

The Passports Rules, 1980

UNION OF INDIA

India

The Passports Rules, 1980

Rule THE-PASSPORTS-RULES-1980 of 1980

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The Passports Rules, 1980 Published vide Notification G.S.R. 691(E), dated 11.12.1980, published in the Gazette of India, Extraordinary, Part 2, Section 3(i), dated 11.12.1980. Last Updated 23rd December, 2019 [18/827] 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 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; (iii) [issuing a fresh passport booklet when the pages in the booklet held are almost exhausted; or] [Substituted by G.S.R. 491(E), dated 28.8.1997 (w.e.f. 28.8.1997).] (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 residing anywhere in India including the territories specified in the corresponding entries in column 3 of the said Schedule.] [Substituted by Notification No. G.S.R. 1117(E), dated 14.11.2018 (w.e.f. 11.12.1980).]

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

- [(1)] [Rule 5 renumbered as sub-Rule (1) thereof by G.S.R. 100(E), dated 4.3.1991 (w.e.f. 4.3.1991).] 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 thereof in Part I of Schedule III and in accordance with the procedure and instructions set out in such form:[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] [Substituted by G.S.R. 100(E), dated 4.3.1991 (w.e.f. 4.3.1991).](b)[[Clause (b) omitted and Clause (c) renumbered as Clause (b) by G.S.R. 721(E), dated 7.8.1992 (w.e.f. 17.8.1992).][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] [Substituted by G.S.R. 100(E), dated 4.3.1991 (w.e.f. 4.3.1991).] 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.(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:] [Inserted by G.S.R. 100(E), dated 4.3.1991 (w.e.f. 4.3.1991).][* * *] [Proviso omitted by G.S.R. 516(E), dated 13.7.1999 (w.e.f. 13.7.1999). Also see G.S.R. 485(E), dated 23.5.2000 (w.e.f. 1.8.2000) which again omits Proviso. [Proviso to sub-Rule (2) was earlier omitted by G.S.R. 516(E), dated 13.7.1999. It is not clear as to why it has again being omitted by G.S.R. 485(E), dated 23.5.2000-Ed.]](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.] [Inserted by G.S.R. 529(E), dated 8.6.2000 (w.e.f. 8.6.2000).]

6.

[* * *] [Rule 6 omitted by G.S.R. 860(E), dated 1.11.1985 (w.e.f. 1.11.1985).]

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.(iii)[Saudi Arabia] [Inserted by G.S.R. 390(E), dated 4.6.2009 (w.e.f. 5.6.2009).].

8. Fee payable on applications.

- [(1)] [Rule 8 renumbered as sub-Rule (1) thereof by G.S.R. 529(E), dated 8.6.2000 (w.e.f. 8.6.2000).] The fee payable on every application mentioned in column (2) of Schedule IV shall be at the rates specified in the corresponding entry in [columns (3), (4) or (5), as the case may be] [Substituted for the words "column (3) or column (4), as the case may be " by Notification No. G.S.R. 633 (E) dated 23.8.2011 (w.e.f. 11.12.1980)], of that Schedule.(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.] [Inserted by G.S.R. 529(E), dated 8.6.2000 (w.e.f. 8.6.2000).]

9. [Collection of fees. [Substituted by G.S.R. 529(E), dated 8.6.2000 (w.e.f. 8.6.2000).]

(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:[Provided that with effect from the date after commencement of the Passports (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.] [Inserted by G.S.R. 684(E), dated 15.6.1992 (w.e.f. 23.7.1992).]

12. Duration of passports or travel documents

- [(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 [* * *] [Substituted by G.S.R. 605(E), dated 5.10.1998 (w.e.f. 8.10.1998)] from the date of its issue.(1-A) 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.(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 [six months] [Substituted 'three months' by Notification No. G.S.R. 339(E), dated 6.4.2018 (w.e.f. 11.12.1980)] from the date of its issue.(5)[A certificate of identity shall continue in force for a period of ten years from the date of its issue.] [Substituted by G.S.R. 527(E), dated 9.7.2001 (w.e.f. 13.7.2001).](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.(7)[The passport for Haj pilgrims shall be valid for a period of eight months from the date of issue.] [Inserted by G.S.R. 390 (E), dated 4.6.2009 (w.e.f. 5.6.2009).]

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.

Orders appealed against (1)	Appellate authority (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	Additional Secretary or Secretary,

authority to whom passport, authority is subordinate. 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 receipted challan shall be enclosed with such petition.

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:-FORMThis 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 ofdays/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] [Substituted by Notification No. G.S.R. 1150(E), dated 11.9.2017 (w.e.f. 11.12.1980).]

Sl. No.	Passport authorities	Jurisdiction
(1)	(2)	(3)
1.	Passport Office, Ahmedabad	The districts of Ahmedabad, Ahmedabad Rural,Amreli, Anand, Aravalli, Banaskantha,

Bharuch, Bhavnagar, Botad, Chhota Udaipur, Dahod, Devbhoomi Dwarka, Gandhinagar, GirSomnath, Jamnagar, Junagadh, Kheda, Kutch, Mehsana, Mahisagar, Morbi, Panchmahal, Patan, Porbandar, Rajkot, Rajkot Rural, Sabarkantha, Surendranagar, Vadodara, Vadodara Rural in the State of Gujarat and the Diu in the Union territory of Daman and Diu.

(a) Passport
Officer

(b) Deputy
Passport Officer

(c) Assistant
Passport Officer

(d) Senior
Superintendent

(e) Superintendent

2. Passport Office, Amritsar The districts of Firozpur, Faridkot, Muktsar, Amritsar, Tarn

(a) Passport
Officer Taran,
Fazilka in the State
of Punjab

(b) Deputy
Passport Officer

(c) Assistant
Passport Officer

(d) Senior
Superintendent

(e) Superintendent

3. Passport Office, Bengaluru All districts in the State of Karnataka

(a) Passport
Officer

(b) Deputy
Passport Officer

(c) Assistant
Passport Officer

(d) Senior
Superintendent

(e) Superintendent

4. Passport Office, Bareilly

The districts of Bareilly, Budaun, Etah, Bijnor, Moradabad, Rampur, Pilibhit, Shahjahanpur, Mainpuri, Firozabad, Sambhal (Bheem Nagar), Kashganj and Jyotiba Phule Nagar in the State of Uttar Pradesh.

(a) Passport Officer

(b) Deputy Passport Officer

(c) Assistant Passport Officer

(d) Senior Superintendent

(e) Superintendent

5. Passport Office, Bhopal All districts in the State of Madhya Pradesh

(a) Passport Officer

(b) Deputy Passport Officer

(c) Assistant Passport Officer

(d) Senior Superintendent

(e) Superintendent

6. Passport Office, Bhubaneswar All districts in the State of Odisha

(a) Passport Officer

(b) Deputy Passport Officer

(c) Assistant Passport Officer

(d) Senior Superintendent

(e) Superintendent

7. Passport Office, Chandigarh

The districts of Barnala, Bhatinda, Ludhiana, Fategarh Sahib, Patiala, Mansa, Sangrur, Sahibzada Ajit Singh Nagar, Rupnagar and Ropar in the State of Punjab, the districts of Ambala, Bhiwani, Hissar, Jind, Karnal, Sirsa, Kaithal, Kurukshetra, Panipat, Yamuna Nagar, Panchkula and Fatehabad

in the State of Haryana and the Union territory of Chandigarh.

- (a) Passport Officer
- (b) Deputy Passport Officer
- (c) Assistant Passport Officer
- (d) Senior Superintendent
- (e) Superintendent

8. Passport Office, Chennai The districts of Chennai, Chingelput (E), Kanchipuram, Krishnagiri, Cuddalore, Villupuram, Dharmapuri, Tiruvannamalai, Tiruvallur, Vellore in the State of Tamilnadu and Karaikkal in the Union territory of Puducherry

- (a) Passport Officer
- (b) Deputy Passport Officer
- (c) Assistant Passport Officer
- (d) Senior Superintendent
- (e) Superintendent

9. Passport Office, Cochin The districts of Alappuzha, Kottayam, Idukki, Thrissur, Ernakulam, Palakkad in the State of Kerala and the Union Territory of Lakshadweep

- (a) Passport Officer
- (b) Deputy Passport Officer
- (c) Assistant Passport Officer
- (d) Senior Superintendent
- (e) Superintendent

10. Passport Office, Coimbatore The districts of Coimbatore, Salem, Erode, Namakkal, Nilgiris, Tirupur in the State of Tamil Nadu

(a) Passport
Officer

(b) Deputy
Passport Officer

(c) Assistant
Passport Officer

(d) Senior
Superintendent

(e) Superintendent

11. Passport Office,
Dehradun

All districts in the State of Uttrakhand

(a) Passport
Officer

(b) Deputy
Passport Officer

(c) Assistant
Passport Officer

(d) Senior
Superintendent

(e) Superintendent

12. Passport Office, Delhi

All districts in the Union territory of Delhi and the districts of Gurgaon, Faridabad, Sonapat, Jhajjar, Rohtak, Mahendergarh, Mewat Nuh, Palwal and Rewari in the State of Haryana.

(a) Passport
Officer

(b) Deputy
Passport Officer

(c) Assistant
Passport Officer

(d) Senior
Superintendent

(e) Superintendent

13. Passport Office,
Ghaziabad

The districts of Agra, Mathura, Aligarh, Bulandshahr, Meerut, Muzaffarnagar, Bagpat, Saharanpur, Ghaziabad, Hathras and Gautam Budh Nagar, Shamli and Hapur in the State of Uttar Pradesh.

(a) Passport
Officer

(b) Deputy
Passport Officer

(c) Assistant
Passport Officer

(d) Senior
Superintendent

(e) Superintendent

14. Passport Office, All districts in the State of Arunachal Pradesh, Assam,
Guwahati Manipur, Mizoram, Meghalaya and Nagaland.

(a) Passport
Officer

(b) Deputy
Passport Officer

(c) Assistant
Passport Officer

(d) Senior
Superintendent

(e) Superintendent

15. Passport Office, All districts in the State of Telangana
Hyderabad

(a) Passport
Officer

(b) Deputy
Passport Officer

(c) Assistant
Passport Officer

(d) Senior
Superintendent

(e) Superintendent

16. Passport Office, Jaipur All districts in the State of Rajasthan.

(a) Passport
Officer

(b) Deputy
Passport Officer

(c) Assistant
Passport Officer

(d) Senior
Superintendent

(e) Superintendent

17.

- | | | |
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| | Passport Office,
Jalandhar | The districts of Jalandhar, Kapurthala, Nawanshahar,
Hoshiarpur, SBS Nagar, Gurdaspur, Pathankot and
Moga in the State of Punjab. |
| (a) Passport
Officer | | |
| (b) Deputy
Passport Officer | | |
| (c) Assistant
Passport Officer | | |
| (d) Senior
Superintendent | | |
| (e) Superintendent | | |
| 18. | Passport Office, Jammu | The districts of Jammu, Poonch, Kathua,
Doda, Rajouri, Udhampur, Kishtwar, Ramban, Reasi
and Samba in the State of Jammu and Kashmir. |
| (a) Passport
Officer | | |
| (b) Deputy
Passport Officer of
Jammu and
Kashmir. | | |
| (c) Assistant
Passport Officer | | |
| (d) Senior
Superintendent | | |
| (e) Superintendent | | |
| 19. | Passport Office, Kolkata | All districts in State of West Bengal, Tripura and
Sikkim |
| (a) Passport
Officer | | |
| (b) Deputy
Passport Officer | | |
| (c) Assistant
Passport Officer | | |
| (d) Senior
Superintendent | | |
| (e) Superintendent | | |
| 20. | Passport Office,
Kozhikode | The districts of Wayanad, Kozhikode, Kannur
and Kasargod in the State of Kerala. |
| (a) Passport | | |

Officer

(b) Deputy

Passport Officer

(c) Assistant

Passport Officer

(d) Senior

Superintendent

(e) Superintendent

21.

Passport Office, Lucknow

The districts of Allahabad, Ambedkar Nagar, Amethi (Chhatrapati Shahuji Maharaj Nagar), Auraiya, Azamgarh, Bahraich, Ballia, Balrampur, Banda, Barabanki, Basti, Chandoli, Chitrakoot, Deoria, Etawah, Faizabad, Farrukhabad, Fatehpur, Gazipur, Gonda, Gorakhpur, Hamirpur, Hardoi, Jalaun, Jaunpur district, Jhansi, Kannauj, Kanpur Dehat (Ramabai Nagar), Kanpurnagar, Kanshi Ram Nagar, Kaushambi, Kushinagar, Lakhimpur Kheri, Lalitpur, Lucknow, Maharajganj, Mahoba, Mau, Mirzapur, Pratapgarh, Raebareli, Sant Kabir Nagar, Sant Ravidas Nagar, Shravasti, Siddharthnagar, Sitapur, Sonbhadra, Sultanpur, Unnao, Varanasi in the State of Uttar Pradesh

(a) Passport
Officer

(b) Deputy

Passport Officer

(c) Assistant

Passport Officer

(d) Senior

Superintendent

(e) Superintendent

22.

Passport Office, Madurai

The districts of Madurai, Theni, Sivaganga, Dindigul, Virudhunagar, Ramanthapuram, Thoothukudi, Tirunelveli and Kanyakumari in the State of Tamil Nadu

(a) Passport
Officer

(b) Deputy

Passport Officer

(c) Assistant

Passport Officer

(d) Senior
Superintendent

(e) Superintendent

23. Passport Office,
Malappuram

Malappuram district in the State of Kerala

(a) Passport
Officer

(b) Deputy
Passport Officer

(c) Assistant
Passport Officer

(d) Senior
Superintendent

(e) Superintendent

24. Passport Office, Mumbai

The Union territory of Dadra and Nagar Haveli and
Daman in the Union territory of Daman and Diu and
the districts of Mumbai, Ratnagiri, Sindhudurg,
Aurangabad, Dhule, Jalgaon, Nasik, Mumbai
suburban, Raigad, Thane, Palghar Nandurbar in the
State of Maharashtra

(a) Passport
Officer

(b) Deputy
Passport Officer

(c) Assistant
Passport Officer

(d) Senior
Superintendent

(e) Superintendent

25. Passport Office, Nagpur

The districts of Amravati, Akola,
Bhandara, Buldhana, Chandrapur, Hingoli,
Gadchiroli, Gondia, Nagpur, Washim, Wardha,
Yavatmal in the State of Maharashtra.

(a) Passport
Officer

(b) Deputy
Passport Officer

(c) Assistant
Passport Officer

(d) Senior
Superintendent

(e) Superintendent

26. Passport Office, Panaji All districts in the State of Goa

(a) Passport
Officer

(b) Deputy
Passport Officer

(c) Assistant
Passport Officer

(d) Senior
Superintendent

(e) Superintendent

27. Passport Office, Patna All districts in the State of Bihar.

(a) Passport
Officer

(b) Deputy
Passport Officer

(c) Assistant
Passport Officer

(d) Senior
Superintendent

(e) Superintendent

28. Passport Officer, Pune

The districts of Ahmednagar, Beed, Jalna, Kolhapur, Latur, Nanded, Osmanabad, Parbhani, Pune, Sangli, Satara and Solapur in the State of Maharashtra.

(a) Passport
Officer

(b) Deputy
Passport Officer

(c) Assistant
Passport Officer

(d) Senior
Superintendent

(e) Superintendent

29. Passport Office, Raipur All districts in the State of Chhattisgarh

(a) Passport
Officer

(b) Deputy
Passport Officer

(c) Assistant
Passport Officer

(d) Senior
Superintendent

(e) Superintendent

30. Passport Office, Ranchi All districts in the State of Jharkhand

(a) Passport
Officer

(b) Deputy
Passport Officer

(c) Assistant
Passport Officer

(d) Senior
Superintendent

(e) Superintendent

31. Passport Office, Shimla All districts of the State of Himachal Pradesh

(a) Passport
Officer

(b) Deputy
Passport Officer

(c) Assistant
Passport Officer

(d) Senior
Superintendent

(e) Superintendent

32. Passport Office, Srinagar The districts of Srinagar, Anantnag,
Baramulla, Badgam, Kargil, Bandipora, Sopore,
Kulgam, Ganderbal, Shopian, Kupwara, Leh Laddakh
and Pulwama in the State of Jammu and Kashmir.

(a) Passport
Officer

(b) Deputy
Passport Officer

(c) Assistant
Passport Officer

(d) Senior
Superintendent

(e) Superintendent

33. Passport Office, Surat The districts of Dang, Narmada, Navsari, Surat City,
Surat Rural, Tapi (Vyara), Valsad in the State of

Gujarat.

- (a) Passport Officer
- (b) Deputy Passport Officer
- (c) Assistant Passport Officer
- (d) Senior Superintendent
- (e) Superintendent

34. Passport Office,
Thiruvananthapuram

The districts of Kollam City, Kollam Rural, Pathanamthitta, Thiruvananthapuram City, Thiruvananthapuram Rural in the State of Kerala.

- (a) Passport Officer
- (b) Deputy Passport Officer
- (c) Assistant Passport Officer
- (d) Senior Superintendent
- (e) Superintendent

35. Passport Office,
Tiruchirappalli

The districts of Tiruchirappalli, Karur, Perambalur, Ariyalur, Nagappattinam, Thanjavur, Thiruvarur and Pudukkottai in the State of Kerala

- (a) Passport Officer
- (b) Deputy Passport Officer
- (c) Assistant Passport Officer
- (d) Senior Superintendent
- (e) Superintendent

36. Passport Office,
Vijayawada

The districts of Krishna, Guntur, Prakasam, Nellore, Chittoor, Kadapa, Anantapur and Kurnool in the State of Andhra Pradesh.

- (a) Passport Officer
- (b) Deputy

Passport Officer

(c) Assistant

Passport Officer

(d) Senior

Superintendent

(e) Superintendent

37.

Passport Office,
Visakhapatnam

The districts of Godawari (West), Godawari(East),
Srikakulam, Rajhbnudry, Yanam, Vizianagaram
andVisakhapatnam in the State of Andhra Pradesh.

(a) Passport
Officer

(b) Deputy
Passport Officer

(c) Assistant
Passport Officer

(d) Senior
Superintendent

(e) Superintendent

38.

Indian Taipei
Association, Taiwan

Taiwan

(a) Director
General

(b) Deputy
Director General

(c) Assistant
Director

39.

Andaman Nicobar
Administration, Port
Blair

The Union territory of Andaman and NicobarIslands.

(a) Chief Secretary

(b) Secretary
(Passport)

(c) Deputy
Commissioner

(d) Assistant
Secretary
(Passport)

40.

Consular Officer or
Consular Agents in the
Indian Missionsor Posts

The area within the consular jurisdiction of theIndian
Mission or Post concerned.

41. outside India
Consular, Passport and
Visa Division (CPV
Division), Ministry of
External Affairs, New
Delhi
- Whole of India in respect of diplomatic, official and
ordinary passport.

I. O/o Joint
Secretary
(Passport Seva
Project) and
Chief Passport
Officer

(a) Joint Secretary
(PSP) & CPO

(b) Director

(c) Deputy
Secretary

(d) Under
Secretary

(e) Section Officer

II. O/o Joint
Secretary
(Consular,
Passport, Visa)

Whole of India in respect
of diplomatic and official
passports

(a) Joint Secretary
(CPV)

(b) Director

(c) Deputy
Secretary

(d) Under
Secretary

(e) Section Officer

42. 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.

II

(See rule 4)

Part I

Passports

Classes of Passport (1)	Classes of persons to whom issuable (2)
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 organizations; 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/sAgencies 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 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.</p> <p>(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.</p>

(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.

6. Diplomatic Passports

(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.

(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.] [Inserted by G.S.R. 390(E), dated 4.6.2009 (w.e.f. 5.6.2009).]

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 passport 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

(1)

Classes of persons to whom issuable

(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 prima facie evidence of Indian citizenship but the evidence is considered insufficient to justify the issue of a passport without further verification.
 - (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.
2. Certificate of Identity
 - (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.
3. [Passport for Haj pilgrims]
[Inserted by G.S.R. 390(E),
dated 4.6.2009 (w.e.f.
5.6.2009).]

- (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.

III

(See rules 5, 6 and 11)

Part I

(See rule 5) Regional Code and Number..... Price Rs. 5 (India) Rs. 10 (Outside India) Government of India Regional Passport Office Acknowledgment Received your application from 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..... No. Date.....

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.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] [Substituted by G.S.R. 768(E), dated 23-12-2006 (w.e.f. 23-12-2006) as corrected by G.S.R. 733(E), dated 28-11-2007.]

Government of India

Paste your unsigned recent colour
photograph Size : 3.5x3.5 cm

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

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

3. Sex Male

Female

4. Date of Birth :

DD

MM

(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)

8.(i) If divorced/widow/widower, please indicate the category (with documentary proof)

9. Current Residential Address (when staying presently), Residing since..... (In case of students, please see Section III of Passport Information Booklet)

Telephone No. Mobile No.

9.(a) If you have been resident at your current address for less than one year, please furnish other addresses
From.....To.....From.....To.....

10. Permanent Address with PIN Code(if the permanent address is same as the present address write "Same as present")

11. Details of latest held/existing Ordinary/Diplomatic/Official passport(s):

(i)Passport Office File No:...../Passport(s)

No.....(ii)Date

and Place of Issue:...../Date of

Expiry.....(iii)In case passport was
applied for and not issued, please give File No. &

Date.....(iv)Has your passport(s) ever been
lost/damaged (if so attach FIR and give
details.....

11. (a) If you have returned to India on Emergency Certificate (EC) or were ever deported or repatriated, please furnish details :

EC No., date of place of issue and attach seizure memo in

original.....Place and Country

from where deported/repatriated and reason

thereof.....

12. Other Details :

(a)Educational

Qualifications.....(b)Visible/Distinguishing Mark, if

any.....(c)Height.....cms.

13. Are you working in Central Government/State Govt./PSU/Statutory Bodies (Y)es/(N)o

If "Yes" attach Identity Certificate (As per Annexure "B" of Passport Information Booklet).

14. Are you a citizen of India by:

(B)irth/(D)escent/(R)egistration/(N)aturalisation;.....

If you have ever possessed any other citizenship, please indicate previous citizenshipi.....

15. "Emigration Check Not Required" status ?

Yes/No.....

(Please note that all 10 and above qualified applicants are eligible for ECNR status).If yes, mention the eligible category (See Section III of Passport Information Booklet) and enclose copy of relevant certificate/document.....

16. In case of minors (applicant below the age of 18), if EITHER of the parents hold a Valid Indian Passport or has applied for it give the following details. Please see and fill up attached Annexure H.

Passport/File No.	Date & Place of Issue/Application
Mother _____	_____
Father _____	_____

17. (a) Have you at any time during the period of five years immediately preceding the date of this application been convicted by a Court in India for any criminal offence & sentenced to imprisonment for two years or more? If so, give name of the Court, case number and relevant sections of Law. (Attach copy of judgment)

.....
any criminal proceedings pending against you before a Court in India? If so, give name of Court, case number and relevant sections of

Law.....

answer at (b) is (Y)es, please furnish No Objection Certificate from competent Court for grant of Passport.....

you been ever refused/denied passport? If yes, give details

:.....

your passport ever been impounded/revoked? If yes, give details

.....
 you ever applied/granted political asylum by any foreign country ? If yes, give details

18. Particulars of person to be intimated in the event of death or accident :

Name

.....

/Tel. No./email

ID.....

19. Self declaration :

I owe allegiance to the sovereignty, unity & integrity of India, and have not voluntarily acquired citizenship or travel documents of any other country. I have not lost, surrendered or been deprived of citizenship of India. The information given by me in this form and enclosures is true and I am solely responsible for its accuracy. I am aware that it is an offence under the Passports Act, 1967 to furnish any false information or to suppress any material information with a view to obtaining a passport or any other travel document. I further declare that I have no other passport/travel document.....(Signature/thumb-impression of applicant)(left hand thumb-impression if male and right hand thumb-impression if female)Date.....Place.....

20. Enclosures :

- | | |
|-----------------------------------|----------------------------|
| 1. Proof of date of birth..... | 2. Proof of Residence..... |
| 3. Educational Qualification..... | 4..... |
| 5..... | 6..... |

(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 Paste your

(In Duplicate)

Cross signed

Recent colour

Photograph

Size: 3.5x3.5 cm

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.....

6.

Profession.....

7. (a)

Father.....

(Surname)

(b)

Mother.....

(Surname)

(c)

Husband/Wife.....

(Surname)

8. (a) Permanent Address & Tel.No. along with Police Station

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

9. If you have not been resident at the address given at COLUMN 8(b) continuously for the last one year, please address(es) with duration(s) resided (Please furnish an additional set of PP Forms for each address with Police Station)

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

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

10. References: Names and Addresses of two responsible persons in the applicant's locality who can vouch for the applicant.
(1) Name, Address & Tel. No.

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

11. Citizenship of India by: Birth

12. Furnish details of previous passport/ travel document, if any:

(i) Passport/Travel document No.....

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
N.B. - 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 whichever is earlier. | Rs.600 |
| 4. Duplicate Passport (36 pages) in lieu of lost, damaged or stolen passport | Rs.2,500 |
| 5. Duplicate Passport (60 pages) in lieu of lost, damaged or stolen passport | Rs.3,000 |
- 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:

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. Write clearly within the box without touching the boundaries. -	Use black/blue ball pen only. Adjust the information to fit within the number of given boxes. -	Do not fill the form with pencils or ink-pen. Do not write anything outside the box. Avoid overwriting. -	While filling up the boxes, kindly leave one box blank after each completed word. Incomplete application will not be accepted.
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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 AND 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 along with 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 along with 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 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 like Polytechnics recognized by Central/State Governments. (j) Nurses possessing qualifications recognized 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 along with 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 documents 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. 1,000 for a 36 pages passport, as applicable for an adult. Otherwise the validity of the passport is restricted to five years on 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 along with 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 along with 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. 5,000 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 along with 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 along with date and place of application.

COLUMN 20: Photocopies of all documents that are attached as enclosures along with 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 authorize 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 residence, 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):
[Substituted by Notification No. G.S.R. 1170 (E), dated 23.12.2016 (w.e.f. 11.12.1980).]

(i) Birth Certificate issued by the Registrar of Births and Deaths or the Municipal Corporation or any other prescribed authority, whosoever has been empowered under the Registration of Birth and Deaths Act, 1969 to register the birth of a child born in India; Or

(ii) Transfer/School leaving/Matriculation Certificate issued by the school last attended/recognised educational board having the date of birth of the applicant; Or

(iii) PAN Card issued by the Income Tax Department having the date of birth of the applicant; Or

(iv) Aadhar Card/E-Aadhar having the date of birth of the applicant; Or

(v) Copy of an extract of the service record of the applicant (only in respect of Government servants) or the Pay Pension Order (in respect of retired Government Servants), duly attested/certified by the officer/in-charge of the Administration of the concerned Ministry/Department of the applicant, having his date of birth; Or

(vi) Driving licence issued by the Transport Department of the concerned State Government, having the date of birth of the applicant; Or

(vii) Election Photo Identity Card issued by the Election Commission of India containing the date of birth of the applicant; Or

(viii) Policy Bond issued by Public Life Insurance Corporations/ Companies containing the date of birth of the holder of the insurance policy.]

N.B. - In the case of applicants born on or after 26-01-1989, 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 Naturalization.

(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:

(a) Old passport in original with self-attested photocopy of its first four and last four pages, including ECR/ECNR page.

(b) Document mentioned at (1)(d), if applicable.

(c) Document mentioned at (1)(e), if the old passport did not have ECNR stamp or it was issued when the applicant was a minor.

(d) If there is any change in address, document mentioned at 1 (a).

(e) 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)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/Single parent of the child born out of wedlock), ANNEXURE "G" (when passport is being applied for by single parent or legal guardian), ANNEXURE "I" (when a minor between 15-18 years of age applies for a full validity 10 year passport OR 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.(b)Attested photocopy of passport, if any, of both parents, if applicable.(c)Original passports of parents should be presented for verification of particulars.(d)If one parent is resident abroad, a Sworn affidavit by the parent resident abroad attested by the Indian Mission along with 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 along with 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. 1,000 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.[A. For Adopted Children: [Substituted by Notification No. G.S.R. 1171(E), dated 23.12.2016 (w.e.f. 11.12.1980).]In case of In-country (domestically) adopted children the following documents are required to be furnished:The deed of adoption which may either be Notarized or Registered, confirming/ detailing the adoption of applicant by the adoptive parents(s) from the biological parent(s). In case, the applicant is not having any kind of deed to confirm the adoption and the situation is so that the same also cannot be executed at this point of time due to death of biological/adoptive parents or any other reason, whatsoever it may be, the applicant may give a declaration on a plain paper confirming the adoption.(B)Change of Name/ Addition of Spouse's Name in Passport on Re-issue Basis(I)Following marriage, remarriage or divorce:(a)An applicant applying for re-issue of passport for incorporation of the name of his/her spouse;(b)A woman applying for change of name/surname in existing passport due to marriage;(c)Divorcees applying for change of name OR for deletion of spouse's name in existing passport;(d)Re-married applicants applying for change of name/spouse's

name in passport. Except the details provided by the applicant (of any category mentioned above) in the application form, no proof of marriage/dissolution of marriage (court's order for judicial separation/ decree of divorce) etc. is required." (II) In other circumstances for change of name, the applicant (both male and female) should furnish: (i) clippings of two local news papers or the Gazette notification of the concerned State Government, as the case may be; (ii) at least two public/ school documents issued in the desired/ applied changed name to ascertain that the applicant has actually changed his name.] (C) [Passport Under Tatkaal Scheme [Substituted by Notification No. G.S.R. 933(E), dated 16.12.2019 (w.e.f. 11.12.1980).] (a) If an applicant of the age of 18 years and above desires to obtain passport under Tatkaal Scheme, he shall submit any three of the following documents, namely:-(i) Aadhaar Card or e-Aadhaar containing the 12 digit Aadhaar number or 28-digit Aadhaar enrolment ID printed on the Aadhaar enrolment slip issued by the Unique Identification Authority of India (UIDAI); (ii) Electors Photo Identify Card (EPIC); (iii) Permanent Account Number (PAN); (iv) driving licence (valid and within the jurisdiction of State of submission of applicant); (v) bank passbook or kisan passbook or post office passbook; (vi) student photo identity card issued by a recognised educational institution; (vii) birth certificate issued under the Registration of Births and Deaths Act, 1969 (18 of 1969); (viii) service photo identity card issued by State Government or Central Government, public sector undertakings, local bodies or public limited companies; (ix) pension document such as ex-servicemen's pension book or pension payment order issued to retired Government employees, ex-servicemen's widow or dependent certificate, old age pension order; (x) scheduled caste or scheduled tribe or other backward class certificate; (xi) arms licence issued under the Arms Act, 1959 (54 of 1959); (xii) ration card; and (xiii) last passport issued (in case of reissue only) (b) If an applicant below the age of 18 years desires to obtain passport under the Tatkaal Scheme, he shall submit any two of the following documents, namely:-(i) Aadhaar Card or e-Aadhaar containing the 12 digit Aadhaar number or 28-digit Aadhaar enrolment ID printed on the Aadhaar enrolment slip issued by the Unique Identification Authority of India (UIDAI); (ii) Permanent Account Number (PAN); (iii) student photo identity card issued by a recognised educational institution; (iv) birth certificate issued under the Registration of Births and Deaths Act, 1969 (18 of 1969); (v) ration card; and (vi) last passport issued (in case of reissue only) (c) applicant seeking a passport under Tatkaal scheme shall submit his application along with documents specified in sub-paragraphs (a) or (b), as the case may be, with Tatkaal fee of Rs. 2000/- (Rupees Two thousand only) in addition to the prescribed fee for issuance of passport to the concerned passport authority; (d) proof of urgency is not required for issue of passport under Tatkaal scheme; (e) post police verification shall be done in cases where passport is issued under Tatkaal scheme. (f) in cases where the applicant has paid Tatkaal fee and submitted documents specified in sub-paragraphs (a) or (b), as the case may be, the passport shall be issued within three working days from the date of submission of application.][***] [Omitted '(D) Out of Turn Issue of Fresh Passport under Normal Scheme Without Paying any Additional Tatkaal Fee' by Notification No. G.S.R. 933(E), dated 16.12.2019 (w.e.f. 11.12.1980).] Section V-Specimen Of Affidavit/declarations [Annexure "A"] [Substituted by Notification No. G.S.R. 1171 (E), dated 23.12.2016 (w.e.f. 11.12.1980).] All Central Government Employees, State Government Employees, Employees of Statutory Bodies and Public Sector undertakings, their Spouse and Children Up to 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....., 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)..... isRef No. and DateName, Designation, Address and Tel No.

Applicant's photo to be attested by certifying authority

[Annexure - 'B'] [Substituted by Notification No. G.S.R. 1171 (E), dated 23.12.2016 (w.e.f. 11.12.1980).] Specimen Verification Certificate (For Passport Under Tatkaal Only) (On official letter head of verifying authority) Reference Number Applicant's Photo 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

Office Seal

Full Name Designation I Card No. (Enclose a photocopy of I Card) 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. 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 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 and the Reserve Bank of India. (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. drawing their pay in the level 11 and above of the pay matrix recommended by the 7th Central Pay Commission. (viii) Resident Commissioners/Additional Resident Commissioners of all the State Governments based in Delhi. (ix) Concerned Tehsildars or concerned SHOs for an applicant staying in the area under his/her jurisdiction.

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 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. (i) that in the opinion of the Central Government the issue of passport or travel document to the applicant will not be in the public interest. OR Specimen Verification Certificate (To be given 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 { |

Applicants' 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 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

Office Seal

Telephone No.(O).....(R).....Mobile No.Fax No.

.....E-mail IdNotes:

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.

[Annexure- 'C'] [Substituted by Notification No. G.S.R. 1171 (E), dated 23.12.2016 (w.e.f. 11.12.1980).] Specimen Declaration by Applicant's Parent or Guardian for Issue of Passport to minor when one parent has not given consent (On plain paper) I/ We (name of the parent / guardian applying for passport) resident of solemnly declare and affirm as under :- (I) That I/ we am/ are the mother/ father/ parents/ guardians of (name of the minor child) who is minor and on whose behalf I/we have made an application for his/ her passport. (II) Signature/ consent of Shri/ Smt. (name of the father/ mother) who is the father/ mother/ parents of the child has not been obtained by me for the following one or more reasons: -(a) The father/mother of the minor applicant is traveling abroad/ is on sea/ traveling in India and unable to file consent; or/ and (b) The father/ mother is separated and no court case is pending before the court regarding divorce/ marital dispute/ custody of the child; or/ and (c) The father/ mother has deserted and the whereabouts are not known; or/ and (d) There is an ongoing court case for divorce/ custody of the minor child and the court has not given any order prohibiting the issue of passport without the consent of father/mother; or/ and (e) There is a court order for the custody of the minor child with a parent who is applying for the passport and consent of other parent (who has visitation rights) is not available or he/she is refusing to give consent/ the other parent is not availing the visitation rights and his/her whereabouts are not known; or/ and (f) The parents are judicially separated and custody of the minor child has not been defined in the court's decree; or/ and (g) The father/ mother of (name of minor child) has deserted me after the conception/delivery. That (name of minor child) is exclusively under my care and custody since separation/delivery. (III) That I/we only am/are taking care of (name of the minor child) and he/she is exclusively in my/our physical custody. (IV) 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. Signature of the parent(s)/Guardian(s) applying for the Passport Place: Date: Name(s): Aadhaar Card No.; or Voter ID Card No.; or Passport no.

[Annexure-'D'] [Substituted by Notification No. G.S.R. 1171 (E), dated 23.12.2016 (w.e.f. 11.12.1980).] Specimen Declaration by Applicant's Parent(S) or Guardian for Issue of Passport to Minor (On plain paper) I/we, resident of hereby affirm that the particulars given below are of (name of the child), son/ daughter of Shri and Smt. of whom I/we am/ are the parents/ guardian. Particulars of minor child Name : Date of birth : Place of birth :

2. The minor child mentioned above is a citizen of India.

3. I/We undertake the entire responsibility for his/her expenses.

4. 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.

5. It is also certified that I/we am/are holding /not holding valid India passport(s).

Place:Date

Signature of father

Signature of father

Signature of father

Passport No.; or Passport No.; or Passport No.; or

Aadhaar Card No.; or Aadhaar Card No.; or Aadhaar Card No.; or

Voter ID Card No.; Voter ID Card No.; Voter ID Card No.;

[Annexure-'E'] [Substituted by Notification No. G.S.R. 1171 (E), dated 23.12.2016 (w.e.f.

11.12.1980).] Specimen Declaration of the Applicant on a Plain Paper 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 declaration, 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:(Signature of applicant)[Annexure-'F'] [Substituted by Notification No. G.S.R. 1171 (E), dated 23.12.2016 (w.e.f. 11.12.1980).]Specimen Declaration of Applicant for Obtaining a Passport in Lieu of Lost/ Damaged PassportI..... S/o, D/o, W/o Shri..... residing atsolemnly 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 details 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 residenceFrom to	Page Nos. of passport bearing departure and arrival stamps
--------	---------------------	--	--

- 1.
- 2.
- 3.

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

6. State whether you were deported at any time at the expenses 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:(Signature of applicant)[Annexure-'G'] [Substituted by Notification No. G.S.R. 1171 (E), dated 23.12.2016 (w.e.f. 11.12.1980).]Ministry/ Department/ Office Of

No. dated { |

Applicants'Photo

|}(No Objection 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.)No-Objection CertificateShri/ Smt/ Miss. s/o., who is an Indian national, is employed in this office as from till date. This Ministry/ Department/ Office has no objection to his/ her obtaining a passport.(Signature of Controlling/ Administrative authority)Telephone/ Fax/ email.....Note:-(a)The officer authorized to issue NOC should sign with name and stamp and must provide contact details for verification by Passport Authority.(b)NOC will be valid for six months from date of issue.[Annexure-'H'] [Substituted by Notification No. G.S.R. 1171 (E), dated 23.12.2016 (w.e.f. 11.12.1980).]Prior Intimation (PI) Letter From The Government/ PSU/ Statutory Body Employee To His/ Her Administrative Office For Submission Of Passport Application For Himself/ Herself (On Plain Paper)Place:Date:[To be addressed to the Controlling/Administrative Authority with full postal address].....

PIN:Tel:Fax:

.....Email:Subject: Prior Intimation for Submission of Passport Application.Sir/ Madam,I hereby give prior intimation that I am applying for an ordinary Passport to Regional Passport Office,

2. This is for your kind information and record.

Yours faithfully,Signature:Name:

.....Date of Birth:

.....Designation:

.....Name of Office Where Working:
Name of Organisation:
Address of
 Present Office:

 Address:

[Substituted by Notification No. G.S.R. 1171 (E), dated 23.12.2016 (w.e.f. 11.12.1980).]Declaration By Applicant Genetic Parent(S) For Issue Of Passport To The Child Born Through Surrogacy(On Plain Paper)I/we.....(name of the genetic parent(s) applying for passport of minor child) solemnly declare and affirm the following:

1. That I/We am/are the genetic mother/father/parents of(name of the minor child) who was born through surrogacy, and who is a minor and on whose behalf I/We have made an application for his/her passport.

2. That I/we only am/are taking care of (name of the minor child) and he/she is exclusively in my/our physical custody since his/her birth.

3. I/We also affirm that in the case of any complaint or any litigation (civil/criminal) arising due to issue of a passport to(name of the minor child) born through surrogacy, I/We shall be solely responsible for defending the case and not the Passport Issuing Authority.

Date:Place:Signature & Address of the Parent (s)/Guardian(s) applying for the PassportPenalty for Offences Under Passports Act, 1967Imposition of penalties for suppression of information under section 12(1)(b) of Passports Act, 1967 is as given below :

Sl. No.	Nature of suppression of information	Amount (in Rs.) for Literate applicants	Amount (in Rs.) for Literate applicants
	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
(i)			
(ii)	In case the applicant's name has been endorsed on the parents' passport and the applicant is more than 18 years	1,000	500

	old and while applying for a separate passport, does not mention the fact that his name is endorsed in the parents' passport		
(iii)	In both the above cases, if the parents' passport has already expired	No fine	No fine
	If the applicant had previously applied for a passport and the file was closed without issue of a passport or		
(iv)	returned undelivered and provided there is no change in the personal particulars and the applicant does not mention about the application made earlier	1,000	500
(v)	If the previous passport has expired and the information is not given	2,000	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 this 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	2,500+2,500(Duplicate passport fee)	1,000+2,500(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	5,000	1,000
	(b) If another booklet is required by the applicant, duplicate passport fee or Rs. 2,500 should be charged	5,000+2,500(Duplicate passport fee)	1,000+2,500(Duplicate passport fee)
(x)	In case the passport with forgery has expired, then fresh passport may be issued with normal fee of Rs. 1,000 plus	2,500+1,000(normal passport fee)	1,000+ 1,000(normal passport fee)
(xi)	A Government servant who does not give details of his employment in his application form for ordinary passport	2,500	2,500
(xii)	In case applicant does not disclose correct marital status and a case is registered regarding marital dispute	2,500	2,500

(xiii)	If applicant gives wrong information regarding his date of birth/place of birth (minor changes)	1,000	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	5,000	2,500

Note. - (i) Under section 12 of the Passports Act, 1967-whoever contravenes the provisions of the Act by travelling 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.(ii)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)-2Government of IndiaMinistry Of External AffairsApplication Form for Miscellaneous Services on Indian Passport for (use in India) (a) Renewal (b) Additional Visa Sheet (c) Additional Booklet (d) Change of Address (e) PCC (f) Additional Endorsement (g) Chief inclusion/ Deletion (h) Any other Service (specify).(Please delete inapplicable)Amount of Fee paid Rs..... by..... (mode of payment) Mode of Submission of Application (A) and Delivery (D).

(i) Personally (ii) By Post (iii) Through Rec. Travel Agent (iv) Through Auth Rep.

(A)(D) (A)(D) (A)(D) (A)(D)

Please tick mode (i) and (ii) only if previous Passport containing valid visa for U.K., U.S.A., etc., submitted with application.(For delivery tick marked by post Rs. 10 extra to be paid as postal charges or each passport enclosing self-addressed envelope of size 16 cm. x 10 cm.).

1. Name (Please give expanded initials).....

2. (a) Father's Name.....

(b)Mother's Name.....(c)Husband/Wife Name.....

3. Passport No..... Place of issue..... Date of issue.....

Valid up to

4. File No. of passport

5. Are any criminal proceedings pending against applicant in Criminal Court in India or any other disqualifications under section 10(3).

6. Particulars of children to be included/deleted.

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

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 legalguardian (left hand thumb-impression of male andright hand
thumb-impression of female)Place.....Date.....

8. Two specimen signatures or thumb-impressions required for services at (c) within the space given below:

FOR OFFICE USEInstructions For Filing Up Ea(P)-2 FormThis 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 on 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 passports. FORM EA(P)-1 EXTERNAL

APPLICATION FORM FOR INDIAN PASSPORT AT AN
INDIAN MISSION/POST

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

(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)

Payment of Fee (to be filled by the 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.....(cros.) 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 applicant 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

(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 passports.

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 thumb-impression or his legalguardian (left hand thumb-impression of male andright hand thumb-impression of female)Place.....Date.....Specimen signatures or thumb-impressions within the space given below:

For Office Use
FORM EA(P)-EXTERNAL
APPLICATION FORM FOR
MISCELLANEOUS SERVICES ON INDIAN
PASSPORTS

Please staple one photograph of size of 35 mm. x 45 mm. and enclose three photographs for additional booklet

(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)

Payment of Fee (to be filled by the applicant) Amount paid
\$.....by.....(mode of payment).....For delivery by mail
\$/extra to be paid as postal charges for each passport

1. Full Name:

**2. Applicant's Car Driving Licence No Date and Place of
issue.....**

3. Residential address:

(i) In India In country of domicile
.....
Tel..... Tel.....

4. Profession and business address

.....
Tel

**5. Is applicant registered with the Indian Mission/Post? If not, is he a member
of any Indian Organisation ? Give details**

6. (i) Name of Father:

(ii) Name of Mother: (iii) Name of Spouse and Nationality :

7. Current Passport No..... Place of its issue.....

Date of Issue..... Valid until.....

8. Particulars of children to be included/deleted :

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

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

9. Declaration :- I solemnly affirm that :

(i)I owe allegiance to the sovereignty and integrity of India, and(ii)Information given above 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, and(iii)I undertake to be entirely responsible for expenses of my son/daughter/ward.....Signature of applicant or thumb-impression or his legalguardian (left thumb-impression of maleand right hand thumb-impression of female)Place.....Date.....

10. Two specimen signatures or thumb-impressions required for service(s) within the space given below :

III

Part I – Form EA (P)-2

[***] [Omitted by G.S.R. 860 (E), dated 1st November, 1985 (w.e.f. 1st November, 1985).](See rule 5)

III

Part I – (See rule 5)

Form EA (P)-3Application 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 and 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 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 dated
--	-------------------------------	---

14. Mode of travel and route:

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

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

2. *1 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..... * Strike out whichever is not applicable. 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.

III

Part I – (See rule 5) 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 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 a position to submit the passport/travel document, please indicate the reasons therefor.

.....V. Reasons
of applying for an Emergency
Certificate.....VI.
Declaration of ApplicantI solemnly declare that:-(i)I am citizen of India/person of Indian origin:(ii)I
have not voluntarily acquired citizen 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 impression (left in case of amale and right in case of 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.....

III

Part I – (See rule 5)

Form EA (P) - 5Application 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).

1. 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 of 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 include in the Certificate of Identity

Name	Date of Birth	Place of Birth	Relationship
------	---------------	----------------	--------------

1.			
---------	--	--	--

2.
3.
4.

IV. 1. Purpose of Applying for tire Certificate of identity

2. Countries for which the Certificate of Identity 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 impression (left in case of a male and right in case of female) of the applicant.

1

2

III

Part I – (See Rule 5)

Form EA (P)-6[***] [Omitted by G.S.R. 860 (E), dated 4th March, 1991 (w.e.f. 4th March, 1991).]

III

Part I – (See Rule 5)

Form EA (P)-7[***] [Omitted by G.S.R. 860 (E), dated 1st November, 1985 (w.e.f. 1st December, 1985).]

III

Part I – (See Rule 5)

Form EA (P)-8[***] [Omitted by G.S.R. 100(E), dated 4th March, 1991, (w.e.f. 4th March, 1993).]

III

Part I – (See Rule 5)

Form EA (P)-9[***] [Omitted by G.S.R. 860 (E), dated 1st November, 1985 (w.e.f. 1st December, 1985).]

III

Part I – (See Rule 5)

Form EA (P)-10[***] [Omitted by G.S.R. 100 (E), dated 4th March, 1991 (w.e.f. 4th March, 1993).]

III

Part I – (See Rule 5)

Form EA (P)-11Application for India-Bangladesh Passport[***] [Omitted by G.S.R. 860 (E), dated 1st November, 1985 (w.e.f. 1st December, 1985).]

III

Part I – (See Rule 5)

Form Ea (P)-12Application 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, the certificate "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 be rejected or their passports, if already granted be liable to be cancelled but they will render themselves 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 our 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 particulars of applicant:-

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 of 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.

III

Part I – (See rule 6)

Form of Guarantee[***] [Omitted by G.S.R. 860 (E), dated 1st November, 1985 (w.e.f. 1st November, 1955).] [Schedule III] [Omitted by G.S.R. 469(E), dated 24th June, 1982.]

Part I – (Rule II)

Form of Passport or travel document Form P-1 Form of Diplomatic Passport [Form P-1(A)] [Omitted by G.S.R. 684(E), dated 15th June, (w.e.f. 23rd July, 1992).] Form of Diplomatic Passport Form P-2 Form of Official Passport [Form P-2(A)] [Omitted by G.S.R. 684(E), dated 15th June, (w.e.f. 23rd July, 1992).] Form of Official Passport Form P-3 Passport Form P-3(A) Form of Ordinary Passport Form P-4 Form of Emergency Certificate 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 [Form P-7A] [Inserted by G.S.R. 684(E), dated 15th June, 1992 (w.e.f. 2nd July, 1992).] Form of India-Sri Lanka Passport for Repatriates [Form P-8] [Inserted by G.S.R. 684(E), dated 15th June, 1992 (w.e.f. 2nd July, 1992).] [Schedule III-A] [Substituted by G.S.R. 516 (E), dated 13th July, 1999 (w.e.f. 13th July, 1999) and again substituted by G.S.R. 485 (E), dated 23rd May, 2000 (w.e.f. 1st August, 2000).] (See sub-rule (2) rule 5)

Sl.No.	Description of passport application forms	Price	
		In India	Abroad
1.	Form No.1 for issue of fresh passport (printed in black ink and available at all Passport Offices in India)	Free	Not applicable
2.	Form No.1 for issue of fresh passport (printed in black/blue 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.	

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)	Free	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)	Free	Not applicable
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.	Price to be specified by Government from time to time based on the cost of production and distribution	Not applicable
8.	Forms No. EA P-1 Ext. for issue of fresh Not applicable Free 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 applicable"

[Schedule IV] [Substituted by Notification No. G.S.R. 235(E), dated 28.3.2002 (w.e.f. 11.12.1980)] (See rule 8)

of Fees Payable in Respect of Application For Passport and Travel Documents

Sl.No.	Particulars of application	Scale of fees		Abroad Euro (For countries with Euro as the Currency)
		India Rs.	\$	
1	2	3	4	5

NEW
PASSPORTS—

1.	Ordinary passport booklet containing 36 pages with a maximum validity of ten years (no extra fee will be charged for renewals upto ten years if initial validity is less).	1000	40	48
	For issuing passport booklet containing sixty pages.	1500	50	60
2.	Ordinary passport containing 36 pages with a maximum validity of five years for minor children below the age of 18 years.	600	25	30
3.	India-Bangladesh or India-Sri-Lanka Passport with a maximum validity of ten years.			

SPECIAL TRAVEL
DOCUMENT—

4.	Emergency Certificate	-	5	6
5.	Certificate of identity with a maximum validity of ten years.	300	12	15
6.	Additional ordinary passport booklet containing 36 pages for any country under the proviso to rule 13 upto initial validity of one year (no extra fee will be charged for renewals upto ten years).	1000	40	48
7.	Renewal of Travel Documents- Renewal of India-Bangladesh or India-Sri Lanka passport with a maximum total validity of ten years after initial validity of three/ four years (the renewal fee will be charged in one lump sum once only, even though period of validity may be less than three/four years, depending upon discretion of Passport Issuing Authority or according to instructions from			

	Government authorities).			
8.	Renewal of Emergency Certificate or Certificate of Identity.	150	5	6
	MISCELLANEOUS SERVICES—			
9.	Additional endorsement or other miscellaneous service on ordinary passport (not being a miscellaneous service referred to in entry ten of this Schedule).			
10.	Miscellaneous services (including additional booklet) requiring issue of a fresh ordinary passport booklet containing 36 pages.	500	20	25
	25 For issuing passport booklet containing 60 pages.	700	25	30
11.	Additional endorsement or miscellaneous service on an Emergency Certificate of identity.	100	5	6
12.	Miscellaneous service on an India-Bangladesh or India-Sri Lanka Passport,	100	5	6
13.	Any miscellaneous services (including additional booklet) requiring issue of a fresh India-Bangladesh passport or an India-Sri Lanka passport.	500	20	25
	DUPLICATE PASSPORTS AND OTHER DOCUMENTS IN LIEU OF LOST OR DAMAGED DOCUMENTS-			
14.	Issue of duplicate passport containing 36 pages in lieu of the ordinary passport on the ground that it has been lost, stolen, damaged, destroyed or for any other such reasons.			
	For issuing duplicate passport booklet containing 60 pages.	300	140	165
15.	Issue of duplicate Emergency Certificate or Certificate of Identity in lieu of Emergency Certificate/Certificate of Identity on	600	25	30

	the ground that it has been lost, stolen, damaged or destroyed or for any other such reasons.			
16.	Issue of duplicate passport in lieu of the India-Bangladesh or India-Sri Lanka Passport on the ground that it has been lost, stolen, damaged or destroyed or for any other such reasons.	1000	30	36
17. [[Substituted by Notification No. G.S.R. 399(E), dated 5.5.2005 (w.e.f. 16.6.2005)]	Issue of fresh out of turn (Tatkaal) Passports within ten days of the date of application.	Rs. 1500 plus the passport fee as applicable.	Rs. 3750 plus the passport fee as applicable.	
18.	Issue of fresh out of turn (Tatkaal) Passports between eleven to thirty five days of the date of application.	Rs. 1000 plus the passport fee as applicable.	Rs. 2250 plus the passport fee as applicable	
19.	Issue of duplicate out to turn (Tatkaal) Passport within ten days of the date of application in lieu of an ordinary passport where it has been stolen, damaged, destroyed or for any other such reasons.	Rs. 2500 plus the duplicate passport fee as applicable	No fee in addition to the duplicate passport fee as applicable.	
20.	Issue of depicted out to turn (Tatkaal) Passport within between 11 to 35 days of the date of application in lieu of an ordinary passport where it has been stolen, damaged, destroyed or for any other such reasons.	Rs. 1500 plus the passport fee as applicable.	No fee in addition to the duplicate passport fee as applicable	
21.	In all re-issue cases after expiry of ten/twenty years' validity, where passport is to be re-issued out to turn (Tatkaal) within ten days of the date of application.	Rs. 1500 plus the passport fee as applicable.	Rs. 3750 plus the passport fee as applicable.	
22.	In all re-issue cases after expiry of ten/twenty years' validity, where passport is to be re-issued out to turn (Tatkaal) between 11 to 35 days of the date of application.	Rs. 1000 plus the passport fee as applicable.	No additional fee"]	

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.