

The following table lists Applicant Categories along with the Documents to be Submitted. The Document No. mentioned in Documents to be Submitted column is the reference given to the document mentioned in List of Documents table.

Applicant Categories	Documents to be Submitted
Ordinary Case (Citizen of India by birth)	1, 2, 3 (if the applicant is eligible for Non ECR), 27 (if Post Police Verification is required)
Citizen of India by Descent (Born to Indian parent(s) outside India)	(i) 1, 2, 3 (if the applicant is eligible for Non ECR) (ii) 4 or 5 or 6
Citizen of India by Registration/ Naturalization (Granted citizenship by MHA)	1, 2, 3 (if the applicant is eligible for Non ECR), 7
Applicants repatriated from abroad at Government cost	1, 2, 3 (if the applicant is eligible for Non ECR), 5 (if available), 8, 9
Applicants deported to India/ Emergency Certificate cases	1, 2, 3 (if the applicant is eligible for Non ECR), 5 (if available), 8 (if any), 9
Government/ Public Sector/ Statutory body employees	(i) 1, 2 (ii) 21 (if No Police Verification is required) or 20 (if Post Police Verification is required) or 24 (if Pre Police Verification is required).
Dependent family members of Government/ Public Sector/ Statutory body employees (For J&K children in age group 10-15 years are covered. For rest of India children in age group 18-21 are covered)	1, 2, 3 (if the applicant is eligible for Non ECR), 27 (if Post Police Verification is required), 21 (of dependent)
Retired government officials	1, 2, 10 (if Post Police Verification is required)
Applicants having Diplomatic/ Official Passport and applying for ordinary Passport while in service	(i) 1, 2, 11 (12 if surrender certificate is not available) (ii) 21 or 20 or 24 if applicant is Government/Public Sector/Statutory body employee, 27 (if applicant is not a Government/Public Sector/Statutory body employee and if Post Police Verification is required) <b>Note:</b> In case the applicant submits "12", "2" is not required
Dependent family members of Diplomatic/ Official Passport holders who are not government servants (For J&K Children in age group 10-15 years are covered)	1, 2, 3 (if the applicant is eligible for Non ECR), 23, 27 (if Post Police Verification is required)
Owner, partners and directors of Companies which are members of CII, FICCI & ASSOCHAM.	(i) 1, 2
Change in name	1 (in new name), 2 (in old name), 3 (if the applicant is eligible for Non ECR - Documents in old name are allowed), 13, 25
Change/ Addition in surname due to marriage	(i) 1, 2, 3 (if the applicant is eligible for Non ECR), 27 (if Post Police Verification is required)
Change in name in case of Government/ Public Sector/ Statutory body employees	1, 2, 15, 16, 27 (if Post Police Verification is required)
Nagaland Residents	1, 2, 3 (if the applicant is eligible for Non ECR) <b>Note:</b> Additional PV required from Guwahati through MHA.
Naga origins residing outside Nagaland	1, 2, 3 (if the applicant is eligible for Non ECR) <b>Note:</b> Additional PV required from Guwahati through MHA.
Jammu and Kashmir Residents	1, 2, 3 (if the applicant is eligible for Non ECR)
Jammu and Kashmir Residents staying outside J&K for more than five years	1, 2, 3 (if the applicant is eligible for Non ECR), 27 (if Post Police Verification is required)
Students staying away from their parent's current residence	1, 2, 3 (if the applicant is eligible for Non ECR), 17, 18, 27 (if Post Police Verification is required)
Senior Citizens (For J&K: Men - 65+ years, Women - 60+ years, For rest of India 65+ years)	1, 2, 3 (if the applicant is eligible for Non ECR), 27 (if Post Police Verification is required)

Document No.	List of Documents
	<b>Proof of Present Address.</b> For Proof of Address attach one of the following documents:  a. Water bill/ Telephone (landline or post paid mobile bill)/ Electricity bill b. Photo passbook of running Bank Account (Scheduled Public Sector Banks, Scheduled Private Sector Indian Banks and Regional Rural Banks only) c. Income Tax Assessment Order d. Election Commission Photo ID card e. Gas connection bill f. Certificate from Employer of reputed and widely known companies on letter head (Only public limited companies can give address proof on company letter head along with seal. Computerised print-outs shall not be entertained) g. Spouse's passport copy (First and last page including family details), (provided the applicant's present address matches the address mentioned in the spouse's passport) h. Parent's passport copy, in case of minors (First and last page) i. Aadhaar Letter/ Card j. Rent Agreement  <b>Note:</b>  1. Applicants are required to submit the proof of address of the present address only, irrespective of the date from which he/she has been residing at the given address.  2. Furnishing of Aadhaar card will expedite processing of passport applications.  3. Aadhaar letter/card or the e-Aadhaar (an electronically generated letter from the website of UIDAI), as the case may be, will be accepted as <b>Proof of Address (POA)</b> and <b>Proof of Photo-Identity (POI)</b> for availing passport related services. Acceptance of <b>Aadhaar as PoA and Poi</b> would be subject to successful validation with Aadhaar database.  4. Any of the remaining documents containing address Out of 12 documents listed under Tatkaal application, could also be accepted as proof of residence if such documents have the same present residential address as given by the applicant in the Passport Application Form.
2.	<b>Proof of Date of Birth.</b> For Proof of Date of Birth attach one of the following documents:  a. Birth Certificate issued by the Registrar of Births and Deaths or the Municipal Corporation or any other prescribed authority whose ever has been empowered under the Registration of Birth and Deaths Act, 1969 to register the birth of a child born in India. The Birth Certificate should ordinarily contain the name of child, name of father and mother, date of birth, place of birth, sex, registration number and date of registration. If the Birth Certificate doesn't contain the name of child, a declaration on plain paper signed by parents, is required to be submitted specifying the name of the child b. Transfer/School leaving/Matriculation Certificate issued by the school last attended/recognised educational board having the date of birth of the applicant. c. Policy Bond issued by Public Life Insurance Corporations/Companies containing the date of birth of the holder of the insurance policy. d. Aadhar Card/E-Aadhar having the date of birth of the applicant. e. Copy of an extract of the service record of the applicant (only in respect of Government servants) or the Pay Pension Order (in respect of retired Government Servants), duly attested/certified by the officer/in-charge of the Administration of the concerned Ministry/Department of the applicant, having his date of birth. f. Driving licence issued by the Transport Department of the concerned State Government, having the date of birth of the applicant.