

How to Apply for Diplomatic/Official Passport

Normally applications for Diplomatic and Official passports are entertained only at the Consular, Passport and Visa (CPV) Division, Patiala House, New Delhi. However, applicants can also visit the respective Passport Office (PO) linked to their present residential address. Applicants of Delhi and NCR would continue to visit the CPV Division, Patiala House, New Delhi.

Please read the following instructions carefully before applying for Diplomatic/Official passport:

- **Where to Apply:** Applicants are required to fill the application form online through the Passport Seva website <http://www.passportindia.gov.in>, and then visit the CPV division, or the PO attached to their present residential address. Applicants will need to carry two photographs and required documents (mentioned below) along with a printed copy of the online filled application form.
- **Photograph:** All applicants need to carry two coloured photographs (size 4.5 x 3.5 cm) with white background. Applicants should affix photographs on the printed copy of the online filled application form.
 - First photograph needs to be affixed on the first page of the application form without any signature/stamp.
 - Second photograph needs to be affixed on the third page of the application form, and then stamped across with office stamp and signature of the Head of Office.
- **Documents Required:** Please submit one copy of the following documents:
 - Applicant's Official Identity (ID) Card (or that of the Head of Office)
 - Certificate issued by the Head of Office in the format enclosed below.
 - Official Request Letter from Forwarding Officer in the format enclosed below.
 - Political/PMO Clearance Certificate, if applicable
 - **For Existing Passport (if any):**
 - Diplomatic/Official Passport (i.e. in Re-Issue applications): Original Diplomatic/Official Passport for cancellation.
 - If the same is kept in the safe custody of the Ministry of External Affairs (MEA), bring the original Surrender/Safe Custody Certificate.
 - If the same has been cancelled by MEA, bring the Original Cancellation Certificate.
 - Ordinary Passport: Certificate of Safe Custody (in applicant's department). **(Non-disclosure of already held passport(s) is an offence under Passports Act, 1967)**
 - Official retiring in less than six months from the date of application, is required to give an undertaking from his/ her office that he/ she will surrender dip./ off. passport to his/ her office immediately after return.
- The documents should be placed in the following order:
 1. Printed copy of online filled application form
 2. Political/PMO Clearance
 3. Copy of Identity (ID) Card
 4. Certificate from Head of Office
 5. Request from Forwarding Officer
 6. Other Relevant Documents
- In case online filled up printed application forms are submitted in bulk (Group Applications) at CPV/PO - it is advised to submit application forms in separate batches (of maximum 20 applications).



File Number (For Office Use Only)

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

**GOVERNMENT OF INDIA, MINISTRY OF EXTERNAL AFFAIRS
PASSPORT APPLICATION FORM (DIPLOMATIC/OFFICIAL)**

Please fill this form in CAPITAL LETTERS using blue/black ink ball point pen only, wherever required. Furnishing of incorrect information/ suppression of information would lead to rejection of the application and would attract penal provisions as prescribed under the Passports Act, 1967.

--

Signature/Left Hand Thumb
Impression of Illiterate Applicant and
Minors who cannot sign.

Please paste your
unsigned recent color
photograph of size
4.5cm * 3.5cm.

Service Required

Application Reference Number 20-0008444080
Applying For FRESH
Type of Application OFFICIAL

Applicant Details

Applicant's Name JYOTI
Surname GUPTA
Date of Birth (DD/MM/YYYY) 20/07/1995
Place of Birth (Village/Town/City) DELHI
District SHAHDARA
State/UT DELHI
Country INDIA
Gender FEMALE
Employment Type OTHERS
Organisation name THOUGHTWORKS
Aadhaar Number 539689338794

Family Details

Father's Name RAKESH KUMAR
Surname GUPTA
Mother's Name SEEMA
Surname GUPTA

Present Residential Address Details

Address N-56 STREET NO-14 BIHARI COLONY SHAHADARA DELHI
SHAHDARA DELHI INDIA
PIN 110032
Mobile/Tel No. 9873711393 / 9873711425
E-mail jyotiguptaofficial@gmail.com

Permanent Residential Address

Address N-56 STREET NO-14 BIHARI COLONY SHAHADARA DELHI
SHAHDARA DELHI INDIA
PIN 110032

Details of countries to be visited/transited

Country to be visited on official duty	Country to be transited	Purpose and Duration of visit
USA	USA	FOR OFFICE PURPOSE, DURATION:1 MONTH

Enclosures

- | | | |
|----|----|----|
| 1. | 2. | 3. |
| 4. | 5. | 6. |
| 7. | 8. | 9. |

Self Declaration

I owe allegiance to the sovereignty, unity & integrity of India, and have not voluntarily acquired citizenship or travel document of any other country. I have not lost, surrendered or been deprived of the citizenship of India. I have not contravened any of the conditions relating to the possession and use of an Indian passport.

I affirm that the information and particulars given by me in this form are true and correct. I further state that I am not suppressing any material information in this regard. I further affirm that the enclosures and documentary proof submitted in support of my application for an Indian passport are authentic and solely pertain to me and I am fully responsible for the accuracy of the same. I am liable to be penalized or prosecuted if found otherwise. I am aware that under the Passports Act, 1967 it is a criminal offence to furnish any false information or to suppress any material information with a view to obtaining passport or travel document.

I have read and understood the contents of the above and by submitting this form certify that all the information submitted by me in the form is bonafide.

Place

Date

Signature/Left Hand Thumb Impression
of Applicant (If applicant is minor, either
parent to sign)

CERTIFICATE

(i) (a) I hereby certify that Shri/Smt./Kumari _____

_____ is proceeding abroad on official duty as indicated in item 9 above.

(b) I hereby certify that, Shri/Smt./Kumari _____

_____ is Wife/ Son/ Daughter/ Parent/ Domestic Help of

_____ who is going abroad on official duty as indicated in item 9 above.

(ii) Pay scale & grade pay of the officer is Rs. _____

(iii) Designation _____

Please paste your
unsigned recent color
photograph of size
4.5cm * 3.5cm.
Duly attested by the
Head of the Office

[Signature and Official Seal of Head of Office]

GOVERNMENT OF INDIA/STATE GOVERNMENT

MINISTRY / DEPARTMENT OF.....

Reference No.....

Date.....

Subject : Request for Issue of Diplomatic/Official Passport(s) and Visa Note

1. Details of Applicant(s):

S.No	Name of Applicant(s) please attach a list, if required	Designation, Pay Scale and Grade Pay	Present/Previous Passport(s) Number

2. Passport Application Form(s) Filled-in and Attached: ☐ Yes ☐ No

3. Details of Visit:

Countries to be Visited on Official Duty	Countries to be Transited	Purpose and Duration

4. Political/PMO clearance Enclosed: ☐ Yes ☐ No

5. This is certified that the visit has been approved by the competent authorities, and the period of deputation will be treated as Government of India/State Government duty and he/she shall draw pay and allowances in India.

Signature of Forwarding Officer
Along with Name/Stamp/Phone Number

(For Official Use Only)

Safe Custody		Issue of Passport	<input type="checkbox"/> Diplomatic Passport <input type="checkbox"/> Official Passport
Release from S/C		Visa Note for	
Cancellation		Expected Date of Delivery	
Remarks			