

# Passport

## How to Apply for a Passport Online?

When looking to apply for a passport online, an applicant needs to follow certain steps. The steps involved are described in details below:

### Step 1: Passport Seva log-in

- Visit the official [website of Passport Seva](#) & Click on the 'APPLY' section.
- If you are an existing user, you can login using the user ID and password.
- If you are a first-time user, you will have to register and create an account. Follow the steps below to register:
- Click on 'Register Now' under the 'New User' tab.
- Enter the login ID & password. Enter the captcha code and click on 'Register'.

### Step 2: Choosing the Application Type

After logging in, you will have to choose the relevant service from the options provided. You can choose to apply for a:

- Fresh passport/passport reissue
- Diplomatic passport/official passport
- Police Clearance Certificate (PCC)
- Identity Certificate

### Step 3: Filling the Application Form

Filling in the application form can be done online or offline. To fill in the application form offline, follow the steps given below:

- Click on the link provided to download the application form in soft copy.
- A link to an electronic copy of the following forms will be displayed. Download the relevant form based on your application type:
- Fresh/reissue
- Police Clearance Certificate
- Diplomatic/Official
- Identity Certificate
- Fill in the application e-form and click on the 'Upload e-form' link.

- Upload the filled-in application form.

You can also fill in the application form online and submit the same. You can also partially fill-in the form and complete the process at a later date. It is advisable to check the form once before submitting it.

#### **Step 4: Schedule, Pay & Book the appointment**

After filling in and submitting the form, you will have to schedule an appointment at your nearest Passport Seva Kendra (PSK) or relevant passport authority. Booking an appointment can be done as mentioned below:

- Go to the 'Applicant Home' page & click on the 'View Saved/Submitted Applications'.
- The submitted application form details will be displayed. Choose the ARN of the form you have submitted.
- Click on 'Pay and Schedule Appointment' option from the ones provided.
- Next, choose the mode of payment from among the two provided, viz. Online payment and Challan payment.

**Note:** If paying for tatkaal appointments, the online fee is the same as a regular [passport fee](#). The balance amount is to be paid at the PSK on the appointment date.

If you are paying online, you can move on to booking the appointment immediately. If you choose to pay through challan, you will have to do the following:

- Take the challan to an SBI branch and pay the required amount in cash. (Note: This can be done only after 3 hours of challan generation, which is valid for 85 days.)
- Next, collect a copy of the challan from the receiving bank personnel.
- The bank takes 2 days to verify the ARN details provided on the challan.
- Successful payment of the fees will be displayed on the website post-verification where the applicant can 'track the payment status'. An email update is also sent.

#### **Scheduling the appointment**

- On the 'Pay and Schedule Appointment' page, select the [PSK](#) of your choice.
- Choose a convenient slot from the available dates mentioned. There, the applicant is required to select a PSK based on the available date.
- Confirm your appointment slot by entering the CAPTCHA code.
- Next, select 'Pay and Book the Appointment'
- Application details such as ARN, name, type of application, the amount that needs to be paid, contact number, and the appointment date will be displayed.
- If you have chosen to pay online, you will be redirected to the payment gateway.

On successful completion of payment, you will receive confirmation of the appointment and an appointment number. An SMS with the details will also be sent. Print a copy of the application receipt. All PSKs now also accept the SMS for appointment proof.

In case, multiple payments are made for the same appointment/application/ARN, the excess amount will be refunded by the RPO. The passport appointment can be rescheduled twice within a year from the date of the original appointment. However if you miss the appointment, you can't reschedule the appointment.

### **How to Apply for Diplomatic Passport/Official Passport Online**

Diplomatic or Official passports are issued to those individuals who hold diplomatic status or are deputed by the Government of India to travel abroad on official duty. This document can also be used as proof of address and identity. Applications for Diplomatic and Official passports are normally entertained only at the Consular, Passport and Visa (CPV) Division, Patiala House, New Delhi. However, you can also choose to apply at the Passport Office attached to the present address of the applicant.

The pointers mentioned below will help guide applicants, who wish to apply for an Official or Diplomatic passport online -

- Visit the official website of the Passport Seva Kendra & click on the 'Register Now' link.
- On doing so, they will be given an ID which needs to be used to login to the Passport Seva Online Portal.
- Applicants then have to click on the link that reads '[Apply for Diplomatic Passport](#)'.
- After doing so, the necessary form needs to be downloaded, filled in and submitted along with required documentary proof.
- Next, the printout of the completed application will have to be taken through the 'View/Print Submitted Form' link that is available on the 'View Saved/Submitted Applications' page.
- This printed copy of the online application form will have to be taken to the Consular Passport and Visa Division, Patiala House in New Delhi Passport Office along with necessary documents in original, attached to the current address and submit the application.

## DOCUMENTS REQUIRED

### Documents Required for a Fresh Passport

#### Proof of Address

- Photo Passbook of running bank account in any public sector bank, private sector bank and regional rural banks.
- Water bill.
- Election Photo ID card.
- Landline or Postpaid mobile bill.
- Proof of Gas Connection.
- Election Photo ID card.
- Spouse's passport copy (First and last page of the passport that includes the details of the family and mentions applicants name as spouse of the passport holder).
- Certificate from Employer of reputed companies on letter head.
- Income Tax Assessment Order.
- [Aadhaar card](#).
- Electricity Bill.
- Rent agreement.

#### Proof of Age

- School leaving certificate/ Secondary school leaving certificate.
- Birth certificate issued by the Registrar of Births and Deaths or the Municipal Corporation or any other prescribed authority that has been empowered under the Registration of Birth and Deaths Act, 1969.
- Declaration given by the Head of the Orphanage/Child Care Home on the official letterhead confirming the date of birth of the applicant.
- Policy Bond issued by the Public Life Insurance Corporations/Companies which contains the date of birth of the holder.
- Extract of the service record of the applicant (in case of government servants) or Pay Pension Order (retired government servants) that is duly attested/certified by the officer/in-charge of the Administration of the concerned Ministry/department of the applicant.
- Driving license.
- PAN Card.

- Election Photo Identity Card.
- Aadhaar card or e-Aadhaar.

### **Documents Required for Minors for a Fresh Passport**

#### **Proof of Date of Birth**

- School leaving certificate/ Secondary school leaving certificate
- Birth certificate
- Declaration given by the Head of the Orphanage/Child Care Home
- Policy Bond issued by the Public Life Insurance Corporations/Companies
- Aadhaar card or e-Aadhaar
- School or university 10th standard mark's card

#### **Proof of Present Address**

- Proof of current address in the parents name
- Photo Passbook of running bank account
- Water bill
- Election Photo ID card
- Landline or Postpaid mobile bill
- Election Photo ID card
- Aadhaar card
- Electricity Bill
- Rent agreement
- If the parent possesses a passport, the original and self-attested copies should be carried.

### **Documents Required for Re-issue of Passport**

Mandatory Documents for all Reasons are as follows:

- Old passport, original
- Self-attested photocopy of:
- The first two and last two pages

- ECR/Non-ECR page
- Page of validity extension (if any)
- Page of observation (if any) made by Passport Issuing Authority
- No Objection Certificate (NOC)/Prior Intimation Letter (PI)

Check the possible reasons listed below

**Due to Renewal of Short Validity Passport (SVP) :**

- Mandatory Documents with Proof of documents which eliminates the cause of issuance of SVP

**Loss/stolen passport/damaged beyond recognition:**

- Proof of Date of Birth
- Proof of present address
- Police report in original
- Affidavit stating how and where the passport got lost/stolen/damaged
- No Objection Certificate / Prior Intimation Letter

**Damaged passport with the passport number readable, name legible & photograph intact:**

Mandatory Documents with

- Proof of Date of Birth
- Affidavit stating how and where the passport got lost/stolen/damaged

**Change in Appearance**

- Mandatory Documents with Recent photograph showing latest appearance

**Due to change of name**

Mandatory Documents with

- Fresh ID certificate in changed name
- Gazette notification changing name in applicant's department

**Due to change of Date of Birth**

- Mandatory Documents with Proof of Date of Birth

**Due to change in Address**

- Mandatory Documents with Proof of present address

**Due to deletion of ECR**

- Mandatory Documents with Documentary proof for any one of the Non-ECR categories

### **Due to Change of Place of Birth (involving State or Country)**

Mandatory Documents with

- Proof of place of birth
- Affidavit stating the reason for change in place of birth, if the place is changed
- Order from the First class judicial magistrate or Sub-divisional magistrate (civil court) if the change in date of birth is more than 2 years or in case of conflicting documents or if the change in place of birth involves change in state or country
- Certificate of citizenship issued by MHA if the place of birth involves change in country

### **Due to Change of Place of Birth (not involving State or Country)**

Mandatory Documents with

- Proof of Place of birth.
- Affidavit stating the reason for change in place of birth.

### **Due to Change in Sex**

Mandatory Documents with

- Sworn affidavit regarding change of sex.
- Certificate from hospital where the applicant underwent sex change operation successfully.

### **Due to change in parent's name**

Mandatory Documents with

- Passport of parents with the new name.
- Service record or pension order or property documents that prove that parents changed their names.
- Any proof which highlights that parents changed their names when they were alive, in case they are dead.

**Due to expiry of validity or Exhaustion of pages or Validity due to expire, Change in Appearance, Change of signature, Due to Addition/Change of Spouse's name, Due to any other reason apart from the ones mentioned above:**

- Mandatory Documents Required above

### **Documents Required for Re-issue of Passport**

Mandatory Documents for all Reasons are as follows:

- Old passport, original
- Self-attested photocopy of:

- The first two and last two pages
- ECR/Non-ECR page
- Page of validity extension (if any)
- Page of observation (if any) made by Passport Issuing Authority
- No Objection Certificate (NOC)/Prior Intimation Letter (PI)

Check the possible reasons listed below

**Expiry of validity / Exhaustion of pages / Validity due to expire:**

- Mandatory Documents with Pension Payment Order

**Renewal of Short Validity Passport (SVP):**

Mandatory Documents with

- Pension Payment Order.
- Proof of documents which eliminates the cause for issuance of SVP

**Lost/stolen Passport/damaged:**

- Proof of Date of Birth
- Proof of present address
- Affidavit stating how and where the Passport got lost or stolen or damaged
- Police report in original

**Damaged passport with the passport number readable, name legible & photograph intact:**

Mandatory Documents with

- Pension Payment Order
- Proof of Date of Birth
- Affidavit stating how & where the Passport got lost/stolen/damaged

**Change in Appearance:**

- Mandatory Documents with Recent photograph showing latest appearance

**Change of signature:**

- Mandatory Documents

**Change of Date of Birth:**

- Mandatory Documents with Proof of date of birth.

**Addition/Change of Spouse's name following marriage/divorce/separated :**



- Mandatory Documents with Page of validity extension if any

**Due to Addition/Change of Spouse's name following re-marriage:**

- Mandatory Documents with Death certificate of first marriage spouse/self attested copy of the divorce certificate

**Due to change in Address:**

- Mandatory Documents with Proof of present address.

**Due to deletion of ECR:**

- Mandatory Documents with Documentary proof for any one of the Non-ECR categories.

**Due to Change of Place of Birth (involving State or Country):**

Mandatory Documents with

- Proof of Place of birth
- Affidavit stating the reason for change in place of birth.
- Order of First class judicial magistrate or Sub-divisional magistrate (civil court) if the change in date of birth is more than 2 years or in case of conflicting documents or in change in place of birth involves change in state or country
- Certificate of citizenship issued by MHA, if the place of birth involves change in country.

**Due to Change of Place of Birth (not involving State or Country):**

Mandatory Documents with

- Proof of place of birth.
- Affidavit stating the reason for change in place of birth.

**Due to Change in Sex:**

Mandatory Documents with

- Page of validity extension if any
- Sworn affidavit regarding change of sex
- Certificate from the hospital where the applicant underwent sex change operation successfully

**Due to change in parent's name:**

- Mandatory Documents with
- Service record or pension order or property documents which prove that parents had changed their names.

- If parents are deceased, any proof which proves that the names were changed during their lifetime would need to be submitted.

**Due to any other reason apart from the ones mentioned above :**

- Mandatory Documents

**Documents Required for Minors for Reissue of Passport**

All the Mandatory Documents listed above with the following :

- Document which eliminates the cause for issuance of Short Validity Passport (SVP).
- Proof of date of birth.
- Proof of present address.
- Proof of place of birth.
- Declaration confirming the details of the minor as mentioned in the application form.
- Recent photograph showing latest appearance of the applicant.
- Passport of parents with new name in original along with the self-attested photocopy of the first and last two pages, ECR/Non-ECR page, page of observation and page of validity extension (if any).

**Documents Required for availing Diplomatic/Official Passport**

- Official Identity card of the applicant or of the Head of Office.
- Political/PMO clearance certificate (if applicable).
- Official request letter from the forwarding officer.
- Certificate that is issued by the Head of Office.

**Applicants for a diplomatic/official passport**

- Printed copy of online filled application form.
- Political or PMO clearance.
- Copy of identity card.
- Certificate from the Head of Office.
- Request from a Forwarding Officer.
- Other relevant documents.