



PASSPORT VERIFICATION
USER MANUAL FOR SUPERINTENDENT
OF POLICE [SP]

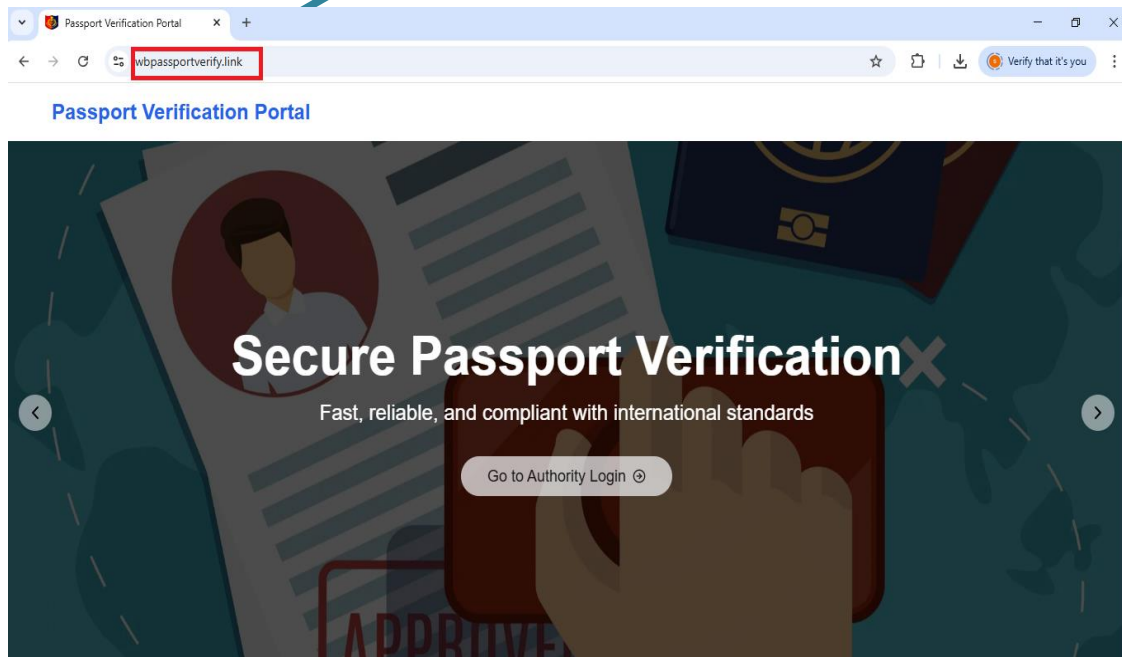
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- **Landing Page:** This is the Landing page of the “Passport Verification” Web Portal.

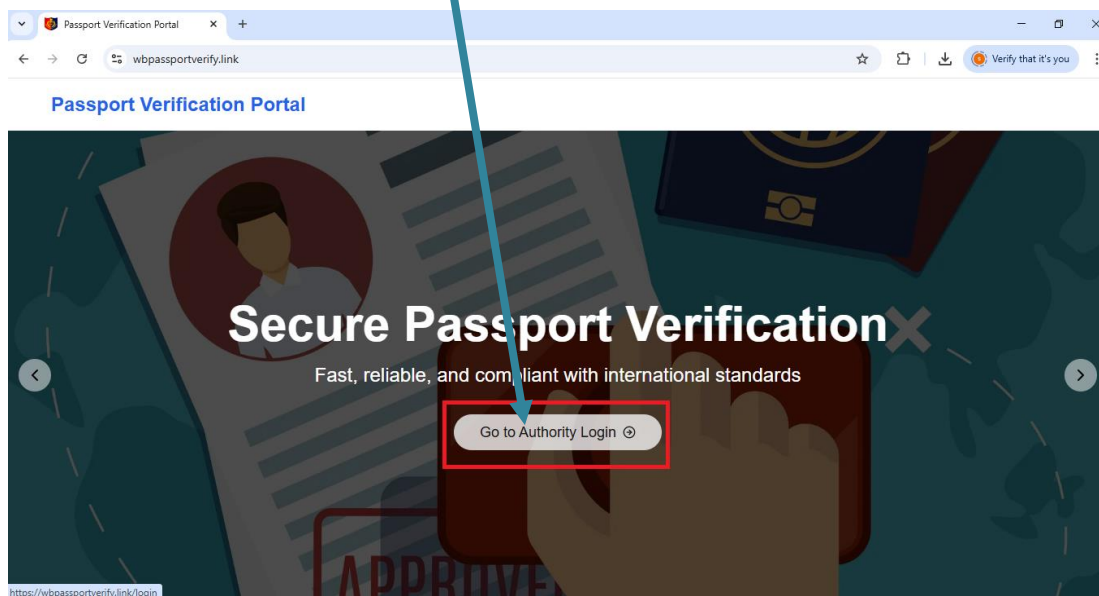
STEP:1

At first type in Google URL: <https://wbpassportverify.link/> page open given below:



STEP: 2

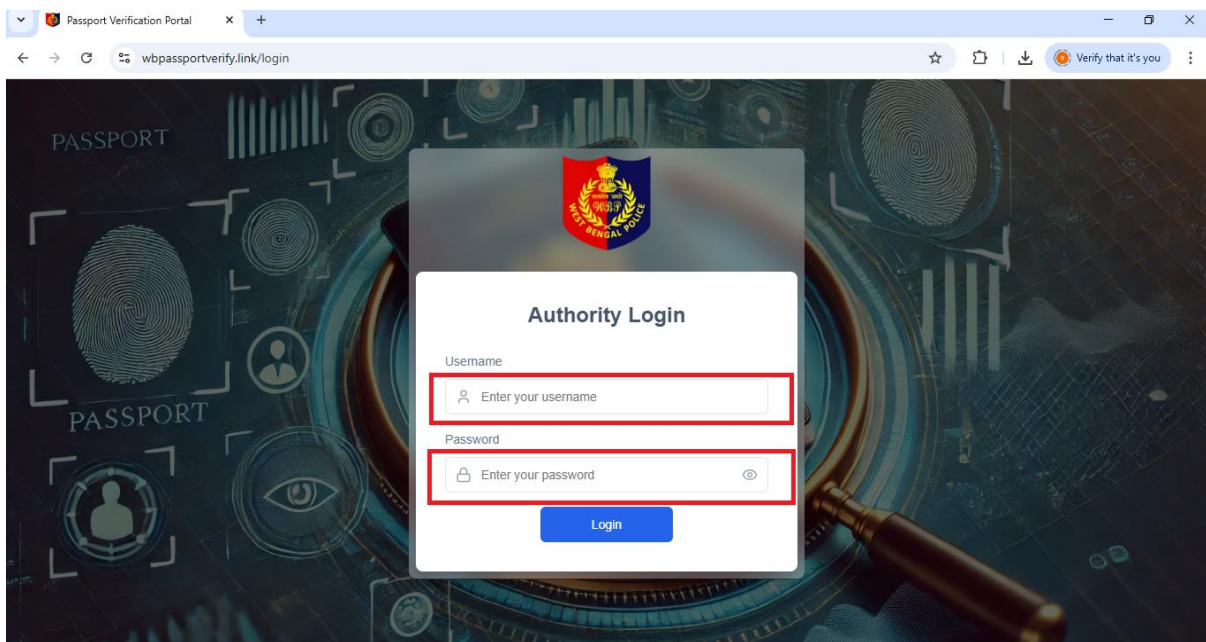
Then Click on “Go to Authority Login”.



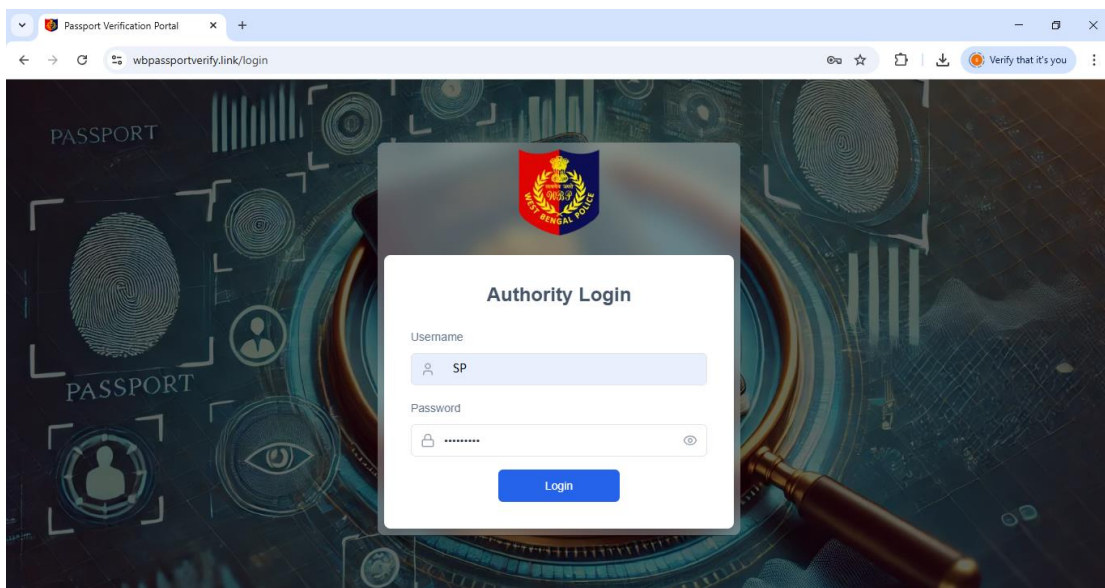
- **Login Page**

STEP: 3

After Clicking on “Go to Authority Login” the “Authority Login” page will appear. This is the Login page, where authorized users can login their Username and Password (a sample image is provided below). Upon successful login, the user will be redirected to dashboard (SP).

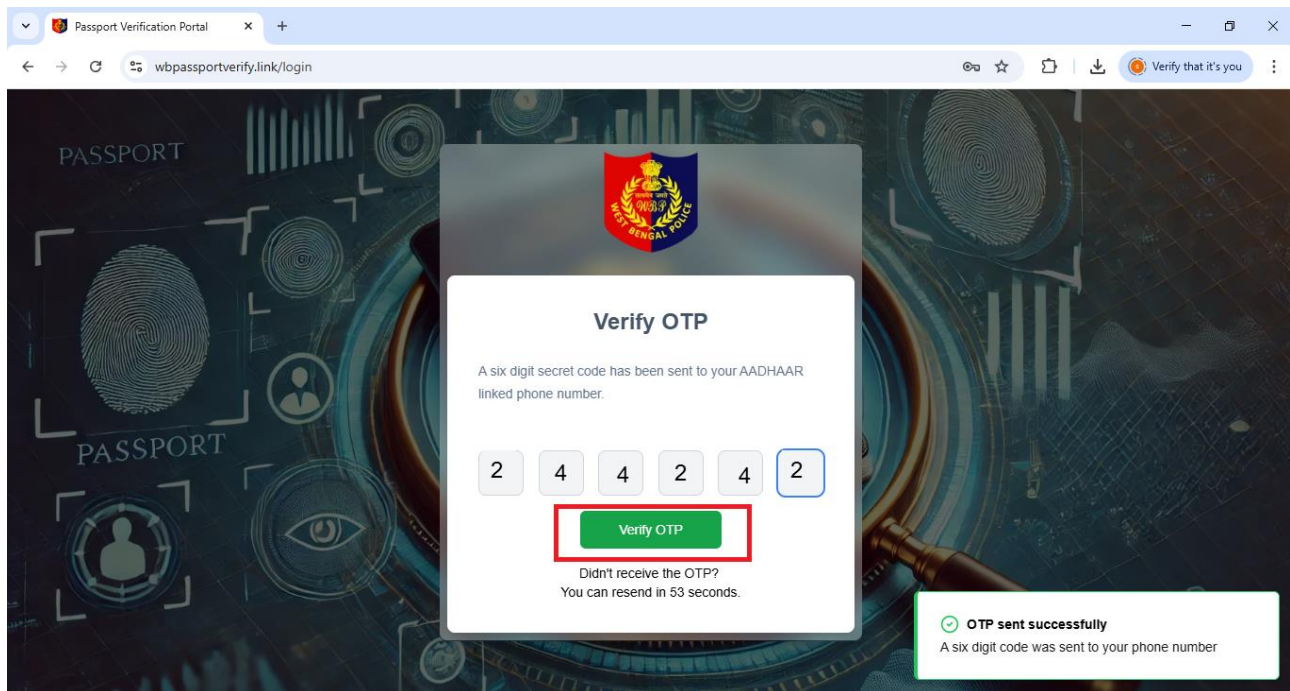


SAMPLE IMAGE:



STEP: 4

After entering your OC/IC Username and password, a six digit secret code will be sent to your Aadhar linked phone number. After enter the six digit secret code to verify the OTP. Upon successful verification, the dashboard for authorized users will be displayed.



The screenshot shows a web browser window with the address bar displaying "wbpassportverify.link/login". The page title is "Passport Verification Portal". The main content area features a dark blue background with various security-related icons like fingerprints, eyes, and passports. In the center, there is a white modal box titled "Verify OTP" with the West Bengal Police emblem at the top. The text inside the modal says: "A six digit secret code has been sent to your AADHAAR linked phone number." Below this, there are six input fields containing the digits "2", "4", "4", "2", "4", and "2". A red rectangle highlights a green "Verify OTP" button. Below the button, it says: "Didn't receive the OTP? You can resend in 53 seconds." In the bottom right corner, there is a green notification box that says: "OTP sent successfully" and "A six digit code was sent to your phone number".

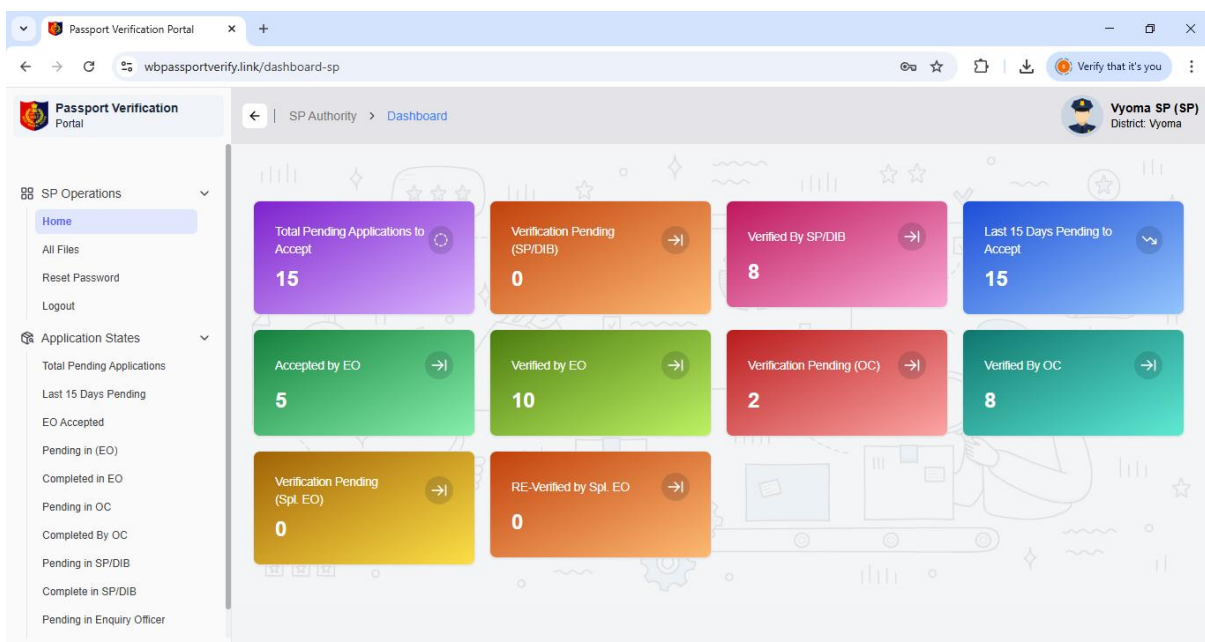
STEP: 5

Dashboard for SP:

After successfully logging into the SP web portal, the SP will be directed to their dashboard, where a series of summary cards display the current status of applications under their jurisdiction.

The ten cards displayed on the dashboard are as follows:

- Total Pending Application to Accept;
- Last 15 Days Pending to Accept;
- Accepted by EO;
- Verified by EO;
- Verification Pending (OC);
- Verified by OC;
- Verification Pending (SP/DIB);
- Verified by SP/DIB;
- Verification Pending Special Enquiry Officer (SEO)
- Re-Verified by Special Enquiry Officer (SEO)



STEP:6

- **Total Applications:** Show the total number of applications upload by District Nodal Officer

Passport Verification Portal

SP Authority > Dashboard > Application Details

Vyoma SP (SP)
District: Vyoma

Total Pending Application

Search... Start Date: dd/mm/yyyy End Date: dd/mm/yyyy Export Excel

Sl. No.	File Number	Applicant Name	Police Station	Phone No.	Verification Address	Actions
1	BVTWWTFAX077400445535	MANOJ PAUL SEN	Vyoma	8910432536	KANAI NATYASHALA PARA, GOBARDANGA, NORTH 24 PARGANAS-743252, WEST BENGAL, INDIA	[Icon]
2	CTTWWTFG0075437260295	AAHA SAHA	Vyoma	8910432536	3RD-FR, FL-3/C, 88/A/2 DD MONDAL GHAT ROAD, DAKSHINESWAR, KOLKATA, NORTH 24 PARGANAS-700076, WEST BENGAL, INDIA	[Icon]
3	CTTWWTFXS207546668395	ADITYA BIKRAM SINGH	Vyoma	8910432536	IA-297, SECTOR-III, SALT LAKE, KOL-97	[Icon]
4	CTTWWTFP0075667019125	RAEESHA MALLICK	FD	8910432536	21/1/A KAZIPARA MAIN ROAD, BARASAT, NORTH 24 PARGANAS-700124, WEST BENGAL, INDIA	[Icon]
5	DTTWWTFP0075667019125	RAEESHA MALLICK	Vyoma	8910432536	21/1/A KAZIPARA MAIN ROAD, BARASAT, NORTH 24 PARGANAS-700124, WEST BENGAL, INDIA	[Icon]
6	DTTWWTFXS207546668395	ADITYA BIKRAM SINGH	Vyoma	6202734737	IA-297, SECTOR-III, SALT LAKE, KOL-97	[Icon]

Showing 1 to 6 of 15 entries

Prev 1 2 3 Next

STEP:7

1. **Verification Pending SP/DIB:** Displays the count of applications awaiting final verification from SP/DIB.

Passport Verification Portal

SP Authority > Dashboard

Vyoma SP (SP)
District: Vyoma

Pending Application

Excel Search... Search...

File Number	Applicant Name	Police Station	Phone No.	Date of Birth	Actions
DTTWWTFA2067397830925	CHHATTU MISTRII	Vyoma	8910432536	02/08/2002	[Icon] [Icon] [Icon] [Icon] [Icon]

Showing 1 to 1 of 1 entries

Prev 1 Next

IMAGE:1

In this section, the SP has access to view the complete application details submitted by the applicant. This includes the applicant's personal information, Aadhar details, uploaded documents by EO, Crime Verification status, etc

The SP holds the authority to approve or reject the final application based on a thorough review of all verification data. After verification all details:

- i. If the application is complete and no issue are found, the SP can approve the application by clicking the "Approve" button (second button).
- ii. If any criminal records or suspicious information are detected during verification, the SP can reject the application by clicking the "Reject" button (third button).

Upon approval or rejection, an automated SMS notification is sent to the applicant's mobile number.

(Refer to **Image 1**, **Image 2** & **Image 3** for visual guidance on each step.)

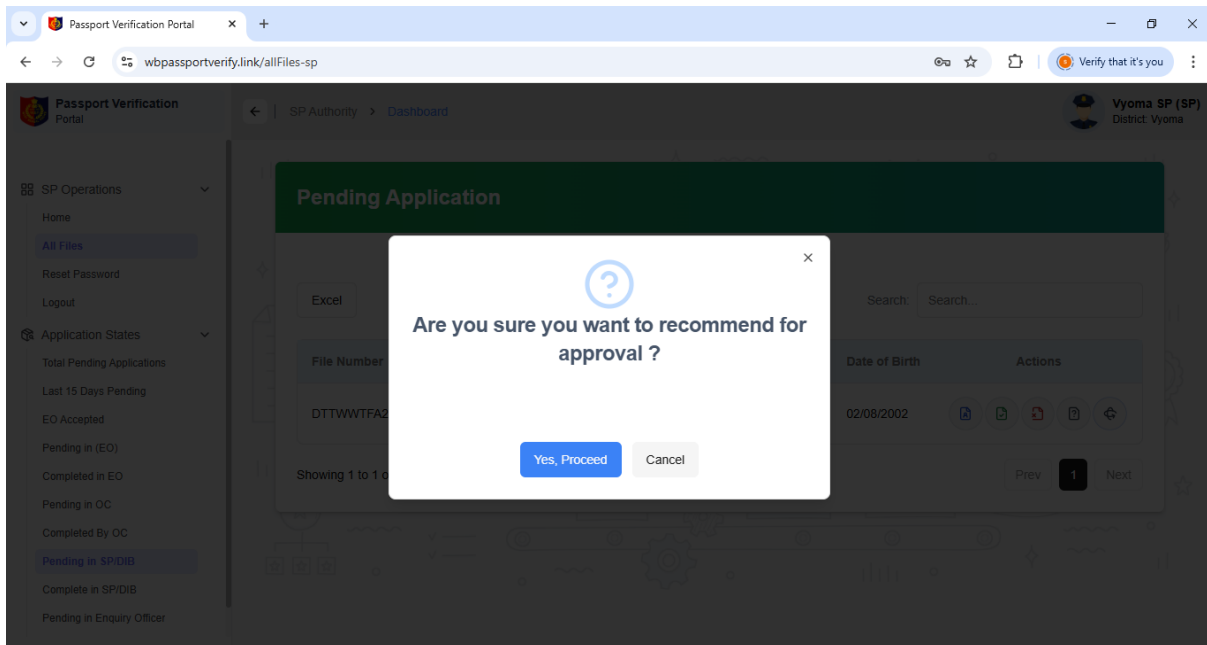


IMAGE:2

Process for Recommend/Approval:

- 1) First, click on the "Approve Application" button.
- 2) A new page will open (ref to Image 2).
- 3) Click on the "Yes Proceed" button to confirm the approval.
- 4) Once approved, an automatic message/sms will be sent to the applicant's mobile number.

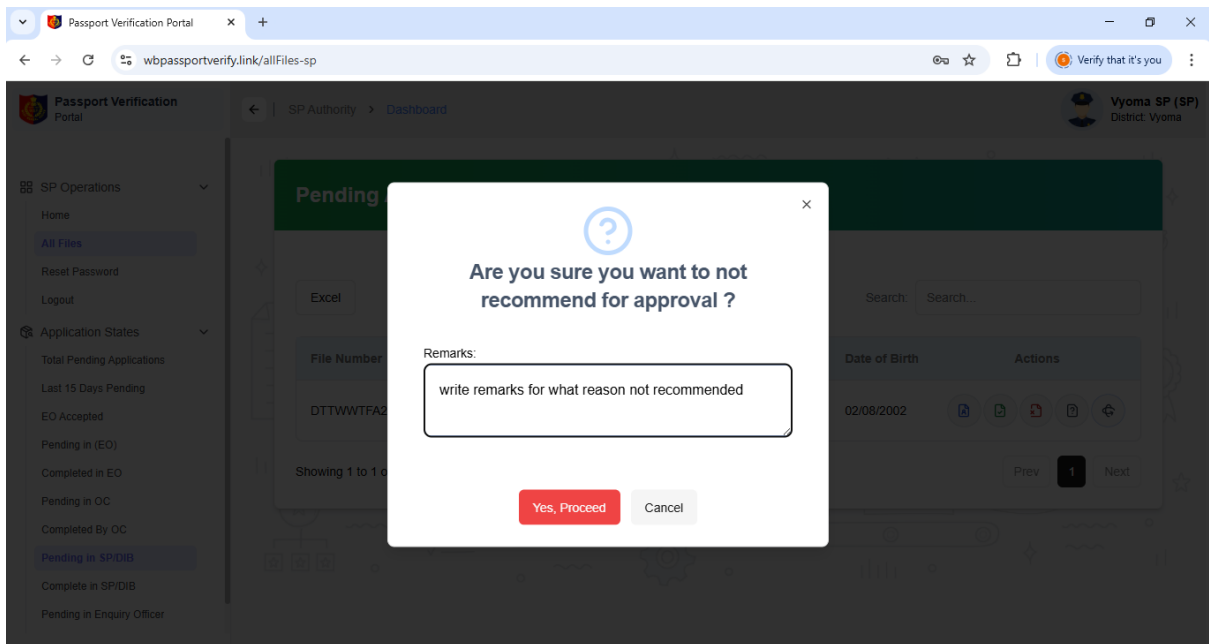


IMAGE:3

Process for Not-Recommendation/Rejection:

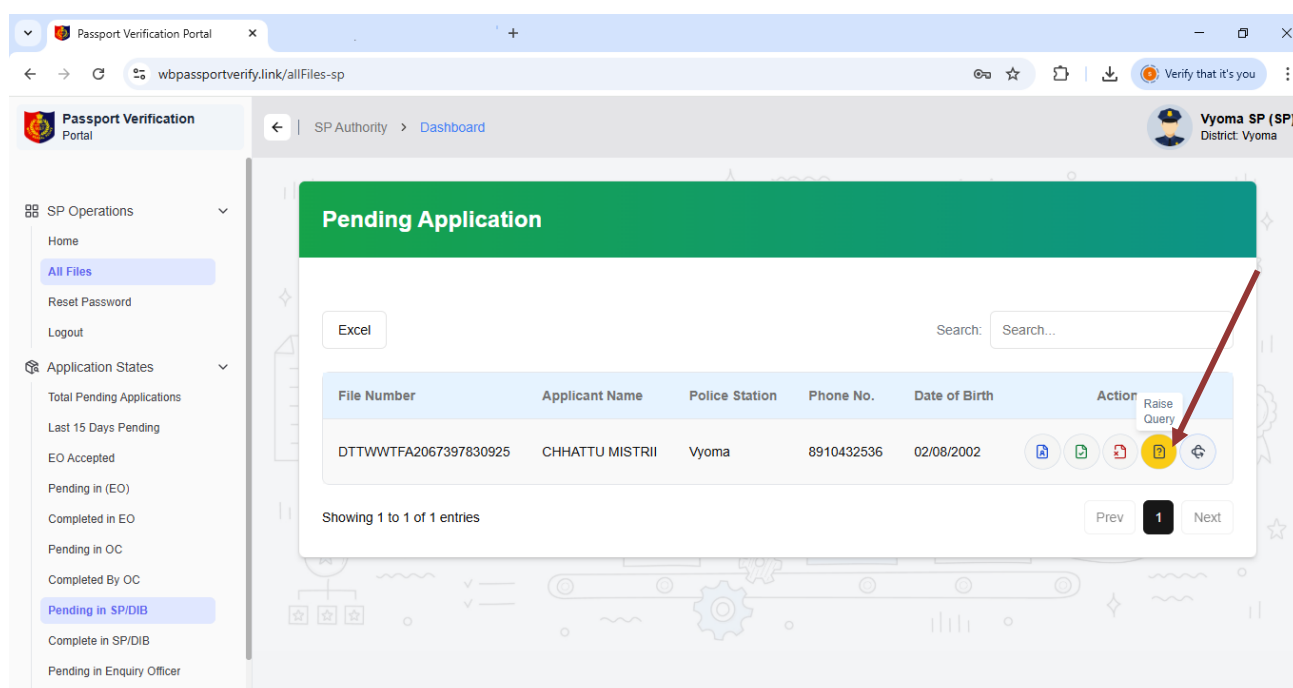
- 1) First, click on the “Reject Application” button.
- 2) A new page will open (refer to Image 3).
- 3) Enter your remarks in the provided text box.
- 4) Click on the “Yes Proceed” button to confirm the rejection.
- 5) Once rejected, an automatic message/sms will be sent to the applicant’s mobile number.

STEP: 8

RAISE QUERY: This section allows the SP to raise a query by appointing or assigning a “Special Enquiry Officer” (SEO) to conduct a re-investigation or further enquiry into a specific applicant’s case.

The SP can use this option when additional verification is needed, or if there are discrepancies, doubts, or incomplete information in the original application or supporting documents. Upon initiating the query, the designated SEO will be notified and assigned the responsibility to re-verify the applicant's details, conduct field-level verification and submit a detailed report back to the SP.

Image:1

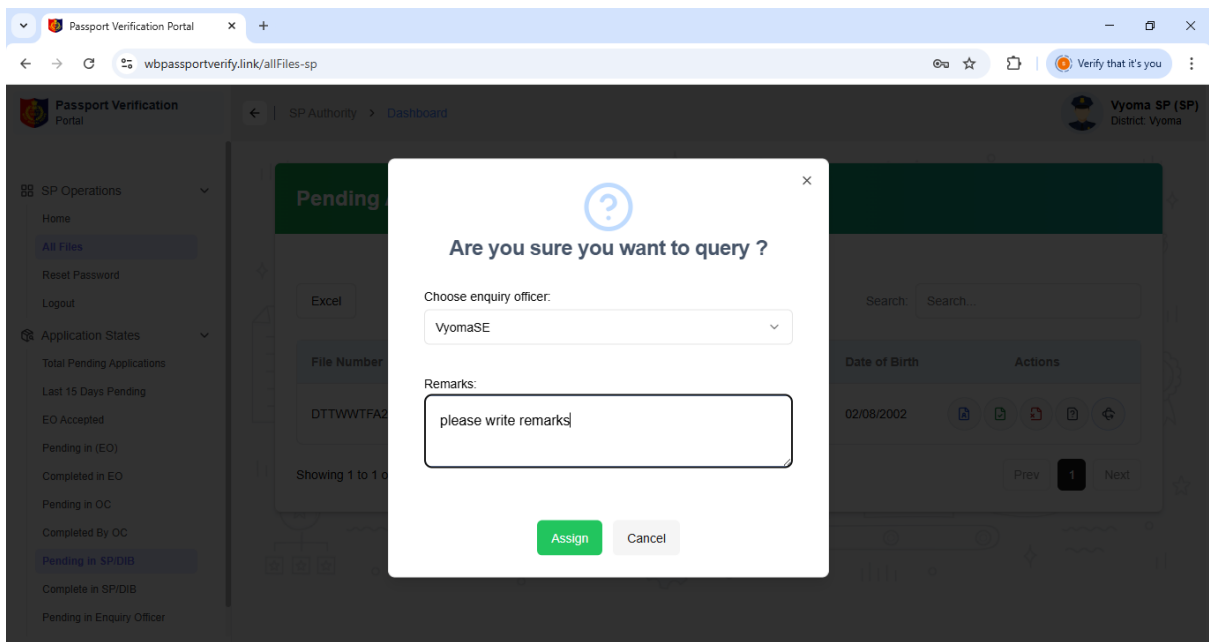


Process to Raise a Query:

1. First, click on the Raise Query button.
2. A new page will open. On this page:
 - i. Select “Special Enquiry Officer” from the dropdown list.
 - ii. Enter your remarks in the provided text box.
3. After filling in the required details, click the “Assign” button to complete the process.

(Refer to **Image 1** and **Image 2** for visual guidance on each step.)

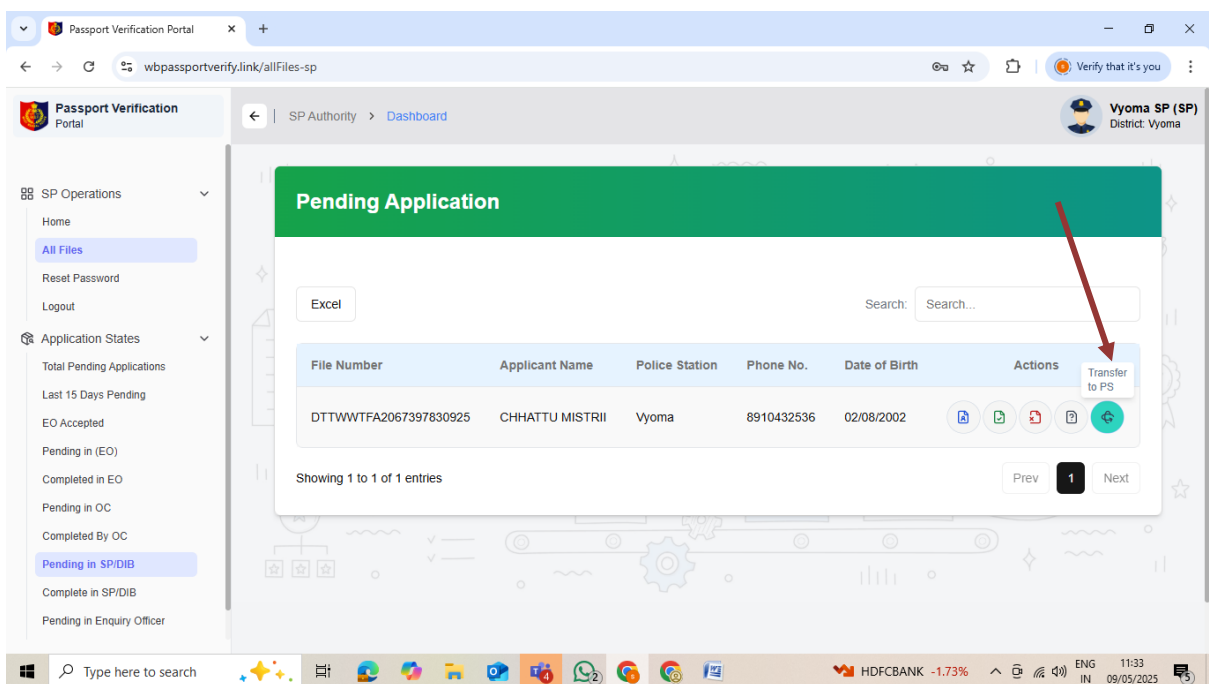
IMAGE: 2



STEP: 9

PS TRANSFER: This section allows the SP to transfer Police Station (PS) in situations where an applicant's case has been wrongly assigned or update under an incorrect Police Station. It ensures accurate case tracking and proper jurisdictional handling.

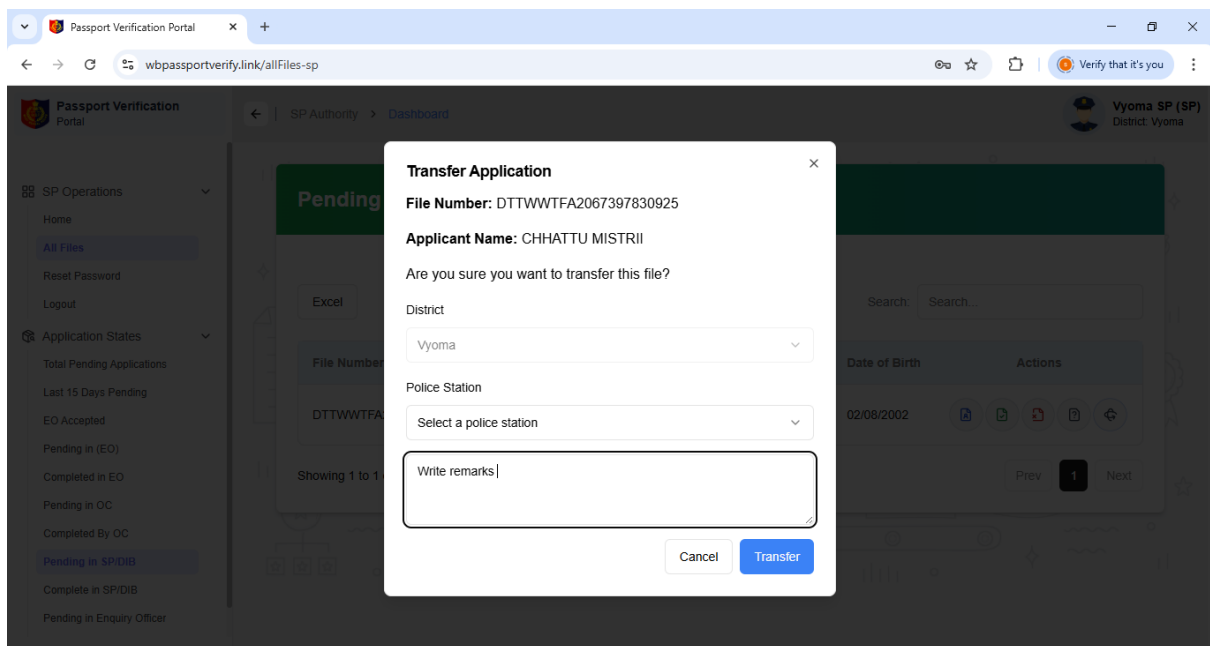
Image:1



Process to Transfer Police Station :

- First, click on the PS transfer button.
- A new page will open. On this page:
- Select “District” from the dropdown list.
- Select the appropriate “Police Station” from the dropdown list.
- Enter your remarks in the provided text box.
- After entering all the required details, click the “Transfer” button to complete the process.
- (Refer to **Image 1** and **Image 2** for visual guidance on each step.)

Image: 2

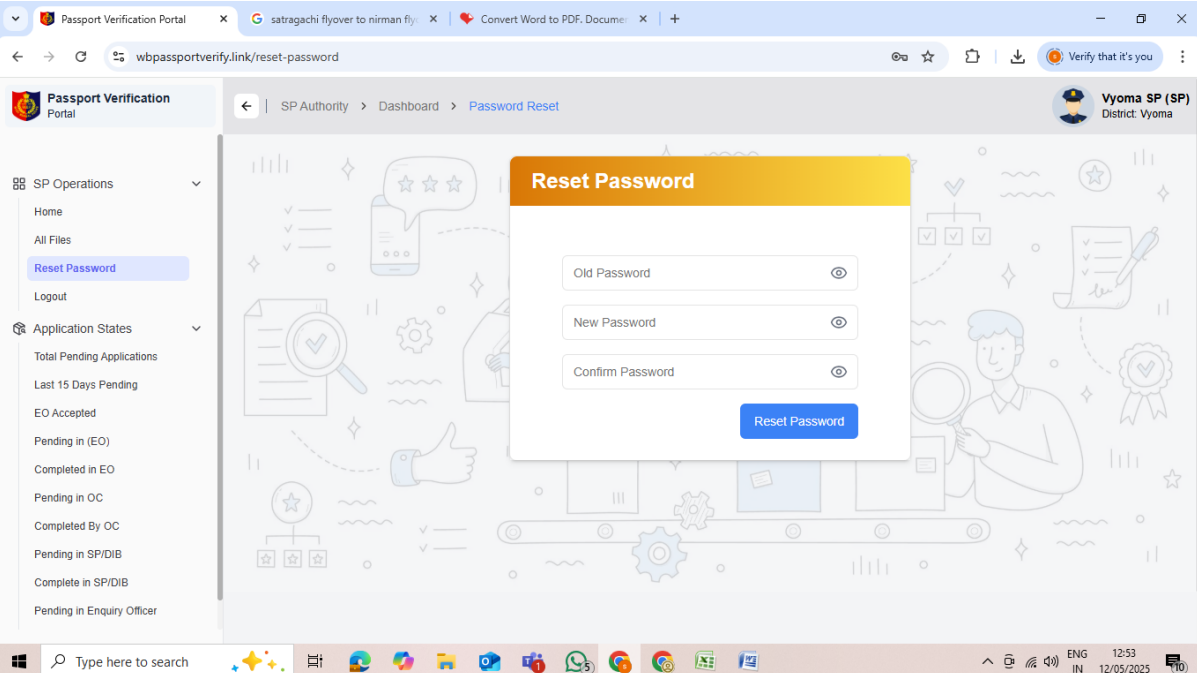


STEP: 10

Password Reset:

In the district Nodal Officer portal, a “Password reset” option is also available. This feature allows the SP/DIB to reset the password for your user login.

To reset a password, simply click on the “Password Reset” button. Enter your then type Old Password then type new Password and re-enter it in the Confirm New Password field. Finally click on the “Reset Password” button. Your new Password will be updated successfully, following the system guidelines.



The screenshot displays the Passport Verification Portal interface. The browser address bar shows the URL `wbpassportverify.link/reset-password`. The portal header includes the logo and navigation links: `SP Authority > Dashboard > Password Reset`. The user profile in the top right corner identifies the user as `Vyoma SP (SP)` from `District Vyoma`. On the left sidebar, the `SP Operations` menu is expanded, with `Reset Password` highlighted. The main content area features a `Reset Password` form with three input fields: `Old Password`, `New Password`, and `Confirm Password`, each with a toggle icon for password visibility. A blue `Reset Password` button is positioned below the fields. The background of the form area is decorated with a light blue illustration of a person using a magnifying glass to inspect a document, surrounded by various icons like stars, gears, and checkmarks. The Windows taskbar at the bottom shows the search bar and several application icons, with the system clock indicating `12:53` on `12/05/2025`.