**Passport Application Online**

Applying for a Passport should be possible online by visiting the official Passport Seva site. The Ministry of External Affairs has now made all identification applications on the web, so in case you're hoping to reestablish or apply for a new visa, you should experience the online application process.

**How to Apply for a Passpor**

When hoping to apply for an identification on the web, a candidate needs to pursue certain means. The means included are portrayed in subtleties underneath:

**Stage 1: Passport Seva sign in**

|  |
| --- |
| [passport/visa/onlineapply/](https://image.shutterstock.com/image-photo/portrait-attractive-young-excited-woman-450w-382981327.jpg) |
| Passport is mantatory for foreign tour |

Visit the official site of Passport Seva and Click on the 'APPLY' segment.

On the off chance that you are a current client, you can login utilizing the client ID and secret word.

* On the off chance that you are a first-time client, you should enroll and make a record. Pursue the means underneath to enroll:
* Snap on 'Register Now' under the 'New User' tab.
* Enter the login ID and secret phrase. Enter the captcha code and tap on 'Register'.

**Stage 2: Choosing the Application Type**

Subsequent to signing in, you should pick the significant help from the choices gave. You can decide to apply for a:

* Crisp visa/identification reissue
* Conciliatory visa/official identification
* Police Clearance Certificate (PCC)
* Character Certificate

**Stage 3: Filling the Application Form**

Filling in the application structure should be possible on the web or disconnected. To fill in the application structure disconnected, pursue the means given underneath:

* Snap on the connection gave to download the application structure in delicate duplicate.
* A connect to an electronic duplicate of the accompanying structures will be shown. Download the pertinent structure dependent on your application type:
* Crisp/reissue
* Police Clearance Certificate
* Conciliatory/Official
* Character Certificate
* Fill in the application e-shape and snap on the 'Transfer e-structure' interface.
* Transfer the filled-in application structure.

You can likewise fill in the application structure on the web and present the equivalent. You can likewise in part fill-in the shape and finish the procedure sometime in the not too distant future. It is prudent to check the structure once before submitting it.

**Stage 4: Schedule, Pay and Book the arrangement**

In the wake of filling in and presenting the structure, you should plan an arrangement at your closest Passport Seva Kendra (PSK) or pertinent visa authority. Booking an arrangement should be possible as referenced underneath:

* Go to the 'Candidate Home' page and snap on the 'View Saved/Submitted Applications'.
* The submitted application structure subtleties will be shown. Pick the ARN of the structure you have submitted.
* Snap on 'Pay and Schedule Appointment' choice from the ones gave.
* Next, pick the method of installment from among the two gave, viz. Online installment and Challan installment.

Note: If paying for tatkaal arrangements, the online expense is equivalent to a standard identification charge. The equalization sum is to be paid at the PSK on the arrangement date.

In the event that you are paying on the web, you can proceed onward to booking the arrangement right away. On the off chance that you decide to pay through challan, you should do the accompanying:

* Take the challan to a SBI branch and pay the necessary sum in real money. (Note: This should be possible simply following 3 hours of challan age, which is substantial for 85 days.)
* Next, gather a duplicate of the challan from the accepting bank work force.
* The bank takes 2 days to confirm the ARN subtleties gave on the challan.
* Fruitful installment of the charges will be shown on the site post-confirmation where the candidate can 'track the installment status'. An email update is likewise sent.

**Planning the arrangement**

|  |
| --- |
| [passport/visa/onlineapply/](https://cdn.pixabay.com/photo/2015/06/27/05/27/travel-823299_960_720.jpg) |
| Keep your passport in safe place during journey |

* On the 'Pay and Schedule Appointment' page, select the PSK of your decision.
* Pick an advantageous space from the accessible dates referenced. There, the candidate is required to choose a PSK dependent on the accessible date.
* Affirm your arrangement space by entering the CAPTCHA code.
* Next, select 'Pay and Book the Appointment'
* Application subtleties, for example, ARN, name, sort of utilization, the sum that should be paid, contact number, and the arrangement date will be shown.
* In the event that you have decided to pay on the web, you will be diverted to the installment passage.

On fruitful consummation of installment, you will get affirmation of the arrangement and an arrangement number. A SMS with the subtleties will likewise be sent. Print a duplicate of the application receipt. All PSKs currently additionally acknowledge the SMS for arrangement verification.

On the off chance that, various installments are made for a similar arrangement/application/ARN, the abundance sum will be discounted by the RPO. The identification arrangement can be rescheduled twice inside a year from the date of the first arrangement. Be that as it may on the off chance that you miss the arrangement, you can't reschedule the arrangement.

**Step by step instructions to Apply for Diplomatic Passport/Official Passport Online**

Conciliatory or Official international IDs are given to those people who hold strategic status or are deputed by the Government of India to travel abroad on legitimate obligation. This record can likewise be utilized as confirmation of address and personality. Applications for Diplomatic and Official identifications are ordinarily engaged distinctly at the Consular, Passport and Visa (CPV) Division, Patiala House, New Delhi. In any case, you can likewise decide to apply at the Passport Office appended to the present location of the candidate.

The pointers referenced underneath will help manage candidates, who wish to apply for an Official or Diplomatic identification on the web -

* Visit the official site of the Passport Seva Kendra and snap on the 'Register Now' interface.
* On doing as such, they will be given an ID which should be utilized to login to the Passport Seva Online Portal.
* Candidates at that point need to tap on the connection that peruses 'Apply for Diplomatic Passport'.
* Subsequent to doing as such, the vital structure should be downloaded, filled in and submitted alongside required narrative evidence.
* Next, the printout of the finished application should be taken through the 'View/Print Submitted Form' connect that is accessible on the 'View Saved/Submitted Applications' page.
* This printed duplicate of the online application structure should be taken to the Consular Passport and Visa Division, Patiala House in New Delhi Passport Office alongside fundamental records in unique, appended to the present address and present the application.

|  |
| --- |
| [passport/visa/onlineapply/](https://cdn.pixabay.com/photo/2019/09/19/08/25/flight-4488576_960_720.jpg) |
| travelling abroad is a source of  learning |

**Passport- How to Get Passport in India**

The Indian Passport is given by the Ministry of External Affairs, Government of India, through a system of 37 visa workplaces the nation over and the 180 Indian international safe havens and offices found abroad. The archive fills in as a basic travel report for people who travel abroad for training, the travel industry, journey, medicinal participation, business purposes and family visits. The identification ensures the holders as residents of India by birth or naturalization according to the Passports Act, 1967. In India, the Consular, Passport and Visa Division of the Ministry of External Affairs, Government of India gives identification benefits through Central Passport Organization (CPO) and its system of visa workplaces, and Passport Seva Kendras (PSKs). Non-occupant Indians (NRIs) can profit identification and different various administrations through the 185 Indian missions or posts. It should be referenced that the travel papers gave to people are machine-clear, according to the rules set somewhere near the Indian Civil Aviation Organization (ICAO).

**Types of Passport issued in India**

There are two main types of passports that are issued to individuals by the Ministry of External Affairs, Government of India. They are:

* **Ordinary passport:** Ordinary passports are issued to ordinary individuals. These passports are for general purpose which enable the holders to travel to foreign countries on business or holidays.
* **Official/Diplomatic passport:**Official or Diplomatic passports are issued to people travelling to foreign countries on official duties.

**How to Apply for an Indian Passport**

An individual can [apply online for the Indian passport](https://www.bankbazaar.com/passport/apply-passport-online.html) through the Passport Seva website or the passport Seva app. The detailed procedure of applying for the passport is mentioned below:

|  |
| --- |
| [passport/visa/onlineapply/](https://image.shutterstock.com/image-photo/young-woman-international-airport-checkin-450w-398509342.jpg) |
| A  passenger is being checked her  passport at  airport checking counter |

* The applicant who wishes to avail a passport needs to register on the passport seva online portal. If he/she has already registered, the individual needs to login to the portal using the registered login ID and password.
* Next, the applicant needs to click on ‘Apply for Fresh Passport/ Re-issue of Passport’ link.
* Following that, the details asked for in the form needs to be provided by the applicant and submitted.
* Next, the applicant needs to click on the ‘Pay and Schedule Appointment’ link under the ‘View Saved/Submitted Applications’ tab to schedule an appointment.
* Once the payment is made and the appointment is booked, the applicant needs to click on the ‘Print Application Receipt’ link and print the application receipt that contains the Application Reference Number (ARN).
* The next step involves the applicant visiting the Passport Seva Kendra (PSK) or Regional Passport Office (RPO) on the date of appointment along with the original documents.

To apply for an Indian passport offline, applicants need to download and get a printout of the application form before submitting them at the passport collection centers. Another alternative is to buy the application form, fill it up and submit it at the center along with the relevant documents.

**Fees Structure for Indian Passport**

|  |  |  |
| --- | --- | --- |
| **Application Type** | **Charges (36 Pages)** | **Charges (60 Pages)** |
| For Fresh passport / reissue of passport under Normal scheme | 1500 | 2000 |
| For Fresh passport / reissue of passport under Tatkal scheme | 3500 | 4000 |

To know detailed Fees Structure for Indian Passport, [Click here](https://www.bankbazaar.com/passport/indian-passport-fees.html)

**Documents Required for Indian Passport**

When an individual applies for a passport, he/she is required to submit certain documents:

* Passport application form
* Proof of address
* Proof of date of birth
* Documentary proof for any one of the Non-ECR categories

**1. For Proof of Address**

* Passbook of running bank account having the photo of the applicant
* Landline or postpaid mobile bill
* Rental agreement
* Electricity bill
* Voter ID card issued by Election Commission of India
* Water bill
* Income Tax Assessment order
* Proof of Gas connection
* [Aadhaar card](https://www.bankbazaar.com/aadhar-card.html)
* Copy of the first and last page of parent’s passport, in case of minors
* Certificate from employer of reputed companies on their letterhead
* Copy of the first and last page of the spouse’s passport mentioning the applicant’s name as spouse of the passport holder.

|  |
| --- |
| [passport/visa/onlineapply/](https://cdn.pixabay.com/photo/2016/03/04/19/36/beach-1236581_960_720.jpg) |
| natural beauty is the God's gift to human society |

**2. For Proof of Date of Birth:**

* Aadhaar card/e-Aadhaar
* PAN card
* Voter ID card issued by the Election Commission of India
* Driving license
* A declaration given by the Head of the Orphanage or Child Care Home confirming the date of birth of the applicant in its official letterhead.
* Birth certificate.
* Transfer certificate/school.
* The copy of an extract of the service record of the applicant (only for government employees) or pension order (retired government employees) which is duly attested or certified by the officer of the concerned department of the applicant.
* The copy of the policy bond that is issued by the Public Life Insurance Corporation/Companies having the date of birth of the holder of the insurance policy.

**How to Book Appointment for Indian Passport**

* Login to the online Passport Seva portal with registered login ID and password.
* Click on the ‘Apply for Fresh /reissue passport’ link.
* Fill the required details and submit the application form
* Next, click on the ‘Pay and Schedule Appointment’ link which is located under the ‘View Saved/Submitted Applications’ screen to schedule the appointment.
* On doing so, the appointment slot will be allotted to the applicant.

**New Passport Application Rules In India**

* All the recent Indian passports contain the personal details about the holder on the second page of the document.
* The new passports have the applicant’s picture on the right side of the passport’s second page.
* Emigration check is required for all people who hold ECR passports.
* ECNR passports can be availed by:
  + Indians holding at least the matriculation certificate
  + Indian born in a foreign country
  + Official or Diplomatic passport holders
  + Gazetted Government servants
  + All individuals who pay income tax
  + The professional degree holders and graduates like lawyers, doctors, engineers, scientists, chartered accountants, etc.
  + Dependent children and spouses
  + Seamen in possession of CDC
  + All individuals above the age of 50 years
  + All nurses who possess qualifications that are recognized under the Indian Nursing Council Act of 1947
  + All children above the age of 18 years
  + All individuals who have stayed in foreign countries for more than 3 years
  + All people who have diplomas from SCVT (State Council of Vocational Training) or NVCT (National Council for Vocational Training)
* Both Hindi and English languages are printed on the Indian.
* If the applicant is separated or divorced, they would not be required to enter the name of the spouse in the passport application form.
* The name of either the applicant’s mother, father or legal guardian must be provided in the passport application form.
* Some of the annexes in the Passport Rule, 1980, have been merged and brought to nine from the existing 15.
* The annexes must be provided by the applicants on plain paper which is self-declared. Going forward, no attestation or swearing by executive magistrates would be required.
* For a child not born out of wedlock, only Annexure G must be submitted while making the passport application.
* Applicants who are married need not submit Annexure K or marriage certificate.
* Submission of registered deed of adoption is not required anymore for domestically adopted kids. Orphaned kids can submit authorized letter from the orphanage.
* Sanyasis and Sadhus can apply for Indian passports with their spiritual Guru’s name on the passport application.

|  |
| --- |
| [passport/visa/onlineapply/](https://image.shutterstock.com/image-illustration/high-detailed-white-airliner-red-450w-1019281570.jpg) |
| Air travel is enjoyable |

**Documents Required for Out of Turn passports**

**1. If the applicant 18 years and above can submit any two of the mentioned below documents:**

* Ration card.
* Voter ID issued by the Election Commission of India.
* Self-passport that is unrevoked and undamaged.
* The birth certificate that is issued under the Registration of Births and Deaths Act.
* PAN card.
* Scheduled Caste/ Scheduled Tribe/Other Backward Caste certificate.
* Driving license
* Identity card issued by the state or central government, public sector undertakings, local bodies or public limited companies.
* Identity card issued by an educational institution.
* Arms license.
* Pension document such as Ex-servicemen’s pension book or Pension Payment order, ex-servicemen’s widow/dependent certificate, and old age pension order.
* Bank/Post office/Kisan passbook.

**2. If the applicant is below 18 years, he/she needs to submit any one of the documents that are mentioned below:**

* Photo Identity card issued by an educational institution.
* Ration card.
* Birth certificate issued under the Registration of Births and Deaths Act.

**Note:** For both 18 & below 18 years of age, addition to the above documents, a copy of the Aadhaar card/e-Aadhaar/28-digit Aadhaar enrolment ID printed on the Aadhaar enrolment slip issued by UIDAI and a self-declaration prescribed in Annexure-E of the Passport rules, 1980 are required.

**3. Applicant for out-of-turn passports under Tatkaal scheme**

The documents required to be submitted are the same as the ones that are needed to be submitted if the application is filed under the normal scheme. It needs to be mentioned that no proof of urgency needs to be submitted by the applicant for issuance of out-of-turn passports under the Tatkaal scheme. Apart from that, another thing that applicants need to know is that police verification will be carried out after the passport is issued to the applicant under both the normal and Tatkaal scheme.

|  |
| --- |
| [passport/visa/onlineapply/](https://image.shutterstock.com/image-photo/staff-checking-passport-male-passenger-450w-722187751.jpg) |
| Checking counter at airport |

**Passport Issuing**

**Authorities and Collection Centers**

As mentioned earlier, the Ministry of External Affairs works through the Central Passport Organization (CPO) and its network of Passport Offices, Passport Seva Kendras (PSKs) in the country and through embassies and consulates outside India for the issuance of passports and other passport-related services.

* **MEA** - The Ministry of External Affairs (MEA) is the government arm that takes care of the issuance of passports, re-issue of the document or other miscellaneous services, the ministry is in charge.
* **CPV**- The Consular, Passport and Visa Division of the Ministry of External Affair works for the issuance of passports. The CPV at Patiala House, New Delhi, processes applications for Official and Diplomatic passports.
* **DPC, SPC, CSC**- District Passport Cells, Speed Post Centers and Citizen Service Centers can only process applications for fresh passports and not reissue, Tatkaal or other cases.
* **PSK** - Passport Seva Kendras are extensions of POs through which front-end passport-related processes and services are carried out. It is the physical space where applicants must physically present themselves after getting an online appointment. This is where required documents are submitted, photographs taken and applications are reviewed before being passed on to the Passport Office for processing. There are 77 PSKs in India functioning under the PPP model under which human and technological resources are provided by TCS.
* **PSLK**- Passport Seva Laghu Kendras are also extensions of POs providing similar services as PSKs, except that these were set up to cover certain areas such as eastern and north-eastern areas. They help ease the burden of PSKs in these regions who handle applications from a large jurisdiction. There are 16 PSLKs in India but these do not function under the PPP model. They are entirely set up, operated and controlled by the government.
* **PO/RPO** - Passport Offices/Regional Passport Offices issue / deny issue of / impound passports. POs carry out back-end passport-related processes and services. They exercise authority over PSKs. They process applications, and print and send out approved passports. They deal with the MEA, state police and state administration. They also handle financial, legal and RTI activities. There are 37 passport offices in India.
* **Indian Missions Abroad -** The MEA works through about 180 Indian Mission / Posts for issuance of passports outside India. These include Indian Embassies, High Commissions and Consulates.