



16-0012925540

विदेश मंत्रालय भारत सरकार
Ministry of External Affairs Government of India
Online Appointment Receipt

Applicant Details:

Application Reference No. (ARN) 16-0012925540
Service Type REISSUE
Type of Application NORMAL
Given Name ABHIMANYU
Surname
Gender MALE
Father's Name SOHAN RAJA GARG
Mother's Name NEETI GARG
Date of Birth 21/08/2011
Place of Birth CHANDIGARH, CHANDIGARH, CHANDIGARH
Marital Status SINGLE
Employment Type STUDENT
Application Submitted Date 30/10/2016
Present Residential Address HOUSE NO 797 SECTOR 2, PANCHKULA, PANCHKULA, 134112, HARYANA, INDIA

Applicants References Details:

First Reference GAGAN GARG HOUSE NO 797 SECTOR 2 PANCHKULA, 9855079720
Second Reference AMAN VERMA HOUSE NO 796 SECTOR 2 PANCHKULA

Payment Details#

Total Fee (Rs.) 1000.00
Paid Fee (Rs.) 1000.00
Date and Time 30/10/2016 07:13 PM
Transaction Id IGAAEKLK17

Appointment Details:

Passport Seva Kendra Address CHANDIGARH, PLOT NO-50, ADARSH LIFESTYLE MALL, INDUSTRIAL AREA PHASE II, CHANDIGARH

Appointment Id 100009024942316
Appointment Date and Time 31/10/2016 & 12:00 PM
Reporting Date and Time 31/10/2016 & 11:45 AM

Batch 15

Sequence No. 6



100009024942316

Previous Passport Details

Old Passport No. J9393527
Passport Issue Date 18/11/2011
Passport Expiry Date 17/11/2016
Place of Issue CHANDIGARH

Please Read Carefully:

- Please reach Passport Seva Kendra (PSK) at **11:45 AM** as mentioned above and carry the printed copy of this appointment receipt.
- Check **Document Advisor** on website 'www.passportindia.gov.in' to know the documents required at PSK. Carry original documents and their self attested photocopies. Final decision with regard to documents required is at the discretion of RPO staff at PSK.
- In case of minor either of the parents has to sign on all photo copies.
- In case of minor applicants (below 4 years of age), carry the recent passport size photograph (4.5 X 3.5 cm) with white background.
- Only applicant is allowed inside the PSK. However, in case of exceptions such as Senior Citizen / Physically Challenged / Illiterate / Minor applicants, one person from the family may be allowed to accompany inside PSK.
- At PSK, a paper token will be issued to you after checking of documents. Your application will be processed at Counter A followed by counters B and C. At all stages, please be alert and watch the token display screens to know the counter at which your application will be processed. Please collect acknowledgement slip from the Exit counter before leaving PSK. Also, you are requested to fill the feedback form at the exit counter.
- Thanks for showing your interest in '[Passport Seva SMS Services](#)' enrolment. Please pay Rs 40/- (FORTY ONLY) in cash as the Enrolment Charges during your visit to Passport Seva Kendra.
- Balance fee (if applicable) after editing the submitted form will be payable in cash at the Passport Seva Kendra.
- **Help us to serve you better.**

Details as per the Payment Date. Payment once made for availing passport services will not be refunded.

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
Additional Booklet (Exhaustion of Visa pages)	1 (if address is different from old Passport), 4
Expiry of old passport	
1. Within the time period of one year before expiry and three year after expiry of old Passport	1 (if address is different from old Passport), 4
2. After three years of expiry of old passport	1 (if address is different from old Passport), 4
3. Renewal of Short Validity Passport (SVP)	1 (if address is different from old Passport), 4, 14
4. Government/ Public Sector/ Statutory body employees (Still serving)	1 (if address is different from old Passport), 4, 11 or 33
5. Retired government official	1 (if address is different from old Passport), 4, 6
6. Students going for higher studies abroad upto 2 years from expiry of Passport	1 (if address is different from old Passport), 4, 15
Damaged Passport (Passport number is readable, name is legible and Photo is intact)	1 (if address is different from old Passport), 2, 4, 16
Lost/ Damaged beyond recognition/ Stolen Passport	1, 2, 16, 17, 18 (if available) Note: Other documents which have to be submitted are as per the case, as in the case of fresh Passport.
Change in Particulars	
1. A woman applying for change of name/ surname in existing Passport due to marriage	(i) 4, 19 (if he has Passport) (ii) 8 or 12 or 13
2. Divorcees/ Separated applying for change of name OR for deletion of spouse's name in existing Passport	(i) 4, 30 (ii) if divorced, 20 or 21 (iii) if separated, 12
3. Re-married applicants applying for change of name/ spouse's name	(i) 4, 19 (of present husband, if he has Passport) (ii) 8 (Re-marriage certificate) or 12 or 29 (iii) 13 or 21 (as the case may be in respect of first spouse)
4. Change of name in other circumstances (minor change in name-both male and female i.e. spelling discrepancy between Passport and documents which phonetically does not result in total change in name)	4, 30
5. Major change in name (cases different from minor change case)	4, 7, 30
6. Change in name in case of Government/ Public Sector/ Statutory body employees	4, 9, 10, 30
7. Change in Sex	4, 22, 23
8. Change of Appearance	4, 24
9. Change/ Correction of DoB	2, 4, 25 (if change in DoB is more than 2 years or in case of conflicting documents), 31
10. Change/ Correction of place of birth	4, 25 (if change in place of birth involves State change or Country change), 26, 32
11. Change in Current Address	1 (changed address), 4
12. Change in Signature	4
13. Addition of Spouse Name	(i) 4 (ii) 8 or 12 or 29
14. Change of Father/ Mother name	4, 5 (of father/mother with changed name - if available) or 27 or 28
15. ECR Deletion	1 (if address is different from old Passport), 3, 4

Document No.	List of Documents
1.	<p>Proof of Present Address. For Proof of Address attach one of the following documents:</p> <ol style="list-style-type: none"> Water bill/ Telephone (landline or post paid mobile bill)/ Electricity bill Photo passbook of running Bank Account (Scheduled Public Sector Banks, Scheduled Private Sector Indian Banks and Regional Rural Banks only) Income Tax Assessment Order Election Commission Photo ID card Gas connection bill 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) 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) Parent's passport copy, in case of minors (First and last page) Aadhaar Letter/ Card Registered Rent Agreement <p>Note:</p> <ol style="list-style-type: none"> 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. However, he/she is required to mention all the place of stay during previous one year in the Passport application form. Furnishing of Aadhaar card will expedite processing of passport applications. 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 Proof of Address (POA) and Proof of Photo-Identity (POI) for availing passport related services. Acceptance of Aadhaar as PoA and POI would be subject to successful validation with Aadhaar database. Any of the remaining documents containing address out of sixteen 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.	<p>Proof of Date of Birth. For Proof of Date of Birth attach one of the following documents:</p> <ol style="list-style-type: none"> Birth certificate issued by a Municipal Authority or any office authorized to issue Birth and Death Certificate by the Registrar of Births & Deaths School leaving certificate / Secondary School leaving certificate/ Certificate of Recognized Boards from the school last attended by the applicant or any other recognized educational institution Affidavit sworn before a Magistrate/Notary stating date/place of birth as per the specimen in Annexure "A" by illiterate or semi-illiterate applicants (Less than 5th class).

	For applicants born on or after 26.01.89, only Birth Certificate issued by the Municipal Authority or any office authorized to issue Birth and Death Certificate by the Registrar of Births & Deaths is acceptable. 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.
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.	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
5.	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
6.	Pension Payment Order
7.	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)
8.	An attested copy of marriage certificate issued by Registrar of Marriage
9.	Gazette Notification changing name in applicant's department
10.	Fresh ID Certificate in changed name
11.	No Objection Certificate (NOC) (as per Annexure 'M')
12.	Affidavit sworn before First Class Judicial Magistrate or Executive Magistrate on Non-Judicial stamp paper for re-issue of passport (which was obtained prior to marriage) by married applicants who are unable to provide the prescribed marriage certificate or joint affidavit with spouse due to marital discord, separation or without formal divorce decree by the Court or due to total desertion by the spouse as per specimen at Annexure 'K'
13.	A joint affidavit from husband and wife along with a joint photograph, (Specimen at Annexure "D") When joint affidavit is not possible the affidavit should indicate the reason for it. If applying for passport for the first time, this affidavit is required only if there is a change in the first name.
14.	Proof of documents which eliminate the cause of issuance of Short Validity Passport (SVP)
15.	Proof of going abroad for studies like Copy of college admission letter or Copy of application submitted for visa or Copy of bank loan paper etc
16.	Affidavit stating how and where the Passport got lost/ damaged (Annexure 'L')
17.	Police report in original
18.	Self-attested photocopy of first two and last two pages, including ECR/Non-ECR page of old Passport
19.	Self attested photocopy of the spouse's Passport
20.	Court certified copy of Divorce decree
21.	Self attested copy of Divorce certificate
22.	Sworn affidavit regarding change of sex
23.	Certification from hospital where he/she underwent sex change operation successfully
24.	Recent photograph (required only in case of DPC/SPC/CSC applications). The photo should be most recent showing the latest appearance. A notarised statement is required in case of request from Sikhs who want to change from turban photo to clean shaven ones or the other way.
25.	First class judicial magistrate/ Sub-divisional magistrate civil court order (if change in date of birth is more than 2 years/ in case of conflicting documents/ if change in place of birth involves change of State or Country) (In case change of place of birth involves change of country, also attach Document No. 7)
26.	Affidavit stating the reason for change in Place of Birth
27.	Proof such as service record/ pension order/ property documents showing that parents had changed their name
28.	If parents are deceased , such proof that they had changed their name during lifetime
29.	A joint affidavit from husband and wife along with a joint photograph, (Specimen at Annexure "D") When joint affidavit is not possible the affidavit should indicate the reason for it. If applying for passport for the first time, this affidavit is required only if there is a change in the first name.
30.	Deed poll/sworn affidavit as per Annexure "E"
31.	Affidavit stating the reason for change in Date of Birth
32.	Proof of Place of Birth
33.	Prior Intimation Letter (PI) (as per Annexure 'N')

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

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