

Please include following documents in the specified order when you prepare your application for reissue of passport; to be submitted at the application center or sent by mail.

S.No.	Documents In Order	Check
1	Original Passport	
2	Online Application Form	
3	Nationality Verification Form (8 Copies in case of Lost/Damaged Passport and passport expired more than 3 years, other cases 1 copy)	
4	Photocopy of First five and last 2 pages of passport	
5	Photocopy of Proof of Valid Visa	
6	Photocopy of proof of residence	
7	Three Photographs (8 Photographs in case of Lost/Damaged Passport)	
8	Applicable fee (\$31 /\$46/\$56/\$131)	
9	Prepaid Self Addressed envelope should you wish your documents to be return by courier.	

Additional Documents Required:

10	<b>If married but spouse name not endorsed in passport :</b> Photo Copy of marriage certificate	
11	<b>If Passport is Lost/ Damaged/ Expired for more than 3 years:</b> "Affidavit of Lost/Damaged/Passport Expired more than Three Years" is Required. <b>If Passport is expired for Less than 3 years but more than 6 Months –</b> a self-explanation is required as to "why the passport was not renewed?" <b>Additionally For lost Passport</b> notarized Copy of FIR is required.	
12	<b>If Visa Status is Expired/Pending:</b> "Affidavit of No Status" is required (applicable to NYC,SFO & HOU only, Such cases are not accepted at WAS and CHI)	
13	<b>If there is a change in name or Split in Name:</b> "Deed poll Sworn Affidavit is required" <b>ADDITION OF LAST NAME OR ANY CHANGE IN FIRST OR MIDDLE NAME</b> - is required to be advertised in two daily newspapers, one in USA and another in India (being circulated in the area of applicant's permanent and present residence in USA) Apply after waiting for 1 month of releasing advertisement	
14	<b>If there is significant difference in Appearance:</b> "Affidavit for Change in Appearance" is Required	
15	<b>In case applying for Minor upto 18 Years of Age.</b> Page 4 of the application form should be notarized. No Objection Certificate/ Affidavit from both parents is required Photocopies of the passport of both parents Photocopies of the valid visa status of both parents Change in Appearance Affidavit is also required	
	<b>If Parents are divorced/separated :</b> Photocopy of Court decision with custody confirmation is required	
	<b>If one of the parents is diseased:</b> Photocopy of death certificate is required	
16	<b>In Case of Applying for Minor endorsed on parents passport:</b> Notarized photocopy of the endorsement page of both parents passport along with first five and last 2 pages of the same is required.	
17	<b>If Spouse name is already endorsed on the passport however while applying for new passport if the relationship has changed</b> in that case Notarized copy of "Divorce Decree/ Death Certificate is required whichever is applicable	
18	<b>Corrections of spellings in parents' name:</b> Birth certificate/ School leaving certificate having correct spelling of parents name.	

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Please Note:

- Valid Visa = Valid - Visa on Passport/ Green Card/ Permanent residency card/ Employee Authorization Card/ I-797 Approval Notice/ I-485 for children. (Note: Receipt Notice is not a valid Proof of Visa)
- Proof of residence Address = Driving License/ Utility Bill – Gas/Electricity/Water/ Rental lease agreement /Home Mortgage Bill (In case of minor proof of residence of either or both parents is accepted)
- All Photocopies of original must be notarized,(if applying in person, please bring originals along)
- All Affidavits must be notarized
- In case any of the above specified documents is not provided then your case may be rejected or may take more time for finalization than normal, however Embassy/ Consulate reserved the right to ask for any more documents whenever required or even for resubmission of documents already submitted, if they find it to be necessary to be done so.
- VFS is not involved in decision making process of the consulate and can only guide you according to the requirements of the consulate; however these requirements may even change without notice.