

# **The Right to Information Act, 2005**

## **Application for Obtaining Information**

### **From**

[Your Full Name]

[Your Address]

[City, State, Pin Code]

[Email Address]

[Phone Number]

### **To**

The Public Information Officer

[Regional Passport Office Name]

[Office Address]

**Subject:** Request for Information Regarding My Passport Application Dated: [Insert Submission Date]

**Dear Public Information Officer,**

Under the Right to Information Act, 2005, Section 6, I seek information related to my passport application. The details of my request are as follows:

### **Details of the Applicant:**

- **Name:** [Your Full Name]
- **Address:** [Your Address]
- **Email:** [Your Email Address]
- **Phone Number:** [Your Phone Number]

### **Details of Information Required:**

- **Passport Application Number:** [Insert Passport Application Number]
- **Date of Application Submission:** [Insert Submission Date]
- **Passport Office:** [Insert Name of Passport Office]
- **Requested Information:**
  1. The day-to-day progress of my passport application from the date of submission.

2. The names and designations of the officers/offices responsible for processing my application at each stage.
3. As per your citizen charter, the stipulated timeframe for addressing such applications.
4. Copies of any records, memos, file notings, or communications related to the processing of my application.

**Application Fee Details:**

Application fee of ₹10/- paid by [Insert Payment Method: Court Fee Stamp/IPO/Online Payment].

**Below Items for Your Kind Consideration:**

- a. As per Section 6(3) of the RTI Act, if the requested information pertains to another public authority, kindly transfer the application or part of it within five days and inform me accordingly.
- b. As per Section 7(3) of the RTI Act, in case additional fees are required to provide the requested information, kindly inform me of the additional amount along with a detailed calculation.
- c. In the interest of expediency, and to minimize the research and/or duplication burden on your staff, please send the records electronically to the provided email address. If electronic records are unavailable, kindly send clear photocopies to the postal address mentioned above.
- d. As per Sections 7(8)(iii) and 7(3)(ii) of the RTI Act, kindly provide the particulars of the First Appellate Authority.

**Declaration**

I declare that I am a citizen of India and am entitled to seek information under the RTI Act, 2005.

[Insert E-Signature]

**Yours faithfully,**

[Your Full Name]

**Date:** [Insert Date]

