Annexure "B"
46.	A Declaration affirming the particulars furnished in the application about the minor child as per: Annexure "C" (by single parent or by either parent who are separated but not formally divorced)
47.	A joint affidavit from husband and wife along with a joint photograph, (Specimen at Annexure "D") When joint affidavit is not possible the affidavit should indicate the reason for it. If applying for passport for the first time, this affidavit is required only if there is a change in the first name
48.	Deed poll/sworn affidavit as per Annexure "E"
49.	Verification Certificate as per the specimen as per Annexure "F"
50.	A Declaration affirming the particulars furnished in the application about the minor as per Annexure "G" (one parent not given consent)
51.	A Declaration affirming the particulars furnished in the application about the minor as per Annexure "H"
52.	Standard Affidavit as per Annexure "I"
53.	Verification Certificate as per Annexure "J"
54.	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 (j) below
- Name in all the three documents should be same.

(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)	Ration Cards.
(h)	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.
(i)	Railway Identity Cards.
(j)	Self-Passport (unrevoked and undamaged).
(k)	Income-Tax Identity (PAN) Cards.
(l)	Bank/Kisan/Post Office Passbooks.

1. Subs. by G.S.R. 633(E), dated 23rd August, 2011, for Serial No. 54 (w.e.f. 23-8-2011).

Document No.	List of Documents
(m)	Student Photo Identity Cards issued by Government Recognized Educational Institutions in respect of full-time courses.
(n)	Driving Licences (valid and within the jurisdiction of the State of submission of application).
(o)	Birth Certificates issued under the Registration of Births and Deaths Act, 1969.
(p)	Gas Connection Bill (of one year before and current bill).]
	NOTE 3: All above documents are required to be produced in original along with self-attested copies.
55.	Affidavit stating the reason for change in Date of Birth
56.	Proof of Place of Birth
57.	Photocopy of Diplomatic/Official Passport

**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 favour 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

1[Table 4: Fee List

Sl. No.	Service Required	Application Fee	Additional Tatkaal Fee
1.	Fresh Passport or 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. 1,000	Rs. 1,500
2.	Fresh Passport or 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. 1,500	Rs. 1,500

1. Subs. by G.S.R. 633(E), dated 23rd August, 2011, for Table 4 (w.e.f. 23-8-2011).

Sl. No.	Service Required	Application Fee	Additional Tatkaal Fee
3.	Fresh Passport or 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. 600	Rs. 1,500
4.	Replacement of Passport (36 pages) in lieu of lost, damaged or stolen passport	Rs. 2,500	Rs. 1,500
5.	Replacement of Passport (60 pages) in lieu of lost, damaged or stolen passport	Rs. 3,000	Rs. 1,500
6.	Replacement of Passport (36 pages) for change in personal particulars (10 years validity)	Rs. 1,000	Rs. 1,500
7.	Replacement of Passport (36 pages) for change in personal particulars (10 year validity)	Rs. 1,500	Rs. 1,500
8.	Replacement of Passport (36 pages) for 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. 600	Rs. 1,500
9.	Replacement of Passport (60 pages) for deletion of ECR (10 years validity)	Rs. 1,000	Not applicable
10.	Replacement of Passport (60 pages) for deletion of ECR (10 years validity)	Rs. 1,500	Not applicable
11.	Issue of Police Clearance Certificate (PCC) or Surrender Certificate or Certificate of Date of Birth or any other miscellaneous certificates based on the Passport.	Rs. 500	Not applicable

**Note.—**

1. Tatkaal application shall be accepted only if an applicant is eligible for submission of a Tatkaal application under the rules.

2. 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](http://www.passportindia.gov.in)

**G. SPECIMEN OF AFFIDAVITS/DECLARATIONS****ANNEXURE 'A'****SPECIMEN AFFIDAVIT TO BE SUBMITTED BY ILLITERATE APPLICANTS AS PROOF OF DATE OF BIRTH IN CASE NO OTHER DOCUMENTS MENTIONED IN DOCUMENT NUMBER 2 OF TABLE 3 IN SECTION D IS AVAILABLE**

(To be executed on non-judicial stamp paper of minimum value)

I....., S/o W/o D/o.....presently residing at.....hereby state the following:—

I was born on.....at.....situated in the district.....in the State of.....I have no documentary proof in support of my place and date of birth.

I do not possess any educational qualification and I am an illiterate person.

I take oath and solemnly declare/affirm that the particulars furnished by me above are correct and that I have not concealed or misrepresented any facts.

Place.....

Date.....

Verified on this.....day of.....of the year.....that the contents of my above affidavit are true and correct to the best of my knowledge and belief, and nothing in material has been concealed there from.

The contents of the affidavit have been read out to me.

Deponent  
Attested

Signature and official seal of attesting authority

**Note: Affidavit to be attested by the Magistrate/Notary (In case of notary, notarial stamp would be required)**

**ANNEXURE 'B'****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

**Note.—Refer Annexure 'F' for details of section 6(2) of the Passports Act, 1967.**

## ANNEXURE 'C'

**AFFIDAVIT TO BE SUBMITTED WITH THE APPLICATION FOR  
A PASSPORT OF A MINOR CHILD BY EITHER PARENT (WHO ARE  
SEPARATED BUT NOT FORMALLY DIVORCED) OR BY A SINGLE  
PARENT OF THE CHILD BORN OUT OF WEDLOCK**

(To be executed on non-judicial stamp paper of minimum value)

I, .....(name of single parent), solemnly declare and affirm the following:—

1. That I am the mother/father of.....(name of the child), who is a minor and on whose behalf I have made an application for his/her passport.
2. That I am judicially separated from the mother/father of.....(name of the child).

OR

That no legally valid marriage ever existed between me and Mr./Ms. .....(name of father/mother of the minor child).

OR

The father/mother of.....(name of the child) has deserted me after conception/delivery.

3. That.....(name of the child) is exclusively under my care and custody since separation/delivery.

Date.....

Signature & address of Deponent

(Sworn before the First Class Judicial Magistrate or Notary Public)

## ANNEXURE 'D'

**SPECIMEN AFFIDAVIT TO BE SUBMITTED ALONG WITH  
APPLICATION FOR PASSPORT BY A WOMAN APPLICANT FOR  
CHANGE OF NAME AFTER MARRIAGE (JOINT AFFIDAVIT  
TO BE SUBMITTED ALONG WITH HER HUSBAND)**

(To be executed on non-judicial stamp paper of minimum value)

We, 1.....

(maiden name of wife)

2.....

(name of husband)

solemnly declare and affirm the following:—

1. That we are married under..... Marriage Act/Rights/Customs and are living together as married couple since.....(date of marriage).
2. That.....(maiden name of wife) would henceforth be known as.....(name of wife after marriage) by virtue of our marriage.
3. That our joint photograph is affixed below.

Date.....

Signature & address of Deponents

1.....

2.....

Note: 1. This affidavit may be sworn before a Magistrate/Notary.

2. The joint photograph of the couple is to be pasted on the bottom left hand side of the affidavit paper and attested by the Magistrate/Notary with his/her signature and rubber stamps (half on the photograph and half on the affidavit).
3. Declaration 2 above to be ignored by applicants who seek endorsement of name of spouse in respect of re-issue of a previously issued passport.
4. If a joint photograph cannot be affixed, then affidavit should indicate the reason why it cannot be affixed.

## ANNEXURE 'E'

**SPECIMEN AFFIDAVIT FOR CHANGE IN NAME/DEED  
POLL/SWORN AFFIDAVIT**

(On non-judicial stamp paper of minimum value)

By this deed I, the undersigned.....(new name) previously called.....(old name), doing.....(give profession or vocation) and resident of.....(address) solemnly declare—

1. That for and on behalf of myself and my wife, children and remitter issue, I wholly renounce/relinquish and abandon the use of my former name/surname of.....and in place thereof, I do hereby assume from this date the name/surname.....so that I and my wife, children and remitter issue may hereafter be called, known and distinguished not by my former name/surname, but assumed name/surname of.....
2. That for the purpose of evidencing such my determination declare that I shall at all times hereafter in all records, deeds and writings and in all proceedings, dealings and transactions, private as well as upon all occasions whatsoever, use and sign the name of.....as my name/surname in place and in substitution of my former name/surname.
3. That I expressly authorize and request all persons in general and relatives and friends in particular, at all times hereafter to designate and address me, my wife, my children, and remitter issue by such assumed name/surname of.....
4. In witness whereof I have hereunto subscribed my former and adopted name/surname of.....and.....affix my signature and seal, if any, this.....day of.....

Signed, sealed and delivered by the above name

Date.....

Former name.....

In the presence of:

Name..... Name.....

Address..... Address.....

(This deed poll/affidavit may be signed and attested in presence of a Magistrate/Notary or Consular Officer in an Indian Mission abroad) Note: In case of change of name, applicant should insert advertisements in two reputed newspapers (one local newspaper of the area in which he/she is residing and 2nd in newspaper of the area of permanent address) and submit original newspapers at the time of applying for passport in his/her new name.

## ANNEXURE 'F'

SPECIMEN VERIFICATION CERTIFICATE (FOR PASSPORT  
UNDER TATKAAL ONLY)

(On official letter-head of verifying authority)

(To be given in Duplicate\* along with Standard Affidavit as at Annexure "I")

Reference Number



## 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 .....

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.....  
<sup>1</sup>[Fax No. ....]  
<sup>1</sup>[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/Addl. 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.
- (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., with Grade pay of Rs. 6,600 and above.
- (viii) Resident Commissioners/Additional Resident Commissioners of all State Governments based in Delhi.
- (ix) Concerned Tehsildars or concerned SHOs for an applicant staying in the area under his/her jurisdiction.
- (x) The Chairmen of the Apex Business Organizations, i.e., FICCI, CII and ASSOCHAM in respect of owners, partners or directors of the companies that are members of the concerned Chamber in prescribed performa as at Annexure "J". (The certificate should specify applicant is a owner/ partner/ director of the company).

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

## 5. SECTION 6(2) (C) 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 incurred in connection with such repatriation.

**ANNEXURE 'G'**

**DECLARATION BY APPLICANT PARENT OR GUARDIAN IF  
PASSPORT IS FOR MINOR WHEN ONE PARENT HAS NOT  
GIVEN CONSENT: IN THE FORM OF A SWORN  
AFFIDAVIT BEFORE JUDICIAL MAGISTRATE**  
(On non-judicial stamp paper of minimum value)

I/We..... (name of the Parent/Guardian applying for passport) solemnly declare and affirm the following:-

1. That I/We am/are the mother/father/parents/guardians of..... (name of the minor child) who is a minor and on whose behalf I/We have made an application for his/her passport.
2. Signature/Consent of Mr./Mrs. ....(name of the father/mother) who is father/mother/parents of the child has not been obtained by me for the following reasons:
3. That I/We only am/are taking care of.....(name of the minor child) and he/she is exclusively in my physical custody.
4. 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.

Date.....

Signature & Address of the parent(s)/  
guardian(s) applying for the Passport

**ANNEXURE 'H'**

**DECLARATION OF APPLICANT PARENT OR GUARDIAN  
IF PASSPORT IS FOR MINOR (ON PLAIN PAPER)**

I/We affirm that the particulars given above are of.....(name of the child) son/daughter of Shri.....and Smt. .....of whom I/we am/are the Parents/Single Parent/Applicant Parent/Guardians. He/She is a Citizen of India. His/Her date of birth/place of birth is.....I/We undertake the entire responsibility for his/her expenses. 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 his/her in this application is true. It is also certified that I/we am/are holding/not holding valid Indian passport(s).

OR.

Father (Signature)      Mother (Signature)      Legal Guardian (Signature)

**ANNEXURE 'I'****AFFIDAVIT**

(To be executed on appropriate non-judicial stamp paper of minimum value and attested by a Notary Public)

(One original and one self-attested photocopy to be submitted)

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 affidavit, 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.....

DEPONENT

**VERIFICATION**

Verified on.....(date) at.....(place) that the contents of the above mentioned affidavit are true and correct and nothing material has been concealed.

DEPONENT

**ANNEXURE 'J'****SPECIMEN VERIFICATION CERTIFICATE**

(To be given 'in Duplicate' along with Standard Affidavit as at Annexure "I") 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.)

**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

Applicant's  
Photo

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 .....

Place.....  
Office Address with location .....

Date.....  
Signature.....

Office  
Seal

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.

4. Refer Annexure 'F' for details of section 6(2) of the Passports Act, 1967.

**ANNEXURE 'K'**

SPECIMEN AFFIDAVIT to be sworn before First Class Judicial Magistrate on non-Judicial stamp paper for re-issue of passport, which was obtained prior to marriage, by married applicants who are unable to provide the prescribed marriage certificate or joint affidavit with spouse due to marital discord, separation or without formal divorce decree by the Court or due to total desertion by the spouse.

I.....(Name of the passport applicant) solemnly declare and affirm the following:-

1. That I am married under.....marriage Act/Rights/Customs and has been living together with.....(name of husband/wife) as married couple since.....(date of marriage)
2. That I am separated from my husband/my wife from.....(date) though we are not yet legally divorced by decree of a Court of Law.

OR

That I am separated from my husband/my wife from.....(date) though we are not yet legally divorced by decree of a Court of Law. I/My wife or husband have/has already filed a divorce petition which is pending before.....(name of the Court with place)

3. That my passport be re-issued in my maiden name or in my married name as.....(only for woman applicant).

4. That my passport be reissued with my spouse name as.....(name of spouse)  
OR

That my passport be re-issued without my spouse name. In the eventuality of a Court declining to decree divorce, I will get the passport re-issued with spouse name within three months thereof.

5. That I solemnly affirm that the information given above is correct to the best of my knowledge and in the case of litigation arising due to re-issue of my passport in my maiden name/married name or with/without spouse name, I would be solely responsible for defending the case and not the Passport Issuing Authority

Date.....

Signature & Address of Deponen

**ANNEXURE 'L'**

**SPECIMEN AFFIDAVIT FOR A PASSPORT IN LIEU OF LOST/DAMAGED PASSPORT**

(This affidavit is to be executed on non-judicial stamp paper of minimum value in the presence of First Class Magistrate/Notary Public on the following points)

- 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 detail 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 & arrival stamps
--------	---------------------	--	--

1.			
2.			
3.			

5. State whether the Passport had any objection by the PIA and if so the detail thereof.

6. State whether you were deported at any time at the expense 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.....

Deponen

Affirm before First Class Magistrate/Notary



Surname	<input type="text"/> <input type="text"/>
<input type="text"/> <input type="text"/>	
4.4 Legal Guardian's Given Name (If applicable) (Initials not allowed)	
<input type="text"/> <input type="text"/>	
Surname	<input type="text"/> <input type="text"/>
<input type="text"/> <input type="text"/>	
5. Present Residential Address Details	
5.1 House No. and Street Name	
<input type="text"/> Village or Town or City	
<input type="text"/> <input type="text"/>	<input type="text"/> District
<input type="text"/> Police Station	
<input type="text"/> State/UT	
<input type="text"/> Country	
<input type="text"/> PIN	
<input type="text"/>	Mobile Number      Telephone Number
<input type="text"/>	<input type="text"/>
E-mail ID <input type="text"/>	
5.2 Is permanent address same as present address? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If no, provide details in Column 6 below	
6. Permanent Residential Address Details	
House No. and Street Name	
<input type="text"/> Village or Town or City	
<input type="text"/> <input type="text"/>	<input type="text"/> District
<input type="text"/> Police Station	
<input type="text"/> State/UT	
<input type="text"/> Country	

Sch. III]	PIN <input type="text"/>
Mobile Number	Telephone Number <input type="text"/>
E-mail ID <input type="text"/>	<input type="text"/> <input type="text"/>
7. Previous Passport/Application Details (ordinary/official/diplomatic passport)	
7.1 Details of latest held/existing/lost/damaged ordinary passport	
Passport Number <input type="text"/>	Date of Issue (DD-MM-YYYY) <input type="text"/> - <input type="text"/> - <input type="text"/>
Date of Expiry (DD-MM-YYYY) <input type="text"/> - <input type="text"/> - <input type="text"/>	
Place of Issue <input type="text"/> <input type="text"/>	
7.2 Details of latest held/existing/lost/damaged diplomatic/official passport	
Passport Number <input type="text"/>	Date of Issue (DD-MM-YYYY) <input type="text"/> - <input type="text"/> - <input type="text"/>
Date of Expiry (DD-MM-YYYY) <input type="text"/> - <input type="text"/> - <input type="text"/>	
Place of Issue <input type="text"/> <input type="text"/>	
7.3 Have you ever applied for passport, but not issued? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, provide the following details	
File Number <input type="text"/>	Month and Year of applying <input type="text"/> - <input type="text"/>
Name of passport office where applied <input type="text"/> <input type="text"/>	
8. Details of countries to be visited/transited	
8.1 Country to be visited on official duty	
<input type="text"/> Country to be transited	
<input type="text"/> Purpose and Duration of visit	
<input type="text"/> 8.2 Country to be visited on official duty	
<input type="text"/> Country to be transited	
<input type="text"/> Purpose and Duration of visit	
8.3 Country to be visited on official duty	
<input type="text"/> Country to be transited	
<input type="text"/>	



4. Permanent Residential Address (If it is different from present residential address)

House No. and Street Name

██
--

Village or Town or City

██
--

District

██
--

Police Station

██
--

State/UT

██
--

Country

██
--

PIN

██████████
------------

Mobile Number

Telephone Number

██
--

E-mail ID

██
--

#### 5. References in your Village or Town or City

##### 5.1 First Reference Name and Address

██
--

██
--

██
--

Mobile Number

Telephone Number

██
--

##### 5.2 Second Reference Name and Address

██
--

██
--

██
--

Mobile Number

Telephone Number

██
--

#### 6. Other details

Any criminal proceedings pending against you before a court in India?  Yes  No

If yes, please attach relevant document.

#### 7. Enclosures

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.

- 4.
- 5.
- 9.
- 10.

#### 8. Self Declaration

I owe allegiance to the sovereignty, unity and integrity of India, and have not voluntarily acquired citizenship or travel document of any other country. I have not lost, surrendered or been deprived of the citizenship of India and I affirm that the information given by me in this form and the enclosures is true and I am solely responsible for its accuracy, and I am liable to be penalised or prosecuted if found otherwise. I am aware that under the Passport Act, 1967 it is a criminal offence to furnish any false information or to suppress any material information with a view to obtaining passport or travel document.

Place

Signature/Left Hand Thumb  
Impression of Applicant (If  
applicant is minor, either parent  
to sign)

Date (DD-MM-YYYY)

□ - □ - □ □

#### INSTRUCTIONS FOR FILLING-UP THE POLICE CLEARANCE CERTIFICATE (PCC) APPLICATION FORM

##### A. GENERAL INSTRUCTIONS

This PCC Application Form is machine-readable. It will be scanned by the ICR 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

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	X	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.

Furnishing of Incorrect information/suppression of information would lead to rejection of application and would attract penal provisions as prescribed under the Passports Act, 1967.

**WHERE TO APPLY:** You can apply at Passport Seva Kendra (PSK)/Mini Passport Seva Kendra (Mini PSK), within the jurisdiction of your Passport Office. In order to locate the application submission centre please visit our website [www.passportindia.gov.in](http://www.passportindia.gov.in)

S.No.	Police Verification Report (PVR)/Observation in System	Service Levels
1.	Police Verification Report in respect of the existing passport is clear and there is no subsequent adverse entry in the system	PCC will be issued on the same day at PSK/ Mini PSK.
2.	(a) Police Verification was not required when the passport was issued as the applicant was then a minor and has now become a major (b) Police Verification was not required when the passport was issued as the applicant was a dependent of a government employee (c) Police Verification process could not be completed at the time of issuance of passport due to various reasons (d) Applicant's present address is different from that mentioned in the passport (e) Any other such cases where passport was issued without police verification	PCC will be issued only after completion of police verification process. After PVR is received, Passport Office will inform the applicant through e-mail/letter. Applicant has to come to the Passport Office with his/her passport to collect PCC. Country for which PCC is being issued will be stamped on the passport.

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

##### Signature/Thumb impression:

- This signature/thumb impression will be scanned and captured in the system. Therefore, it must be kept strictly within the box, without touching the boundaries.
- Illiterate applicants should put their 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.
- 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.
- Use only blue/black ball point pen for signature.

##### Passport Details:

- In the box adjacent to the signature box, write details of your passport.
- Write the passport number, date on which the passport was issued to you, date on which the passport expires, and place at which the passport was issued to you.
- Write the Date of Issue and Date of Expiry in the DD-MM-YYYY (date-month-year) format.
- Write the country for which PCC is required, in the given boxes.

##### Column 1: Applicant Details

###### <Column 1.1: Applicant's Given Name & Surname>

- You must furnish your full name as it appears in the passport.
- For instance, if the details in your passport are given as:

Surname: JAIN

Given Name: PIYUSH KUMAR

Then write the given name as **PIYUSH KUMAR** in the boxes provided for Applicant's Given Name. Write the surname as **JAIN** in the boxes provided for Surname.

##### Column 2: Family Details

###### <Column 2.1, 2.2, 2.3 & 2.4> Write your family details as asked in the PCC 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 2.4 as written in the passport.

**DO NOT FILL COLUMNS 3, 4 and 5 UNLESS YOUR PRESENT ADDRESS IS DIFFERENT FROM THE ADDRESS MENTIONED IN YOUR PASSPORT**

##### Column 3: Present Residential Address Details

Please note that heavy penalty is applicable if the applicant provides false information or suppresses information regarding present residential address details.

###### <Column 3.1: House No. and Street Name>

Write complete postal address of your present residence (house number, street name, village or town or city, district, police station, State or Union Territory, country and pin) under the respective headings.

You must also write your contact details, if any (mobile number, telephone number (with area code), and e-mail ID).

###### <Column 3.2: Is permanent address same as present address?>

Put a cross against Yes or No to indicate if your permanent address is the same as your present address.

If your permanent address is not the same as your present address, then you are required to furnish the details in Column 4.

**Column 4: Permanent Residential Address (If it is different from present residential address)**

If your permanent address is different from the present address (mentioned by you in Column 3), only then fill details in this Column.

Write complete postal address of your permanent address details (house number, street name, village or town or city, police district, police station, State or Union Territory, country and pin) under the respective headings, along with the contact details, if any (mobile number, telephone number (with area code), and e-mail ID) of the person residing at the permanent address.

**Column 5: Reference in your village or town or city in respect of your present address**

**<Column 5.1 and 5.2: First Reference Name and Address and Second Reference Name and Address>**

Write the name, complete postal address and contact details (if any), including mobile number and telephone number (with area code), of two persons in your village or town or city who knows you and who can be contacted while carrying out police verification.

**Column 6: Other Details**

Put a cross against Yes or No to indicate if any criminal proceedings are pending against you before a court in India. If yes, you are required to attach the relevant documents with the PCC application Form.

**Column 7: Enclosures - Please see Section C below.**

**Column 8: Self Declaration**

In the space provided below the self declaration, put your signature or left hand thumb impression (right hand thumb impression, if left hand is permanently disfigured or unfit for use), along with date (in DD-MM-YYYY format) and place.

If the applicant is a minor, either parent or legal guardian is required to sign.

**C. LIST OF SUPPORTING DOCUMENTS**

Self-attested photocopies of following documents must be attached along with the PCC application Form:-

1. 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.
2. Proof of Present Address (if address is different From passport).

**D. FEE DETAILS**

- The fee to be paid along with the PCC application Form is Rs. 300.
- You can pay at Passport Seva Kendra (PSK)/ Mini Passport Seva Kendra (Mini PSK) in cash only.

**Note.—**

Fee schedule would be restructured after the nationwide rollout of the Passport Seva Project

3. The existing passport application Forms will continue to remain in force till the Passport Seva Project is implemented across the country.]

**SCHEDULE III**

**PART II**

(See rule 6)

*Form of Guarantee*

<sup>1</sup>[\*\*\*]

<sup>2</sup>[PART III

(Rule 11)

*Forms of Passport or travel document*

**\*FORM P-1**

*Form of Diplomatic Passport*

<sup>3</sup>[FORM P-1(A)]

*Form of Diplomatic Passport*

**\*FORM P-2**

*Form of Official Passport*

<sup>3</sup>[FORM P-2(A)]

*Form of Official Passport*

**\*FORM P-3**

*Passport*

**\*FORM P-3(A)**

*Form of Ordinary Passport*

<sup>4</sup>[FORM P-4]

*Form of Emergency Certificate*

<sup>5</sup>[FORM P-5]

*Form of Identity Certificate*

**\*FORM P-6**

*Form of India-Bangladesh Passport for Travel Between India and Bangladesh*

**\*FORM P-7**

*Form of India-Sri Lanka Passport*

1. Form of Guarantee omitted by G.S.R. 860(E), dated 1st November, 1985 (w.e.f. 1-11-1985).
2. Subs. by G.S.R. 469(E), dated 24th June, 1982, for Part III (w.e.f. 1-6-1982).
  - \* Ed. For relevant Form(s) contact concerned Passport Office.
3. Ins. by G.S.R. 684(E), dated 15th June, 1992 (w.e.f. 23-7-1992).
4. Subs. by G.S.R. 675(E), dated 26th July, 2010, for Form P-4 (w.e.f. 12-8-2010).
5. Subs. by G.S.R. 93, dated 26th June, 2009, for Form P-5 (w.e.f. 19-7-2009).

**\*<sup>1</sup>[FORM P-7A]***Form of India-Sri Lanka Passport for Repatriates***\*<sup>1</sup>[FORM P-8]****<sup>2</sup>[SCHEDULE IIIA***(See sub-rule (2) of rule 5)*

Sl. No.	Description of passport application forms	Price in India	Price abroad
1	2	3	4
1.	Form No. 1 for issue of fresh passport (printed in black ink and available at all Passport Offices in India)	Price to be specified by the Government from time to time based on the cost of production and distribution	Not applicable
2.	Form No. 1 for issue of fresh passport (printed in blue/black ink and available at Post Offices of India)	-do-	Not applicable
3.	Form No. 1 for issue of fresh passport (printed in specified colour and available through persons specified under clause (b) of first proviso to sub-rule (1) of Rule 5	-do-	Not applicable
4.	Form No. 2 for miscellaneous services on passport (printed in brown/chocolate ink and available at Passport Offices in India and Post Offices in India)	-do-	Not applicable
5.	Form No. 2 for miscellaneous services on passport (printed in specified colour and available through persons specified under clause (b) of first proviso to sub-rule (1) of Rule 5	Price to be specified by the Government from time to time based on the cost of production and distribution	Not applicable
6.	Form No. 3 for passport to be issued in lieu of lost/damaged passport (printed in red ink and available at Passport Offices and Post Offices in India)	-do-	Not applicable

\* Ed. For relevant Form(s) contact concerned passport office.

1. Ins. by G.S.R. 684(E), dated 15th June, 1992 (w.e.f. 23-7-1992).

2. Subs. by G.S.R. 485(E), dated 23rd May, 2000, for Schedule IIIA (w.e.f. 1-8-2000). Earlier Schedule IIIA was substituted by G.S.R. 516(E), dated 13th July, 1999 (w.e.f. 13-7-1999).

1	2	3	4
7.	Form No. 3 for passport to be issued in lieu of lost/damaged passport (printed in specified colour and available through persons specified under clause (b) of the first proviso to sub-rule (1) of Rule 5	-do-	Not applic
8.	Forms No. EA P-1 Ext. for issue of fresh passport and EA P-2 Ext. for miscellaneous services on passport.	Not applicable	Free
9.	Form No. EA P-5 for issue of Certificate of Identity.	Free	Not applic

**<sup>1</sup>[SCHEDULE IV***(See rule 8)***SCHEDULE OF FEES PAYABLE IN RESPECT OF APPLICATIONS FOR PASSPORT AND TRAVEL DOCUMENTS**

Sl. No.	Particulars of application	Scale of fees															
		Normal Fee		Tatkaal fee (incl. of normal fee)		India		Abroad		India		Abroad					
		Rs.	\$	€	Rs.	\$	€			1	2	3	4	5	6	7	8
<b>I. PASSPORT—</b>																	
1.	For issue of ordinary fresh passport or reissue of Passport containing 36 pages having validity of ten years (also applicable to minors in the age group of fifteen to eighteen years)	1500	75	60	3500	225	240										
2.	For issue of ordinary fresh passport or reissue of passport containing 60 pages having validity of ten years (also applicable to minors in the age group of fifteen to eighteen years)	2000	100	75	4000	250	250										
3.	For issue of ordinary fresh passport or reissue of passport of 36 pages for minors below eighteen years of age with validity of five years or till the minor attains the age of eighteen years, whichever is earlier	1000	50	40	3000	200	220										

1. Subs. by G.S.R. 731(E), dated 28th September, 2012, for Schedule IV (w.e.f. 1-10-2012). Earlier Schedule IV was substituted by G.S.R. 235(E), dated 28th March, 2002 (w.e.f. 1-4-2002) and amended by G.S.R. 396(E), dated 25th May, 2007 (w.e.f. 29-5-2007). G.S.R. 390(E), dated 4th June, 2009 (w.e.f. 5-6-2009).

1	2	3	4	5	6	7	8
4.	For issue of fresh or reissue of India-Bangladesh Passport or Passport for any other named foreign country with a maximum validity of ten years	1000	50	40	NA	NA	NA
5.	Replacement of passport of 36 pages having validity of ten years for changes in personal particulars	1500	75	60	3500	225	240
6.	Replacement of passport of 60 pages having validity of ten years for changes in personal particulars	2000	100	75	4000	250	255
7.	Replacement of passport of 36 pages for changes in personal particulars for minors below the age of eighteen years with validity of five years or till the minor attains the age of eighteen years, whichever is earlier	1000	50	40	3000	200	220
8.	Replacement of passport of 36 pages having validity of ten years for deletion of Emigration Check Required stamp	1500	75	60	3500	225	240
9.	Replacement of passport of 60 pages having validity of ten years for deletion of Emigration Check Required stamp	2000	100	75	4000	250	255
<b>II. SPECIAL TRAVEL DOCUMENT-</b>							
10.	Emergency Certificate	NA	15	12	NA	NA	NA
11.	Certificate of Identity	1000	50	40	NA	NA	NA
12.	Additional ordinary passport containing 36 pages for any country with validity upto one year	1500	75	60	NA	NA	NA
<b>III. MISCELLANEOUS SERVICES—</b>							
13.	Issue of Police Clearance Certificate or Surrender Certificate or any other miscellaneous certificates based on the Passport	500	25	20	NA	NA	NA
<b>IV. PASSPORTS IN LIEU OF LOST, DAMAGED OR STOLEN—</b>							
14.	For replacement of ordinary passport of 36 pages in lieu of lost, damaged or stolen passport	3000	150	110	5000	300	290
15.	For replacement of ordinary passport of 60 pages in lieu of lost, damaged or stolen passport	3500	175	130	5500	325	310

**Note.—**

1. 'NA' means 'not applicable'.
2. Fee for a passport under Tatkaal scheme is inclusive of normal passport fee.
3. Tatkaal fee will be charged for issue of fresh passport within 1-7 working days of the date of application. In case of reissue of passports, Tatkaal fee will be applicable for 1-3 working days. The prescribed time limit is subject to fulfillment of all documentary requirements and completion of requisite formalities.
4. No Tatkaal fee is payable in the following cases, namely:
  - (i) an applicant who has been advised to go abroad for specialised medical treatment and consultation (proof required for fee exemption), and an attendant;
  - (ii) death abroad of an applicant's spouse, father, mother, child, son-in-law, daughter-in-law, grandchild, brother or his spouse, sister or her spouse (applicant should provide sufficient details as to when and where death took place);
  - (iii) all Diplomatic or Official passport holders (except persons, who were issued short validity diplomatic or official passports for short visits abroad) who apply for an ordinary passport in lieu of their Diplomatic or Official passport up to three years after expiry of passport;
  - (iv) casual visitors from India, whose passports are stolen or lost or damaged while abroad;
  - (v) in Missions or Posts abroad, if a passport is issued in normal course on first come first served basis even within Tatkaal timeframe;
  - (vi) inter-country adoption cases if passport is issued within Tatkaal period.]

**SCHEDULE V**

(See rule 19)

**CONDITIONS RELATING TO THE ISSUE OF PASSPORT AND TRAVEL DOCUMENT**

1. A passport or travel document is available for travel only to the countries specified therein and must not be utilised for travel to other countries.
2. A passport or travel document must not be utilised for travel to countries not recognised by the Government of India.
3. A passport or travel document should not be sent out of any country by post.
4. A passport or travel document should not be allowed to pass into the possession of any unauthorised person.
5. The holder of a passport or travel document is personally responsible for its safe custody. It must not be wilfully lost, damaged or destroyed. In case of an unintentional loss or destruction, the fact and circumstances of such loss or destruction should be immediately reported to the nearest passport authority in India or (if the holder of the passport is abroad) to the nearest Indian Mission or Post and to the local police.
6. A Passport or travel document must not be altered or mutilated in any way nor any endorsement made in it by any person other than a duly authorised official.
7. If the particulars of children are included in the passport or travel document of parent or guardian, as the case may be, the children shall not travel alone.

8. Children, whose names are included in the passport or travel document of their parent or legal guardian, should apply for a separate passport on attaining the age of 15 years.
  9. When a citizen of India abroad is to be repatriated to India at the expense of Government of India, he shall surrender his passport or travel document to the Indian Mission or Post repatriating him and obtain an Emergency Certificate for direct return to India.
  10. The holder of an Emergency Certificate, on arrival in India, shall surrender it to the Immigration Check Post.
  11. The passport or travel document should be surrendered to the passport authority if he ceases to be eligible to hold one.
  12. A diplomatic or official passport shall automatically cease to be valid if the person to whom it was issued ceases to exercise the functions which rendered him eligible to receive a diplomatic or official passport. In such an event, the passport shall be surrendered to the passport authority.
- 

## THE PASSPORTS APPLICATION (FACILITATION AND PROCESSING) RULES, 2010<sup>1</sup>

*In exercise of the powers conferred by clause (i) of sub-section (2) of section 24 of the Passports Act, 1967 (15 of 1967), the Central Government hereby makes the following rules, namely:—*

**1. Short title and commencement.**—(1) These rules may be called the Passports Application (Facilitation and Processing) Rules, 2010.

(2) They shall come into force on the date<sup>2</sup> of their publication in the Official Gazette.

**2. Definitions.**—(1) In these rules, unless the context otherwise requires,—

- (a) "Act" means the Passports Act, 1967 (15 of 1967);
- (b) "Mini-Passport Seva Kendra" means a small passport application processing centre under the Passport Seva Project;
- (c) "Passport Seva Kendra" means a passport application processing centre under the Passport Seva Project;
- (d) "Passport Seva Project" means the public private partnership model project to accept and process passport applications, issue of passport, maintain data thereto and all other works connected therewith;
- (e) "Schedule" means the Schedule annexed to these rules;
- (f) "section" means section of the Act;
- (g) "Service Provider" means a person or entity which is awarded the contract for implementing a Passport Seva Project.

(2) Words and expressions used herein and not defined, but defined in the Act shall have the meaning respectively assigned to them in the Act.

**3. Passport Seva Kendras.**—(1) The Passport Seva Kendras under the Passport Seva Project shall be set up by the Service Provider with the approval of the Central Government.

(2) The Passport Seva Kendra as specified in column (2) of Schedule I shall operate within the jurisdiction of the Passport Office shown against it in column (3) of the said Schedule.

**4. Mini-Passport Seva Kendras.**—The Mini-Passport Seva Kendra as specified in column (2) of Schedule II shall operate within the jurisdiction of the Passport Office shown against it in column (3) of the said Schedule.

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1. Vide G.S.R. 371(E), dated 28th April, 2010, published in the Gazette of India, Extra., Pt. II, Sec. 3(i), dated 3rd May, 2010.

2. Came into force on 3-5-2010.

**SCHEDULE I**  
[See sub-rule (2) of rule 3]

Sl. No.	Passport Seva Kendras	Passport Office
(1)	(2)	(3)
1.	Ahmedabad-1	Ahmedabad
2.	Ahmedabad-2	Ahmedabad
3.	Vadodara (Baroda)	Ahmedabad
4.	Rajkot	Ahmedabad
5.	Amritsar	Amritsar
6.	Bangalore-1	Bangalore
7.	Bangalore-2	Bangalore
8.	Hubli-Dharwad	Bangalore
9.	Mangalore	Bangalore
10.	Bareilly	Bareilly
11.	Bhopal	Bhopal
12.	Bhubaneswar	Bhubaneswar
13.	Chandigarh	Chandigarh
14.	Ludhiana	Chandigarh
15.	Ambala	Chandigarh
16.	Chennai-1	Chennai
17.	Chennai-2	Chennai
18.	Chennai-3	Chennai
19.	Kochi	Kochi
20.	Thrissur	Kochi
21.	Alappuzha	Kochi
22.	Ernakulam (Rural)	Kochi
23.	Kottayam	Kochi
24.	Coimbatore	Coimbatore
25.	Dehradun	Dehradun
26.	Delhi-1	Delhi
27.	Delhi-2	Delhi
28.	Gurgaon	Delhi
29.	Ghaziabad	Ghaziabad
30.	Guwahati	Guwahati
31.	Hyderabad- 1	Hyderabad
32.	Hyderabad-2	Hyderabad
33.	Hyderabad-3	Hyderabad
34.	Vijayawada	Hyderabad
35.	Nizamabad	Hyderabad
36.	Tirupathi	Hyderabad
37.	Jaipur	Jaipur

(1)	(2)	(3)
38.	Jodhpur	Jaipur
39.	Sikar	Jaipur
40.	Jalandhar-1	Jalandhar
41.	Jalandhar-2	Jalandhar
42.	Hoshiarpur	Jalandhar
43.	Jammu	Jammu
44.	Kolkata	Kolkata
45.	Bah rampur	Kolkata
46.	Kozhikode-1	Kozhikode
47.	Kozhikode-2	Kozhikode
48.	Kannur-1	Kozhikode
49.	Kannur-2	Kozhikode
50.	Lucknow	Lucknow
51.	Varanasi	Lucknow
52.	Kanpur	Lucknow
53.	Gorakhpur	Lucknow
54.	Madurai	Madurai
55.	Tirunelveli	Madurai
56.	Malappuram	Malappuram
57.	Mumbai-1	Mumbai
58.	Mumbai-2	Mumbai
59.	Mumbai-3	Mumbai
60.	Nagpur	Nagpur
61.	Panaji	Panaji
62.	Patna	Patna
63.	Pune	Pune
64.	Raipur	Raipur
65.	Ranchi	Ranchi
66.	Srinagar	Srinagar
67.	Surat	Surat
68.	Shimla	Shimla
69.	Thane	Thane
70.	Nashik	Thane
71.	Tiruchirappalli	Tiruchirappalli
72.	Thanjavur-1	Tiruchirappalli
73.	Thanjavur-2	Tiruchirappalli
74.	Thiruvananthapuram	Thiruvananthapuram
75.	Thiruvananthapuram (Rural)	Thiruvananthapuram
76.	Kollam	Thiruvananthapuram
77.	Visakhapatnam	Visakhapatnam

**SCHEDULE II**

(See rule 4)

Sl. No.	Mini Passport Seva Kendras	Passport Office
(1)	(2)	(3)
1.	Agartala	Kolkata
2.	Aizawl	Guwahati
3.	Darbhanga	Patna
4.	Gangtok	Kolkata
5.	Imphal	Guwahati
6.	Kharagpur	Kolkata
7.	Kohima	Guwahati
8.	Leh	Srinagar
9.	Gulbarga	Bangalore
10.	MEA Branch Secretariat, Kolkata	Kolkata
11.	Puducherry	Chennai
12.	Shillong	Guwahati
13.	Siliguri	Kolkata
14.	Itanagar	Guwahati