


Global PSP Project for Indian Embassies and Consulates

Quick Guide – Change Applicant Details Screen

Login Using User ID, Password, and Grid Values


- Visit Global PSP Office Portal (<https://embassy.passportindia.gov.in>)
- Enter User ID
- Press Submit button
- Choose User Role as 'PIA' or 'MissionHead'
- Press Submit button displayed below the User Role

User Login					
Enter the details to Login					
Fields marked with asterisk(*) are mandatory.					
	<table><tr><td>User ID*</td><td><input type="text" value="TRNMH002"/></td></tr><tr><td colspan="2"><input type="button" value="Submit"/></td></tr></table>	User ID*	<input type="text" value="TRNMH002"/>	<input type="button" value="Submit"/>	
User ID*	<input type="text" value="TRNMH002"/>				
<input type="button" value="Submit"/>					

User Role					
Please Select Role					
	<table><tr><td>User Role*</td><td><input type="text" value="MissionHead"/> ▼</td></tr><tr><td colspan="2"><input type="button" value="Submit"/></td></tr></table>	User Role*	<input type="text" value="MissionHead"/> ▼	<input type="button" value="Submit"/>	
User Role*	<input type="text" value="MissionHead"/> ▼				
<input type="button" value="Submit"/>					

Login Using User ID, Password, and Grid Values (continued..)

- Enter Password
- Check your User Grid and enter the values for the three alphabets displayed on the screen
- Enter the characters displayed in the CAPTCHA image
- Press Submit button

User Login							
Enter Password to Login							
User ID*	TRNMH002						
Password*	<input type="password" value="....."/>						
Please Enter the Values *	<p>For each coordinate listed below, find the value on the grid</p> <table><tbody><tr><td>N</td><td>D</td><td>H</td></tr><tr><td>..</td><td>..</td><td>..</td></tr></tbody></table>	N	D	H
N	D	H					
..					
Please enter the characters*	<p>Characters are case sensitive</p>  <p>Change the picture displayed</p> <input type="text" value="GY8Z7K"/>						
<input type="button" value="Submit"/>							
Unlock Login Password	Forgot Login Password						

Change Applicant Details

- Click on the link 'Change Applicant Details'
- Worklist of cases sent for data modification as part of Reviewing Cancellation of QC Rejection cases, imposition of stop for data modification/other reasons, cases pulled back/sent back from CPPF and so on is displayed in the screen in form of worklist.
- Select the file from the work list, or type the file number and search the file from the worklist and press claim button

MIS Reports
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

Change Applicant Details

Search Application Detail By File Number

Fields marked with asterisk(*) are mandatory.

File Number*

Search

Worklist initiated by PIA for Change Applicant Data

14 items found, displaying 1 to 5.[First/Prev] 1, 2, 3 [Next/Last]

Select	File Number	Passport Number	Applicant Name	Father's Name	Date Of Birth	Application Status
<input type="radio"/>	UK1089000000418		CHANDAN KUMAR SUMAN	MURALI PRASAD	1993-12-20	Print Initiated
<input type="radio"/>	UK1089000000418		YUSUF		1993-12-20	Print Initiated
<input type="radio"/>	UK1089000016218		CHANDAN KUMAR SUMAN SUMAN		1994-03-10	Stop Printing
<input type="radio"/>	UK1079000015418	JD123458	YUSUF AHMAD		1993-08-01	Stop Printing
<input type="radio"/>	UK1089000021818		YUSUFCVBCVB AHMAD	NEYAZ AHMAD	1993-10-02	Application Granted on No verification basis

Claim

Search Application Manually

Change Applicant Details - Search Application Manually

- Press the 'Search Application Manually' button if the desired file number is not visible in the worklist
- Select 'Mode of Change' from either of the following values
 - **By Applicant:** For cases where applicant has requested reprinting of passport with correction in data after the same was issued to him/her
 - **Internal:** For data correction needs identified internally for not yet issued passport applications
- Enter File Number or Passport Number and Click on Search Button

Please enter search criteria

Mode of Change	<input checked="" type="radio"/> Internal	<input type="radio"/> By Applicant
File Number	<input type="text" value="UK2074111418018"/>	Passport Number <input type="text"/>

Search Result

One item found.1



Select	File Number	Passport Number	Applicant Name	Father's Name	Date Of Birth	Application Status	Photo/Signature
<input type="radio"/>	UK2074111418018		HARSH GUPTA	ROHIT GUPTA	1987-04-25	Print Initiated	View Photo/Signature

Change Applicant Details (Continue..)

- After claiming the file through worklist or through manual search, user is displayed multiple pages of the various passport printable details. User may choose “Edit” option to make changes in a specific field, if required

File Number	UK2074111418018	Passport Number	
Applicant Name	HARSH GUPTA	Application Status	Print Initiated
Send Back Reason	NA	Send Back Remarks	NA

Applicant Details

Surname	<input type="radio"/> Edit	<input checked="" type="radio"/> Undo
<input type="text" value="GUPTA"/>	<input type="text" value="5"/> characters	
Given Name	<input type="radio"/> Edit	<input checked="" type="radio"/> Undo
<input type="text" value="HARSH"/>	<input type="text" value="5"/> characters	
Gender	<input type="radio"/> Edit	<input checked="" type="radio"/> Undo
<input type="text" value="MALE"/>		
Date Of Birth	<input type="radio"/> Edit	<input checked="" type="radio"/> Undo
<input type="text" value="25/04/1987"/> 		
Place Of Birth Detail	<input checked="" type="radio"/> Edit	<input type="radio"/> Undo
City		
<input type="text" value="GANDHINAGAR"/> 		

Change Applicant Details (*Continue..*)

- Confirm the previous value and new value for the changed passport printable data fields
- Check the updated Passport Preview Details using the hyperlink 'Passport Details Preview'
- Enter proper remarks and press Submit button to implement the changes in the application details stored in the system

Following are the changed fields for the Application : UK2074111418018

FIELD NAME	PREVIOUS VALUE	NEW VALUE
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City	GUJARAT	GANDHINAGAR
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Preview Passport Detail

[Passport Details Preview](#)

Remarks *

500 Characters Remaining

Back



Cancel

Submit

Change Applicant Details (*Continue..*) – Passport Details Preview

- It's recommended to check the updated Passport Preview Details using the hyperlink 'Passport Details Preview'

Passport Preview Details

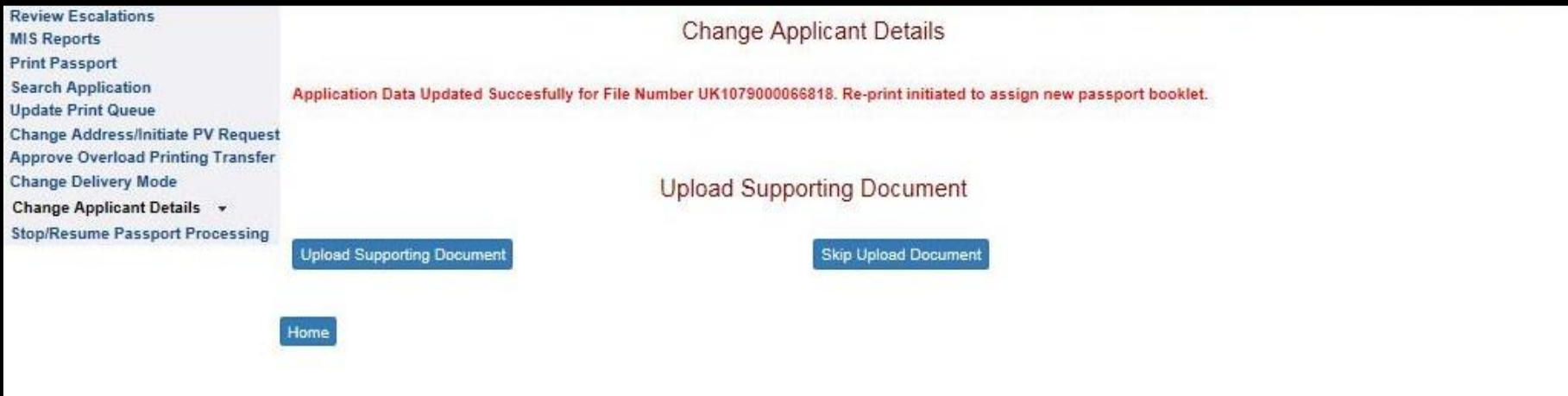
भारत गणराज्य REPUBLIC OF INDIA		
	टाइप/Type P	राष्ट्र कोड/CountryCode IND
	उपनाम/Surname GUPTA	पासपोर्ट नं./PassportNo.
	दिया गया नाम/Given Name(s) HARSH	
	राष्ट्रीयता/Nationality INDIAN	लिंग/Sex M
	जन्म स्थान/Place of Birth GANDHINAGAR, GUJARAT	जन्म तिथि/Date of Birth 25/04/1987
	जारी करने का स्थान/Place of Issue	
	जारी करने की तिथि/Date of Issue	समाप्ति की तिथि/Date of Expiry
		

पिता/कानूनी अभिभावक का नाम/Name of Father/Legal Guardian ROHIT GUPTA
माता का नाम/Name of Mother BEEMA GUPTA
पति या पत्नी का नाम/Name of Spouse KIRAN GUPTA
पता/Address 45 4TH STREET LONDON UNITED KINGDOM
पुराने पासपोर्ट का नं. और इसके जारी होने की तिथि एवं स्थान/Old Passport No with Date and Place of Issue N6562665 02/05/1999 GUJARAT
फाइल नं./File No. UK2074111418018--- OLD PASSPORT REPORTED LOST

Close

Change Applicant Details (Continue..)

- After entering Remarks and pressing the Submit button – user is displayed a provision to upload supporting documents (*for the decision regarding change of passport application details*). This can be done by clicking the ‘Upload Supporting Document’ button
- User can also skip uploading of documents by pressing the ‘Skip Upload Document’ button



**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
