Passport Guide

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Important Points to be noted about Passport before you apply for a visa

- If your passport has any damages like water marks, torn pages, peeling of lamination, then you need to get it verified by the visa desk before raising the request in the system.

- **Check all your information is correct and accurate -**
  - Any misspellings or inaccurate information must be corrected. If any of your information has changed, then please get a renewed/corrected passport. This includes name change, gender, etc.

- Minimum of two adjacent blank pages of passport should be available at the time of submission with the Consulate.

- **Check the expiration date**: Passport validity:
  - ✓ Should be more than 9 months from the date of visa initiation
  - ✓ Should be more than 6 months from the date of travel initiation
  - ✓ Passport validity should not be more than 10 years. If you hold a passport with validity more than ten (10) years, then please get your passport renewed.

- **Validity**:

  - ✓ **No Hand-written passport:** Hand-written passports are no longer accepted; you will need to get a new passport.

  - ✓ **Given name/Surname section is blank**: Apply for a re-issue of your Indian passport with the name change. The advantage of getting this corrected before your visa is that all your future documents will have the appropriate information. If you wish to continue with the same passport

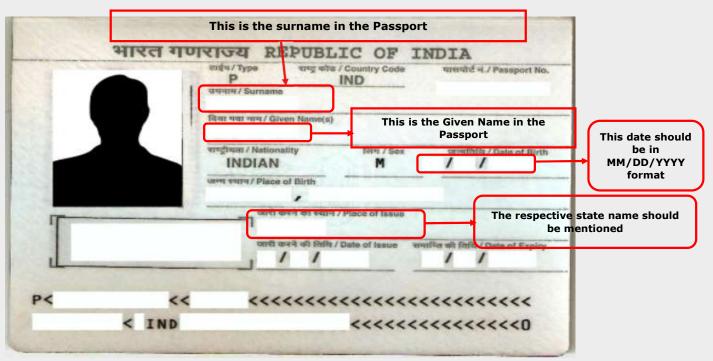 - ✓ Original old passports, if any, should be submitted to the consulate for verification.

International Assignment Services

Passport name field explanation

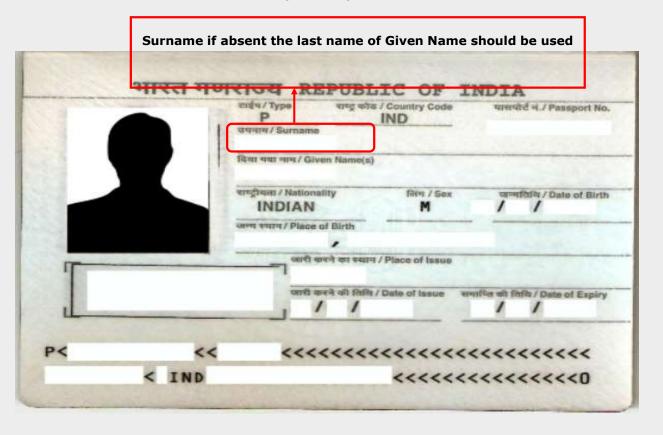| If Surname is blank	If Given Name is blank
If the surname is not included in the passport as in the following: Example: Given Name: Happy Traveler; Surname: Blank, Then fill the given name in the surname section and mention the given name as FNU.	If the passport contains only the surname of the holder and not a given name as in the following: Example: Given Name: blank; Surname: Happy Traveler, Then fill the given name as FNU and mention surname normally as per passport.

Passport sample illustrations

Sample Passport 01

Passport sample illustrations - Continued

Sample Passport 02

Surname if absent the last name of Given Name should be used

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