## Appointment Reciept

- g. Election Photo Identity Card issued by the Election Commission of India containing the date of birth of the applicant.
- h. PAN Card issued by the Income Tax Department having the date of birth of the applicant.
  i. A declaration given by the Head of the Orphanage/Child Care Home on their official letter head of the organization confirming the DOB of the applicant

Note: Documents mentioned in point 'd' to 'h' are acceptable as proof of Date of Birth only if it has the precise Date of Birth of the applicant

- 3. Documentary proof for any one of the Non-ECR (previously ECNR) categories, Refer Column 2.15 under Section-B of passport instruction booklet
- 4. Birth Registration Certificate issued by Embassy/ High Commission/ Consulate of India
- Old Passport in original with self-attested photocopy of its first two and last two pages, including ECR/Non-ECR page (previously ECNR) and the page of observation (if any), made by Passport Issuing Authority and validity extension page, if any, in respect of short validity passport
- Passport of parents in original with self-attested photocopy of its first two and last two pages, including ECR/Non-ECR page (previously ECNR) and the page of observation (if any), made by Passport Issuing Authority and validity extension page, if any, in respect of short validity passport
- 7. Citizenship Certificate issued by Ministry of Home Affairs
- Proof of refund of repatriation /deportation cost (if any) to Ministry of External Affairs
- 9. Original Emergency Certificate/Seizure Memo issued by Airport Immigration Authorities on applicant's arrival in India
- 10. Pension Payment Order
- 11. Proof of surrender or cancellation of Diplomatic/official Passport
- 12. Cancelled Passport (if surrender certificate is not available), with a letter explaining why surrender certificate is not available
- Paper clipping of two leading daily newspapers in original (one daily newspaper should be of the area of Applicant's Permanent Address and the other at Current Address or nearby area)
- 14. An attested copy of marriage certificate issued by Registrar of Marriage
- 15. Gazette Notification changing name in applicant's department
- 16. Fresh ID Certificate in changed name
- 17. Student Identity Card issued by Government Recognized Educational Institutions, in respect of full time courses
- 18. Bonafide Letter from authorized signatory of college (On official letter head of UGC recognized College)
- 19. Copy of child's (Age>18) Passport , who is staying abroad (with page having parent's name)
- 20. No Objection Certificate (NOC) (as per Annexure "G")
- 21. "Identity Certificate" in original as per Annexure "A"
- 22. Photocopy of Diplomatic/ Official Passport
- 23. Prior Intimation Letter (PI) (as per Annexure "H")
- 24. At least two public/school documents issued in the desired/ applied changed name to ascertain that the applicant has actually changed his name.

## Out of turn issuance of passport documents listed are as under:

NOTE 1: If an applicant of the age of 18 years and above applies for a passport and desires to obtain a passport on out of turn basis submit Aadhaar Card/letter/e-Aadhaar containing the 12 digit Aadhaar number/28-digit Aadhaar Enrolment ID printed on Aadhaar Enrolment slip issued by the Unique Identification Authority of India (UIDAI), and any two of the documents listed below.

- a. Aadhaar Card/e-Aadhar containing the 12 digit Aadhaar number issued by the Unique Identification Authority of India(UIDAI) b. Electors Photo Identify Card (EPIC)

- c. Permanent Account Number (PAN Card)
  d. Driving Licenses (valid and within the jurisdiction of State of submission of applicant)
- e. Bank Passbook or Kisan Passbook or Post Office Passbook

- f. Student Photo Identity Cards issued by Government Recognized Educational Institutions
  g. Birth Certificates issued under the Registration of Births and Deaths Act, 1969(18 of 1969)
  h. Service Photo Identity Card issued by State Government or Central Government, Public Sector Undertakings, local bodies or Public Limited Companies
- i. Pension Documents such as ex-servicemen's Pension Book or Pension Payment order issued to retired Government employees, ex-servicemen's Widow or Dependent Certificates, Old Age Pension Order j. Scheduled Caste or Scheduled Tribe or Other Backward Class Certificate
- k. Arms Licenses issued under the Arms Act, 1959(54 of 1959);
- I. Ration Card

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m. Last passport issued (in case of re-issue only)

NOTE 2: If an applicant below the age of 18 years applies for a passport and desires to obtain a passport on out of turn basis submit Aadhaar Card/letter/e-Aadhaar containing the 12 digit Aadhaar number/28-digit Aadhaar Enrolment ID printed on Aadhaar Enrolment slip issued by the Unique Identification Authority of India (UIDAI), and any one of the documents listed below

- a. Aadhaar Card/e-Aadhar containing the 12 digit Aadhaar number issued by the Unique Identification Authority of India(UIDAI)
- b. Permanent Account Number (PAN Card)
- c. Student Photo Identity Cards issued by Government Recognized Educational Institutions d. Birth Certificates issued under the Registration of Births and Deaths Act, 1969(18 of 1969)
- e. Ration Card
- f. Last passport issued (in case of re-issue only)

Note: The list of documents provided in the table above is indicative. The decision of APO/RPO shall be considered final.

**Print Application Receipt** 

Close