Global PSP Project for Indian Embassies and Consulates

Quick Guide – Change Address/Initiate PV Request screen

Login Using User ID, Password, and Grid Values
1. **Visit Global PSP Office Portal (https://embassy.passportindia.gov.in)**
2. **Enter User ID**
3. **Press Submit button**
4. **Choose User Role** *('PIA' and 'MissionHead' roles' users have the authority to use the Change Address/Initiate PV Request screen)*
5. **Press Submit button displayed below the User Role**

Global Passport Seva at Indian Embassies and Consulates
Consular, Passport & Visa Division
Ministry of External Affairs, Government of India

Passport Seva
Service Excellence

User Login	
Enter the details to Login	
Fields marked with asterisk(*) are mandatory.	
User ID*	TRNMH002
	Submit

User Role	
Please Select Role	
User Role*	MissionHead ⌄
	Submit

Login Using User ID, Password, and Grid Values *(continued..)*
1. **Enter Password**
2. **Check your User Grid and enter the values for the three alphabets displayed on the screen**
3. **Enter the characters displayed in the CAPTCHA image**
4. **Press Submit button**

Change Address/Initiate PV Request

1. Click on the link 'Change Address/Initiate PV Request'
2. Enter the File Number inside the Text Box
3. Click on the Search button

Review Escalations
MIS Reports
Manage User Profile
Print Passport
Search Application
Update Print Queue
Change Address/Initiate PV Request ▾
Approve Overload Printing Transfer
Change Delivery Mode
Change Applicant Details
Stop/Resume Passport Processing

Search File Details

Fields marked with asterisk(*) are mandatory.

File Number*	UK2074111423418
	Search

Search Results

One item found.**1**

Select	File Number	Passport Number	Date	Applicant Name	Application Status	Service Type
●	UK2074111423418		27/09/2018	GURWINDER SINGH WALIA	Granting Initiated	PSP

Claim   Home

Change Address/Initiate PV Request

1. Select the fetched application record and press Claim button
2. System displays alert message that this screen should not be used for application data change if the selected application is not yet granted. Press "OK" to continue with PV Request Initiation (without making any data change) if required, or press "Cancel" to fetch another application)

Search Results
One item found.1

Select	File Number	Passport Number	Date	Applicant Name	Application Status	Service Type
⦿	UK2074111423418		27/09/2018	GURWINDER SINGH WALIA	Granting Initiated	PSP

Claim | Home

Message from webpage

❓ Application has not yet been granted and any requirement for application data change should be processed by the Enrolment Officers only.
Please continue only if there is an urgency to initiate Police Verification before granting.

OK | Cancel

Change Address/Initiate PV Request (continued..)

1. All applicant details that are part of PP Form/PV Request are displayed on screen (click "Edit" to make changes, "Undo" to reset)

Applicant Details for PP Form

Application Details

File Number	UK2074111423418	**Photo**	
Surname	WALIA	**Given Name**	GURWINDER SINGH
Gender	MALE	**Previous Name (if any)**	
Date of Birth:	24/07/1978	**Place of Birth**	MANSAWAL
Father's Name	HARJINDER SINGH	**Mother's Name**	MANPREET
Spouse's Name	SONIA	**Passport Issuing Office**	
Passport Number		**Application Status**	Granting Initiated
PV Mode	No verification		
Employment Type		○Edit	⦿Undo
PRIVATE ⌄			
Organization name		○Edit	⦿Undo
		0 characters	

Change Address/Initiate PV Request *(continued..)*
1. Select 'Edit' radio button to enable the respective field for data change
2. Select 'Undo' radio button if original values are to be retained

Organization name	⚪Edit	🔘Undo
	0 characters	
Educational Qualification	⚪Edit	🔘Undo
GRADUATE AND ABOVE ⌄		
Previous Name	⚪Edit	🔘Undo
	0 characters	
Previous Surname	⚪Edit	🔘Undo
	0 characters	
Citizenship of India by	⚪Edit	🔘Undo
BIRTH ⌄		
Place of Birth	⚪Edit	🔘Undo
MANSAWAL	8 characters	
Birth Country	⚪Edit	🔘Undo
India ⌄		
Birth State	⚪Edit	🔘Undo

Birth State	○Edit	◉Undo
Punjab ⌄		
Birth District	○Edit	◉Undo
Mansa ⌄		

Passport Printable Address

Address Type	○Abroad Address	◉Indian Address
House No. and Street Name	○Edit	◉Undo
B 58 C, NAVKUNJ APARTMENTS	26 characters	
Village or Town or City	○Edit	◉Undo
PATPARGANJ	10 characters	
Country	○Edit	◉Undo
India ⌄		
State/UT	○Edit	◉Undo
Delhi ⌄		
District	○Edit	◉Undo
East Delhi ⌄		

Delhi ⌄		
District	◯Edit	◉Undo
East Delhi ⌄		
Police Station	◯Edit	◉Undo
MANDAWALI		
PIN Code	◯Edit	◉Undo
110092	6 characters	
Mobile No	◯Edit	◉Undo
919212110087	12 characters	
Telephone No	◯Edit	◉Undo
	0 characters	
Email	◯Edit	◉Undo
GURWINDER.WALIA78@GMAIL.COM	27 characters	
☐ Initate PV to this Address		

Previous

Next

Home

Change Address/Initiate PV Request Link *(continued)*

1. Police Station Name, PIN Code and "Initiate PV" check-box will appear for Indian Addresses. Tick this check-box if PV Request is to be initiated for the displayed 'Passport Printable Address' or/and 'Other Address'

Address Type	○ Abroad Address	◉ Indian Address
House No. and Street Name	○ Edit	◉ Undo
B 58 C, NAVKUNJ APARTMENTS	26 characters	
Village or Town or City	○ Edit	◉ Undo
PATPARGANJ	10 characters	
Country	○ Edit	◉ Undo
India ⌄		
State/UT	○ Edit	◉ Undo
Delhi ⌄		
District	○ Edit	◉ Undo
East Delhi ⌄		
Police Station	○ Edit	◉ Undo
MANDAWALI		
PIN Code	○ Edit	◉ Undo
110092	6 characters	
☑ Initate PV to this Address		

Previous   Next

1. Details can be changed for Indian as well as Abroad addresses. However, PV request can be initiated only for Indian addresses.

1. Confirmation Message to validate the country name will be displayed after clicking the Next button if abroad address is updated

Address Type	◉ Abroad Address	○ Indian Address
Address Line 1	◉ Edit	○ Undo
B58C, SOMERSET APARTMENTS FIRST FLOOR	37 characters	
Address Line 2	○ Edit	◉ Undo
NORWYCH, PIN - NR1 1BD	22 characters	
Address Line 3	○ Edit	◉ Undo
LONDON, UK		
Country		do
United Kingdom		
Mobile No		do
449876511234		
Telephone No	○ Edit	◉ Undo
	0 characters	
Email	○ Edit	◉ Undo
	0 characters	

Message from webpage ✕

❓ Please ensure that the Other Address belongs to the same Country as chosen in the Country drop-down menu.

[OK] [Cancel]

[Previous]   [Next]

'Change Address/Initiate PV Request' Link *(continued)*
1. In the end – a Confirmation Screen displaying 'Changed Details' (highlighted in bold) and address(es) where PV Request will be initiated is displayed. Enter Remarks before clicking 'Submit' button to complete the data change/PV Request initiation. Else press 'Back' to edit/undo.

Update Print Queue
Change Address/Initiate PV Request ▾
Approve Overload Printing Transfer
Change Delivery Mode
Change Applicant Details
Stop/Resume Passport Processing

PV will be initiated at Passport Printable Address.

Labels	Old Passport Printable Address	New Passport Printable Address
Police Station	MANDAWALI	WELCOME
House No. and Street Name	B 58 C, NAVKUNJ APARTMENTS	B 58 C, NAVKUNJ APARTMENTS, I.P. EXTENSTION
Village or Town or City	PATPARGANJ	NEW PATPARGANJ
District	EAST DELHI	NORTH EAST DELHI
State/UT	DELHI	DELHI
Country	INDIA	INDIA
PIN Code	110092	110032
Mobile No	919212110087	919212110087
Telephone No		
Email	GURWINDER.WALIA78@GMAIL.COM	GURWINDER.WALIA78@GMAIL.COM

Remarks *

300
Characters Remaining

Back   Submit

'Change Address/Initiate PV Request' Link *(continued)*
1. Confirmation message in case PV is also initiated suggests the user to impose a Stop on Passport Processing using the 'Stop/Resume Passport Processing' link of PIA/Mission Head users if passport printing/issuance is to be kept on hold till receipt of Clear PVR.

PV Request(s) has been initiated successfully.
Please impose a stop on passport processing through the "Stop/Resume Passport Processing" screen of PIA/Mission Head users in case passport issuance processing is to be postponed till completion of the Police Verification Report.
The stop (if imposed) needs to be cleared using the same screen manually after clear Police Report/status is visible in the "Search Application" screen.

Search File Details

Fields marked with asterisk(*) are mandatory.

File Number*	

Search

Checking Status of Police Verification Report in Search Application screen

1. PVR Status can be checked in the Search Application Screen under "PV Details" block

2. Click on the PVR Status value (displayed as hyperlink) to view details i.e. latest status of processing of the PV Request(s) initiated for the searched application

Cancelled Passport/Booklets Details   Passport Details Preview   View Previous/Subsequent/Linked Passport Application(s)

PV Details

PV Mode	NOT YET FINALIZED		PVR Status	(Additional PV(s) Exist)

Back		View Attachment		View History		View Application Form

PVR Details - Internet Explorer

Sr. No	PV REQUEST ID	PVR TYPE	PVR Status	PV INITIATED DATE	PV SUBMITTED DATE	POLICE STATION	PV STATUS
1	UK2074111423418-PPF-CA	Primary PVR	Pending	10/10/2018	NA	WELCOME	Initiated

\# Scan has been uploaded for this PV request
\#\# Scan Uploaded for this PV request has been rejected

Close

In case of additional information or clarification, please contact Global PSP Support Team at
Email   : global.psp@tcs.com
Phone : +91-0120-672-9595/96
Mobile : +91-730-351-9595

Thank You