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

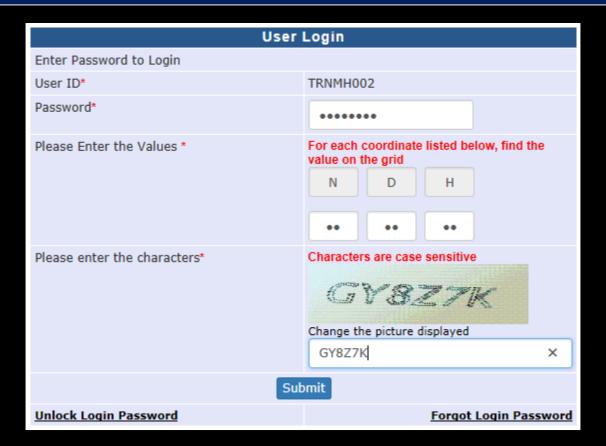
Ministry of External Affairs, Government of India



User Login							
Enter the details to Login							
Fields marked with asterisk(*) are mandatory.							
R	User ID*	TRNMH002					
	Submit						
User Role							
Please Select Role							
	User Role*	MissionHead					
	Submit	3					

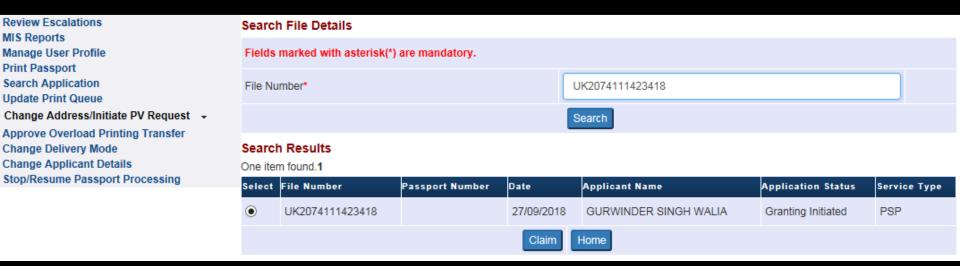
Login Using User ID, Password, and Grid Values (continued..)

- 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



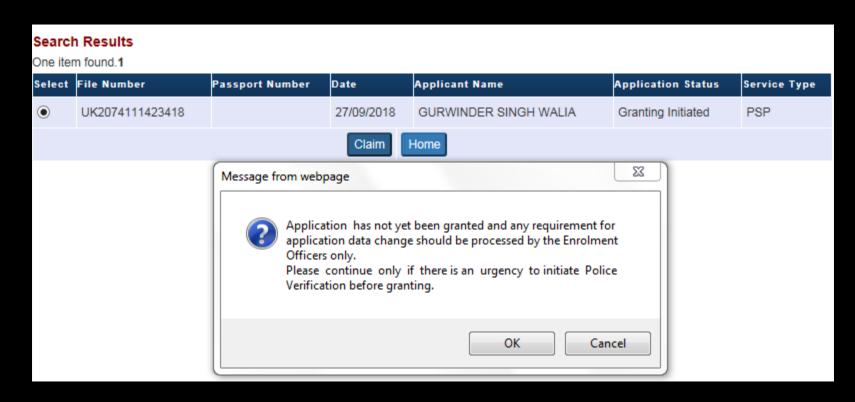
Change Address/Initiate PV Request

- 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



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)

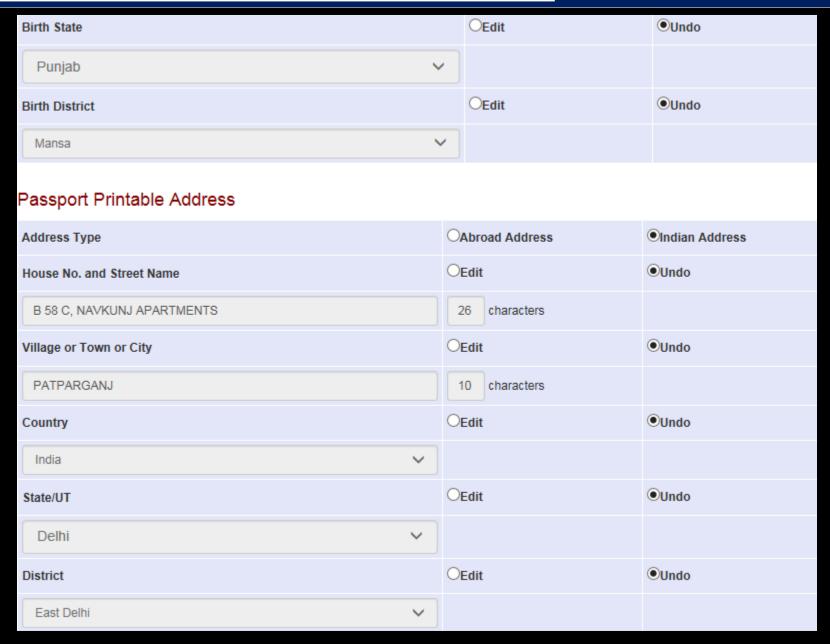


1. All applicant details that are part of PP Form/PV Request are displayed on screen (click "Edit" to make changes, "Undo" to reset)

displayed off screen		to make changes,	Citat 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				

- 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





1. Click Next to continue to the next page



Previous

Next

Home

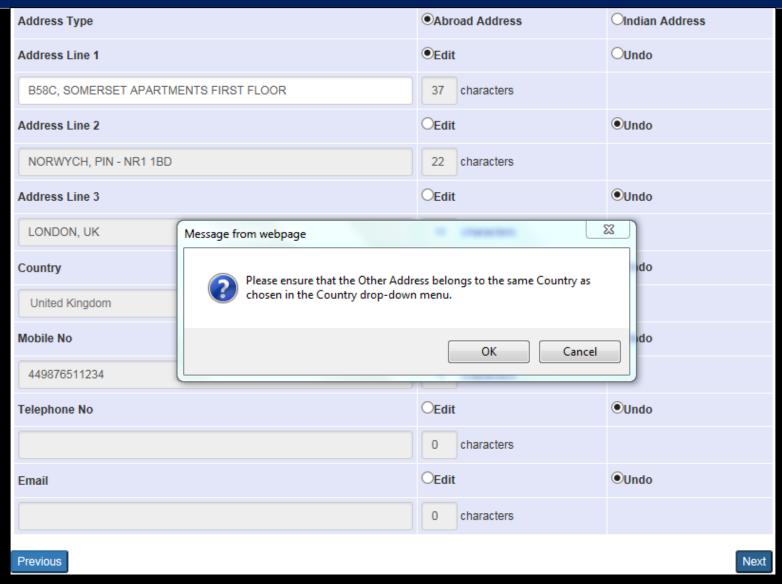
1. Police Station Name, PIN Code and "Initiate PV" check-box will appear for Indian Addresses. Tick this check-box if PV Request is to be initiated for the displayed 'Passport Printable Address' or/and 'Other Address'

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

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



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.

pdate Print Queue	PV will be initiated at Pass	PV will be initiated at Passport Printable Address.			
change Address/Initiate PV Request pprove Overload Printing Transfer hange Delivery Mode	Labels	Old Passport Printable Address	New Passport Printable Address		
hange Applicant Details top/Resume Passport Processing	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 Remainin	ng		

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.

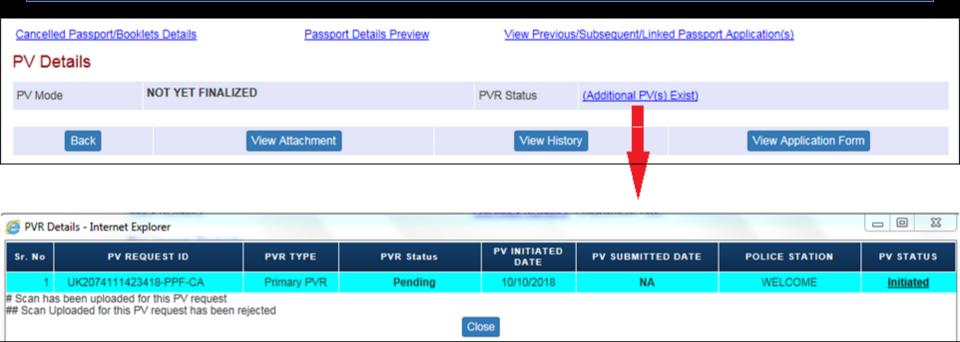
The stop (if imposed) needs to be cleared using the same screen manually after clear Police Report/status is visible in the "Search Application" screen.

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



In case of additional information or clarification, please contact Global PSP Support Team at

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Thank You