

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 as 'MissionHead' (for Head of Consular Wing users)
- 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



HELP

		User Login	
Enter th	e details to Login		
Fields n	narked with asterisk(*) are	mandatory.	
8	User ID*	MISHEAD10	
9 0		Submit	
		User Role	
Please S	Select Role		
	User Role*	MissionHead ~	
		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
- 3. Enter the characters displayed in the CAPTCHA image
- Press Submit button



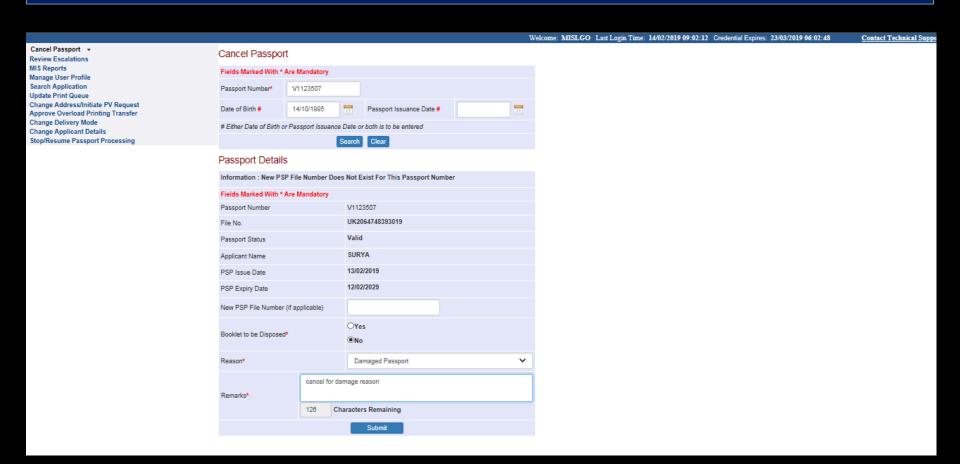
Cancel Passport

- 1. Click on the Link 'Cancel Passport' displayed in the Left Menu
- 2. Enter Passport Number and "Date of Birth" or "Date of Issuance".
- 3. Search button.



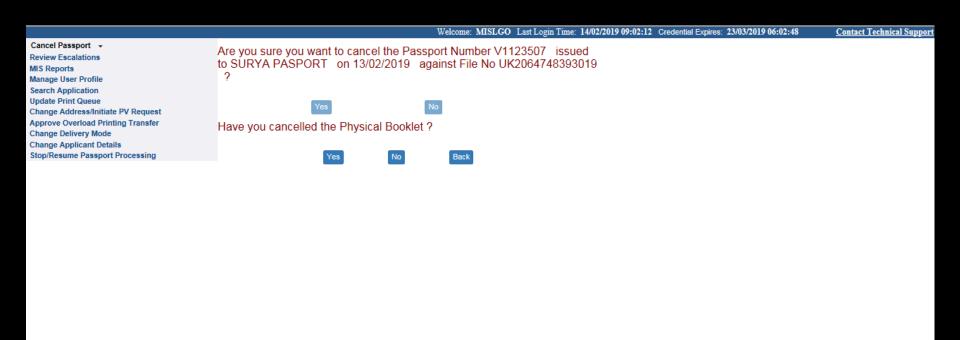
Cancel Passport Screen (continued..)

- 1. The details of the passport will be displayed
- 2. Please select "Booklet to be Disposed" as Yes/No.
- 3. Select "Reason" of cancellation and enter Remarks.
- 4. Press Submit Button.



Cancel Passport Screen (continued..)

- 1. Press Yes for confirming the cancellation of passport otherwise press No.
- 2. Press Yes/No for physical cancellation of the passport.



Cancel Passport Success Screen

Final successful screen of passport Cancellation will be displayed.

	Welc	ome: MISLGO Last Login Time: 1	14/02/2019 09:02:12 Credentia	al Expires: 23/03/2019 06:02:48	Contact Technical Support
Review Escalations	Passport Cancellation Successful				
MIS Reports Manage User Profile	File No.	UK2064748393019			
Search Application Update Print Queue	Passport Number	V1123507			
Change Address/Initiate PV Request Approve Overload Printing Transfer	Passport Status	Cancelled			
Change Delivery Mode	Reason for Cancellation	Damaged Passport			
Change Applicant Details Stop/Resume Passport Processing	DRILS Notification	NA			
	Disposal Action Details	Not Initiated			
	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