

Passport-Sewa Q&A Sample Document

Services Available

Q: How do I apply for a Passport or Police Clearance Certificate (PCC)?

A: For issue of fresh/re-issue of Passport and PCC, applicant should fill in the application form online at www.passportindia.gov.in.

Q: I am a minor who is 16 years old. Is it possible for me to obtain a full validity passport of 10 years?

A: Children between the ages of 15 and 18 have the option to apply for a minor passport valid until he/she attains the 18 years of age or full validity passport of 10 years. Different fees are applicable for different validity.

Q: What would be the validity of a minor's passport?

A: The validity of a minor's passport is restricted to five years or till they attain the age of 18, whichever is earlier. Minors aged between 15 to 18 years may refer to question 7 above.

Q: What is the fee payable for the passport of a minor?

A: Please refer to Fee Calculator on the home page. A rebate of 10 per cent is given on the applicable passport fee for all fresh applications for minors up to the age of 8 years.

Q: Can an Indian passport be issued to applicants born outside India?

A: Indian passport can be issued to the "Citizen of India by Descent" i.e. person born to Indian parent(s) outside India subject to fulfillment of provisions in the Citizenship Act, 1955.

Where to apply?

Q: What is a Passport Seva Kendra (PSK)/ Post Office Passport Seva Kendra (POPSK)?

A: Passport Seva Kendras and Post Office Passport Seva Kendras are extended arms of Passport Offices and render front-end services related to passport issuance. These Kendras cover functionalities from token issuance to granting of application for passport issue/re-issue and other services.

Q: What are the various locations where I can submit my application for obtaining a passport?

A: You can submit Passport Application Form Online.

Q: Where can I submit the diplomatic /official passport application form?

A: Normally applications for diplomatic and official passports are entertained only at the PSP Division, Patiala House, New Delhi. However, you may apply at the Passport Office having jurisdiction over your present residential address.

Q: Can anyone else submit my passport application on my behalf?

A: Under the new system, it is mandatory for all applicants to be physically present at the Passport Seva Kendra (PSK) along with Application Print receipt and original documents after submitting application Online.

Q: I want to apply for a fresh passport. Can I apply for the passport at a Passport Office as it is near to my place?

A: No, you cannot apply for a passport at a Passport Office. You need to visit Passport Seva Kendra/ Post Office Passport Seva Kendra to submit your passport application.

Application Form

Q: What are the various passport services and which form should be filled in?

A: The various passport services are:

Issue of Fresh Passport: You can apply for fresh passport if applying for the first time in the applied category.

Re-issue of Passport: You can apply for re-issue of passport if you want another passport in lieu of an existing passport for any of the following reasons:

Change in existing personal particulars.

Validity expired within 3 years, or due to expire within one year.

Validity expired more than 3 years ago.

Exhaustion of pages.

Damaged passport. Lost passport.

Q: Do I need to provide original documents or will certified copies or extract be enough?

A: Applicants are required to attach self -attested photocopies of all the required documents with the application form at PSK/POPSK. Original documents must be produced at the counter during your application processing at PSK/POPSK; which will be returned after verification.

Q : Is it mandatory to submit Birth Certificate for applicants who are born on or after 26.01.1989?

A: No, please see the list of acceptable documents as proof of Date of Birth.

Q: What are the requirements /documents needed for getting the date of birth/place of birth changed in my passport?

A: To change the date/place of birth in the passport, you have to apply for a "Re-issue" of passport and get the specified change done in the personal particulars. To check the complete list of documents to be submitted along with the application form, please click on "Documents Advisor" link on Home page.

However, more documents may be sought by competent authority. Each case for change of date/place of birth would be examined and request may also be refused, if not found in order.

Q: am I use Passbook/statement of banks as a proof of address?

A: Bank statement will not be accepted as proof of address, however, the photo passbook of running bank account is acceptable as proof of address. Click here to view the list of banks passbook is acceptable as proof of address.

Q: I have printed my online form and have found a mistake. How can I correct it?

A: At the Passport Seva Kendra (PSK)/Post Office Passport Seva Kendra (POPSK) please ask the Citizen Service Executive (CSE) i.e. at Counter-A to make the required changes in the application form.

Tatkaal Passports

Q: How can I apply for a Tatkaal passport?

A: Passports can be now obtained under the Tatkaal Scheme without providing the Verification Certificate from a Gazetted Officer which was required earlier. The documents to be submitted for getting a passport under this Scheme has been notified vide G.S.R. 939(E) dated 16 December, 2019. Applicants over the age of 18 years may submit any three of the documents specified in the List of Acceptable Documents for obtaining passport under the Tatkaal Scheme.

Applicants below the age of 18 years may submit any two of the documents specified in the List of Acceptable Documents for obtaining passport under the Tatkaal Scheme.

Q: How long will it take to get a Tatkaal passport?

A: After successful application form submission, with final status as "Granted", you can expect your passport to be dispatched on third working day excluding the date of submission of application - without waiting for the Police Verification Report.

Q: My passport booklet is damaged. I want to go abroad on urgent basis. What should I do?

A: In case your passport has not been damaged beyond recognition, i.e. passport number is legible, name is legible and photo is intact, then you can apply for re-issue of passport under the Tatkaal scheme. However, the final authority for the issuance of passport under the Tatkaal scheme lies with the passport office. But, if passport has been damaged beyond recognition, then you cannot apply under the Tatkaal scheme.