



19-0010948792

**विदेश मंत्रालय भारत सरकार**  
**Ministry of External Affairs Government of India**  
**Online Appointment Receipt**

<b>Applicant Details:</b>  <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> Application Reference No. (ARN)  Service Type  Type of Application  Given Name  Surname  Gender  Father's Name  Mother's Name  Date of Birth  Place of Birth  Marital Status  Employment Type  Application Submitted Date  Present Residential Address </div> <div style="width: 45%;"> 19-0010948792  FRESH  NORMAL  MUDIT  SHARMA  MALE  RAM LAL SHARMA  ARCHANA SHARMA  30/09/2003  BILASPUR, BILASPUR, HIMACHAL PRADESH  SINGLE  STUDENT  04/08/2019  13 STNO-6 FUTROAD NEW SUNDAR NAGAR MUNDIAN KALAN, LUDHIANA, Ludhiana, 141015, PUNJAB, INDIA </div> </div>	<b>Payment Details#</b> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> Total Fee (Rs.)  Paid Fee (Rs.)  Date and Time  Transaction Id </div> <div style="width: 45%;"> 1000.00  1000.00  04/08/2019 12:37 PM  CPT8748536 </div> </div> <b>Appointment Details:</b> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> Passport Seva Kendra Address </div> <div style="width: 45%;"> LUDHIANA, AKASH DEEP COMPLEX, GYAN SINGH RAREWALLA MARKET, LUDHIANA </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 45%;"> <b>Appointment Id</b>  <b>Appointment Date and Time</b>  <b>Reporting Date and Time</b> </div> <div style="width: 45%;"> <b>100015030461919</b>  <b>27/08/2019 &amp; 03:15 PM</b>  <b>27/08/2019 &amp; 03:00 PM</b> </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 45%;"> <b>Batch</b>   <b>Sequence No.</b> </div> <div style="width: 45%;"> <b>25</b>   <b>16</b> </div> </div> <div style="text-align: right; margin-top: 10px;">   100015030461919 </div>
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**Please Read Carefully:**

- Please reach Passport Seva Kendra (PSK) at **03:00 PM** as mentioned above and you don't need to carry the printed copy of appointment receipt. An SMS with your appointment details is also accepted as proof of appointment during your visit to Passport Office.
- Check **Document Advisor** on website '[www.passportindia.gov.in](http://www.passportindia.gov.in)' to know the documents required at PSK. Carry original documents and their self attested photocopies. Final decision with regard to documents required is at the discretion of RPO staff at PSK.
- In case of minor either of the parents has to sign on all photo copies.
- In case of minor applicants (below 4 years of age), carry the recent passport size photograph (4.5 X 3.5 cm) with white background. Please [Click here](#) for photograph guidelines.
- Only applicant is allowed inside the PSK. However, in case of exceptions such as Senior Citizen / Physically Challenged / Illiterate / Minor applicants, one person from the family may be allowed to accompany inside PSK.
- At PSK, a paper token will be issued to you after checking of documents. Your application will be processed at Counter A followed by counters B and C. At all stages, please be alert and watch the token display screens to know the counter at which your application will be processed. After your visit to PSK, please login to Passport Portal to download acknowledgement slip. Also, you are requested to fill the feedback form at the exit counter.
- Corrosive substances, explosives, weapons and any sharp objects are not allowed inside the PSK. Please co-operate with security staff for frisking before entry in PSK. Your security is our primary concern.
- Take care of your belongings inside the PSK.
- Keep your mobile in silent mode inside PSK. Also video / photography is not allowed inside.
- Thanks for showing your interest in '[Passport Seva SMS Services](#)' enrolment. Please pay Rs 50/- (FIFTY ONLY) in cash as the Enrolment Charges during your visit to Passport Seva Kendra.
- Balance fee (if applicable) after editing the submitted form will be payable in cash at the Passport Seva Kendra.
- **Help us to serve you better.**

**# Details as per the Payment Date. Payment once made for availing passport services will not be refunded.**

**We are delighted to offer attractive passport covers manufactured using quality leather and PU. You can choose from the available options at PSK.**

The Following documents need to be furnished at PSK/PO for verification:

- Aadhaar Card/E-Aadhaar
- Aadhaar Card/e-Aadhaar containing the 12 digit Aadhaar number issued by the Unique Identification Authority of India (UIDAI)

The following table lists Applicant Categories along with the Documents to be Submitted. The Document No. mentioned in Documents to be Submitted column is the reference given to the document mentioned in List of Documents table.

Applicant Categories	Documents to be Submitted
Either/ Both parent(s) hold a valid Passport with spouse name endorsed	(i) 1 (of parents), 2, 9 (with spouse name endorsed) (ii) 14 (signed by both parents) or 13 (one parent not given consent)
Neither of the parent holds a valid Passport	(i) 1 (of parents), 2, 18 (if Post Police Verification is required) (ii) 14 (signed by both parents) or 13 (one parent not given consent)
Either/ Both parent(s) resident abroad	(i) 1 (of parents or Legal Guardian if both parents are resident abroad), 2, 9 (with spouse name endorsed) (ii) 14 (signed by the parent or the legal guardian) or 13 (one parent not given consent)
Minors who are between 15 and 18 years of age wishes to obtain a full validity Passport for 10 years	1 (of parents), 2, 9 (if any - with spouse name endorsed), 18 (if Post Police Verification is required)
Children of Government/ Public Sector/ Statutory body employees	(i) 1 (of parents), 2 (ii) 14 (signed by both parents) or 13 (one parent not given consent) (iii) 9 (if any - with spouse name endorsed), 12 (of dependent) and 15 in case No Police Verification is required
Children adopted by Indian parents	(i) 1 (of Adopter parents), 2, 5 or 16, 9 (if any - with spouse name endorsed) (ii) 14 (signed by both adoptive parents) or 13 (one parent not given consent)
Children adopted by foreign parents	1 (of parents), 2, 5, 6, 7, 9
Parents are divorced	(i) 1 (of the parent who has the custody of the child), 2, 8, 9 (if any) (ii) 14 (signed by both parents - If other parent has visiting rights) or 13 (one parent not given consent)
Parents are separated but not divorced	1 (of the parent with whom the child is residing), 2, 9 (if any - with spouse name endorsed), 13
Single parent of the child born out of wedlock	1 (of parent), 2, 9 (if any)
Children born through surrogacy	(i) 1 (of parent), 2, 9 (if any), 14, 18 (if Post Police Verification is required) (ii) 17
Applied by one parent/ guardian when consent of one or both parents not possible	1 (of parent), 2, 9 (if any- with spouse name endorsed), 13
Applied by Legal Guardian	1 (of parents), 2, 9 (if any - with spouse name endorsed), 11, 14 (signed by legal guardian), 18 (if Post Police Verification is required)
Minors with single parent (One parent deceased)	1 (of parent), 2, 9 (if any), 10 (of deceased parent), 14
Minors from Nagaland (below 18 years)	(i) 1 (of parents), 2, 9 (if any - with spouse name endorsed) (ii) 14 (signed by both parents) or 13 (one parent not given consent) <b>Note:</b> Additional PV required from Guwahati through MHA
Minors from Jammu and Kashmir (below 10 years for Tatkaal Application)	(i) 1 (of parents), 2, 9 (if any - with spouse name endorsed), 18 (if Post Police Verification is required) (ii) 14 (signed by both parents) or 13 (one parent not given consent)
Minor students staying away from parents	(i) 1 (of parents), 2, 3, 4, 9 (if any - with spouse name endorsed), 18 (if Post Police Verification is required) (ii) 14 (signed by both parents) or 13 (one parent not given consent)

Document No.	List of Documents
1.	<p><b>Proof of Present Address.</b> For Proof of Address attach one of the following documents:</p> <ol style="list-style-type: none"> <li>Water bill/ Telephone (landline or post paid mobile bill)/ Electricity bill</li> <li>Photo passbook of running Bank Account (Scheduled Public Sector Banks, Scheduled Private Sector Indian Banks and Regional Rural Banks only)</li> <li>Income Tax Assessment Order</li> <li>Election Commission Photo ID card</li> <li>Gas connection bill</li> <li>Certificate from Employer of reputed and widely known companies on letter head (Only public limited companies can give address proof on company letter head along with seal. Computerised print-outs shall not be entertained)</li> <li>Spouse's passport copy (First and last page including family details), (provided the applicant's present address matches the address mentioned in the spouse's passport)</li> <li>Parent's passport copy, in case of minors (First and last page)</li> <li>Aadhaar Letter/ Card</li> <li>Rent Agreement</li> </ol> <p><b>Note:</b></p> <ol style="list-style-type: none"> <li>Applicants are required to submit the proof of address of the present address only, irrespective of the date from which he/she has been residing at the given address.</li> <li>Furnishing of Aadhaar card will expedite processing of passport applications.</li> <li>Aadhaar letter/card or the e-Aadhaar (an electronically generated letter from the website of UIDAI), as the case may be, will be accepted as <b>Proof of Address (POA)</b> and <b>Proof of Photo-Identity (POI)</b> for availing passport related services. Acceptance of <b>Aadhaar as PoA and Poi</b> would be subject to successful validation with Aadhaar database.</li> <li>Any of the remaining documents containing address Out of 12 documents listed under Tatkaal application, could also be accepted as proof of residence if such documents have the same present residential address as given by the applicant in the Passport Application Form.</li> </ol>
2.	<p><b>Proof of Date of Birth.</b> For Proof of Date of Birth attach one of the following documents:</p> <ol style="list-style-type: none"> <li>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. The Birth Certificate should ordinarily contain the name of child, name of father and mother, date of birth, place of birth, sex, registration number and date of registration. If the Birth Certificate doesn't contain the name of child, a declaration on plain paper signed by parents, is required to be submitted specifying the name of the child</li> <li>Transfer/School leaving/Matriculation Certificate issued by the school last attended/recognised educational board having the date of birth of the applicant.</li> <li>Policy Bond issued by Public Life Insurance Corporations/Companies containing the date of birth of the holder of the insurance policy.</li> <li>Aadhar Card/E-Aadhar having the date of birth of the applicant.</li> <li>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.</li> <li>Driving licence issued by the Transport Department of the concerned State Government, having the date of birth of the applicant.</li> </ol>

	g. Election Photo Identity Card issued by the Election Commission of India containing the date of birth of the applicant. h. PAN Card issued by the Income Tax Department having the date of birth of the applicant. i. A declaration given by the Head of the Orphanage/Child Care Home on their official letter head of the organization confirming the DOB of the applicant
	<b>Note:</b> Documents mentioned in point 'd' to 'h' are acceptable as proof of Date of Birth only if it has the precise Date of Birth of the applicant.
3.	Student Identity Card issued by Government Recognized Educational Institutions, in respect of full time courses
4.	Bonafide Letter from authorized signatory of college (On official letter head of UGC recognized College)
5.	Valid adoption deed with photo of the child duly attested by the Court (in the case of Christians, Muslims and Parsis, a court decree/ order granting adoption/ guardianship and allowing the child to be taken out of the Country)
6.	CARA No Objection Certificate
7.	Copy of the guarantee executed before the Court concerned
8.	Certified copy of the court order for custody of the child in favor of the applicant's parent
9.	Attested photocopy of Passport of both or either parent
10.	Death Certificate
11.	Court Decree/order in respect of legal guardian
12.	"Identity Certificate" in original as per Annexure "A"
13.	A Declaration affirming the particulars furnished in the application about the minor as per Annexure "C" (one parent not given consent)
14.	A Declaration affirming the particulars furnished in the application about the minor as per: Annexure "D"
15.	Standard Affidavit as per Annexure "E"
16.	A declaration on a plain paper confirming the adoption.
17.	A Declaration affirming the particulars furnished in the application about the minor as per: Annexure "I"

**Out of turn issuance of passport documents listed are as under:**

**NOTE 1:** If an applicant of the age of 18 years and above applies for a passport and desires to obtain a passport on out of turn basis submit Aadhaar Card/letter/e-Aadhaar containing the 12 digit Aadhaar number/28-digit Aadhaar Enrolment ID printed on Aadhaar Enrolment slip issued by the Unique Identification Authority of India (UIDAI), and any two of the documents listed below.

- a. Electors Photo Identify Card (EPIC)
- b. Service Photo Identity Card issued by State/Central Government, Public Sector Undertakings, local bodies or Public Limited Companies
- c. Scheduled Caste/Scheduled Tribe/Other Backward Class Certificate
- d. Arms Licenses;
- e. Pension Documents such as ex-servicemen's Pension Book/Pension Payment order, ex-servicemen's Widow/Dependent Certificates, Old Age Pension Order, Widow Pension Order
- f. Self-Passport (unrevoked and undamaged)
18. g. Permanent Account Number (PAN Card)
- h. Bank/ Kisan/ Post Office Passbooks
- i. Student Photo Identity Cards issued by Government Recognized Educational Institutions in respect of full time courses
- j. Driving Licenses (valid and within the jurisdiction of State of submission of application)
- k. Birth Certificates issued under the RBD Act
- l. Ration Card

**NOTE 2:** If an applicant below the age of 18 years applies for a passport and desires to obtain a passport on out of turn basis submit Aadhaar Card/letter/e-Aadhaar containing the 12 digit Aadhaar number/28-digit Aadhaar Enrolment ID printed on Aadhaar Enrolment slip issued by the Unique Identification Authority of India (UIDAI), and any one of the documents listed below

- a. Student Photo Identity Card issued by an Educational Institution
- b. Birth Certificate issued under the Registration of Births and Deaths Act
- c. Ration Card

**Note:** The list of documents provided in the table above is indicative. The decision of APO/RPO shall be considered final.