



PASSPORT VERIFICATION

USER MANUAL FOR OFFICER-IN-CHARGE
[OC] & INSPECTOR-IN-CHARGE [IC]

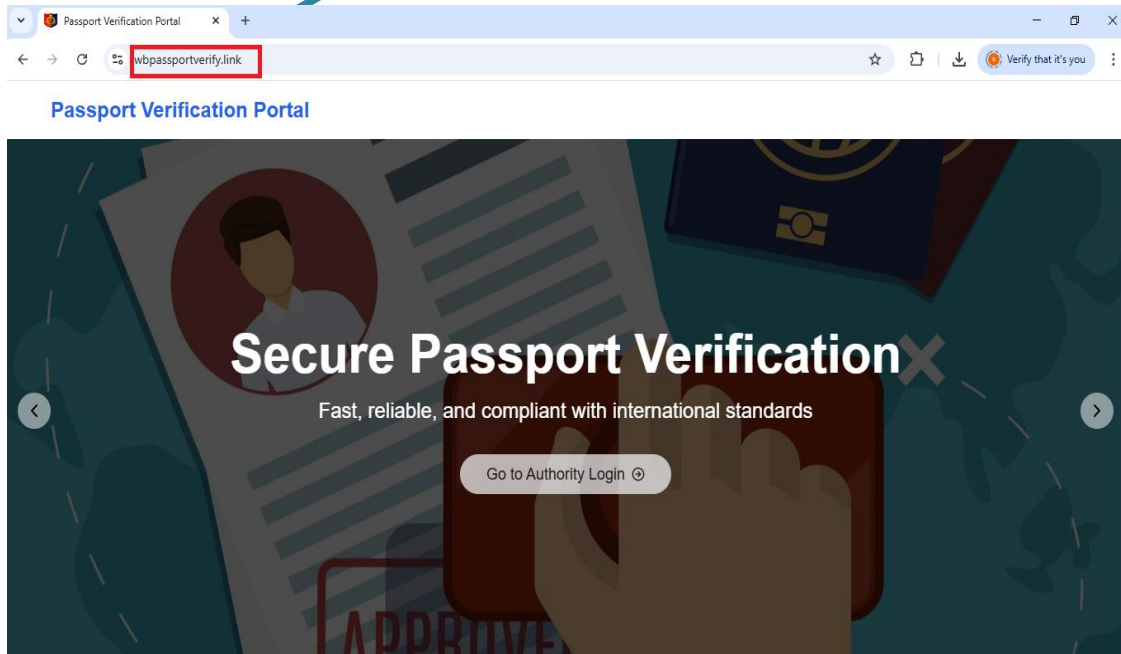
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- **Landing Page**: This is the Landing page of the “Passport Verification” Web Portal.

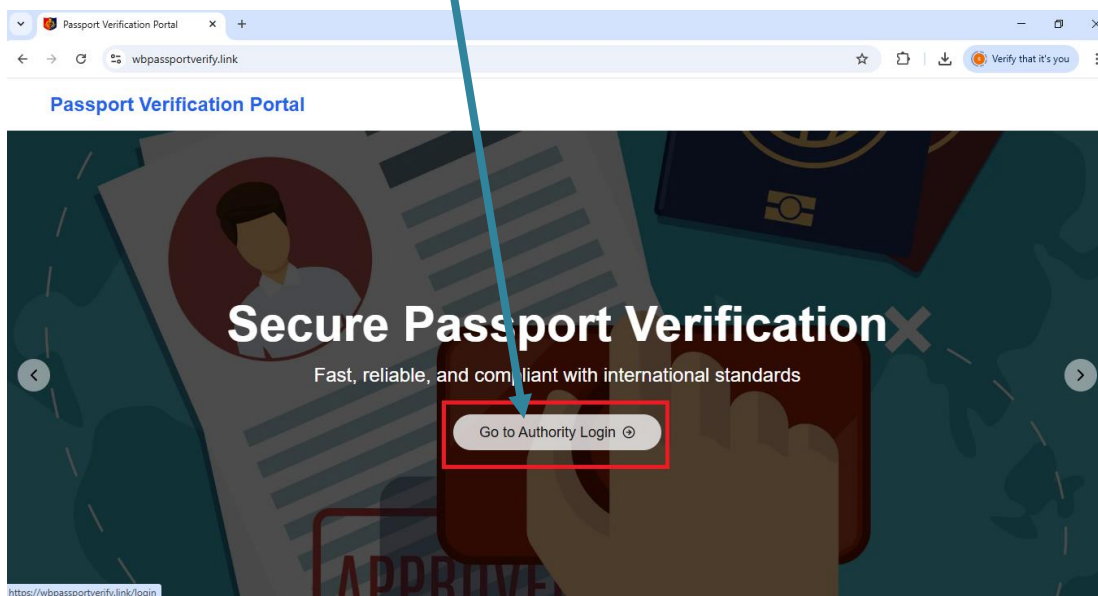
STEP:1

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



STEP: 2

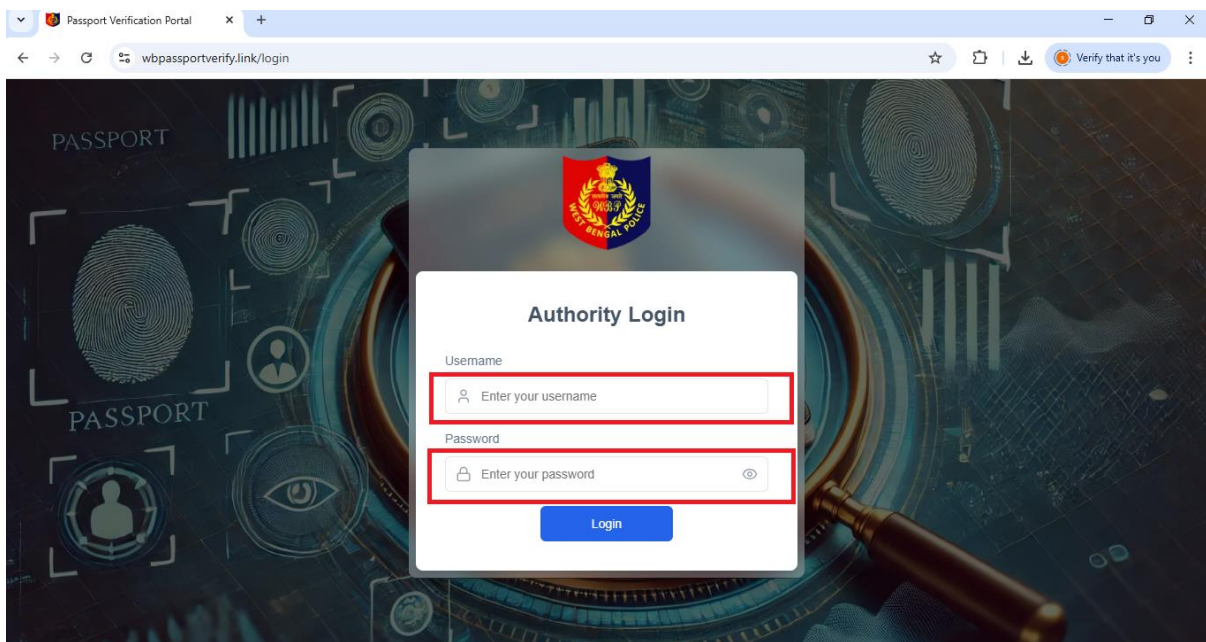
Then Click on “Go to Authority Login”.



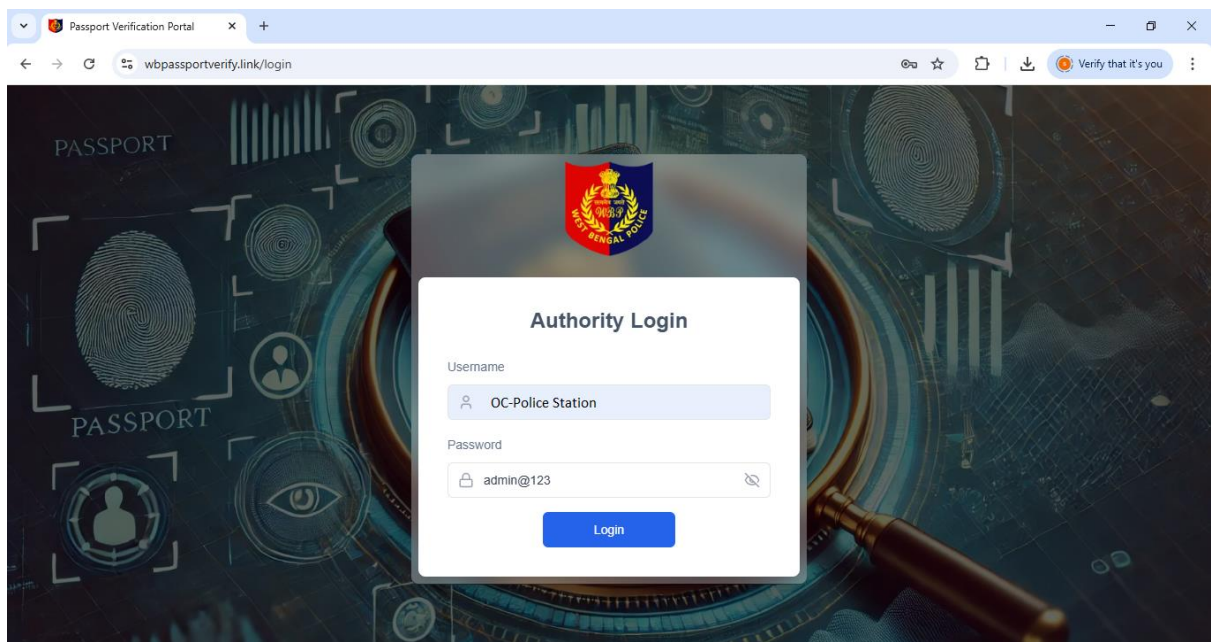
- **Login Page**

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(IC/OC).

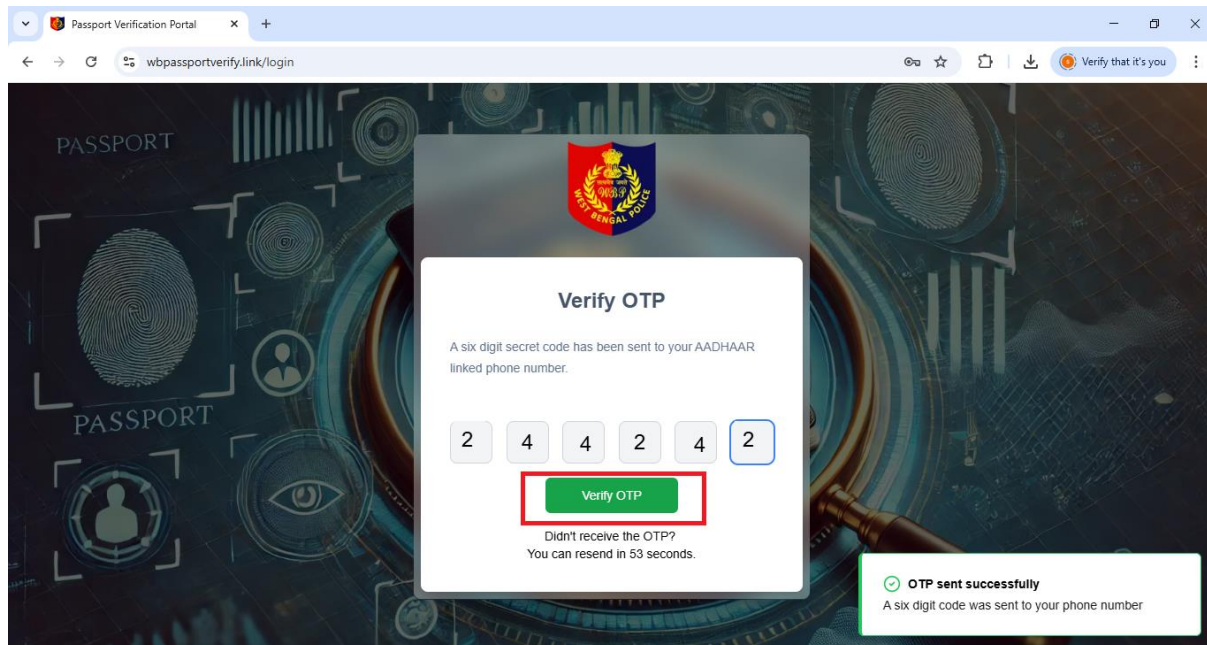


SAMPLE IMAGE:



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.



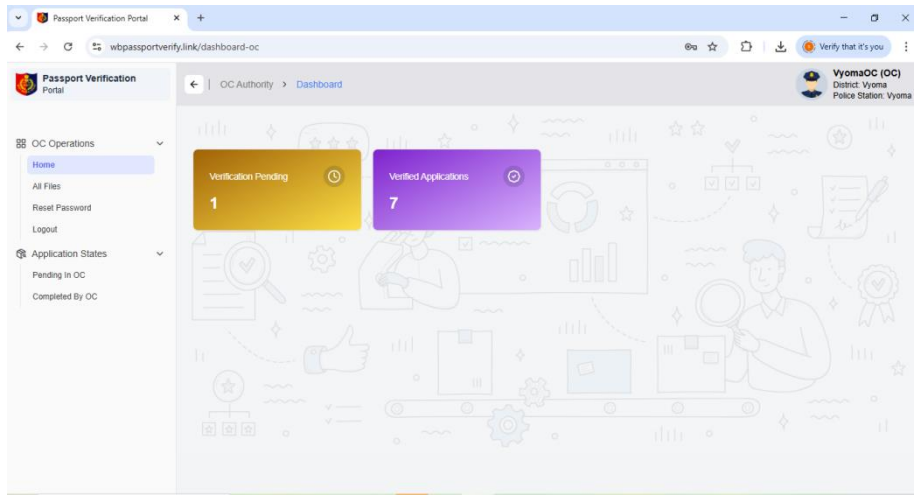
STEP: 5

Dashboard For OC/IC:

After successfully logging into OC/IC web portal, the OC/IC will be directed to their dashboard, where they will see two summary cards displaying the status of applications.

The two cards displayed on the dashboard are:

- Verification Pending;
- Verified Application

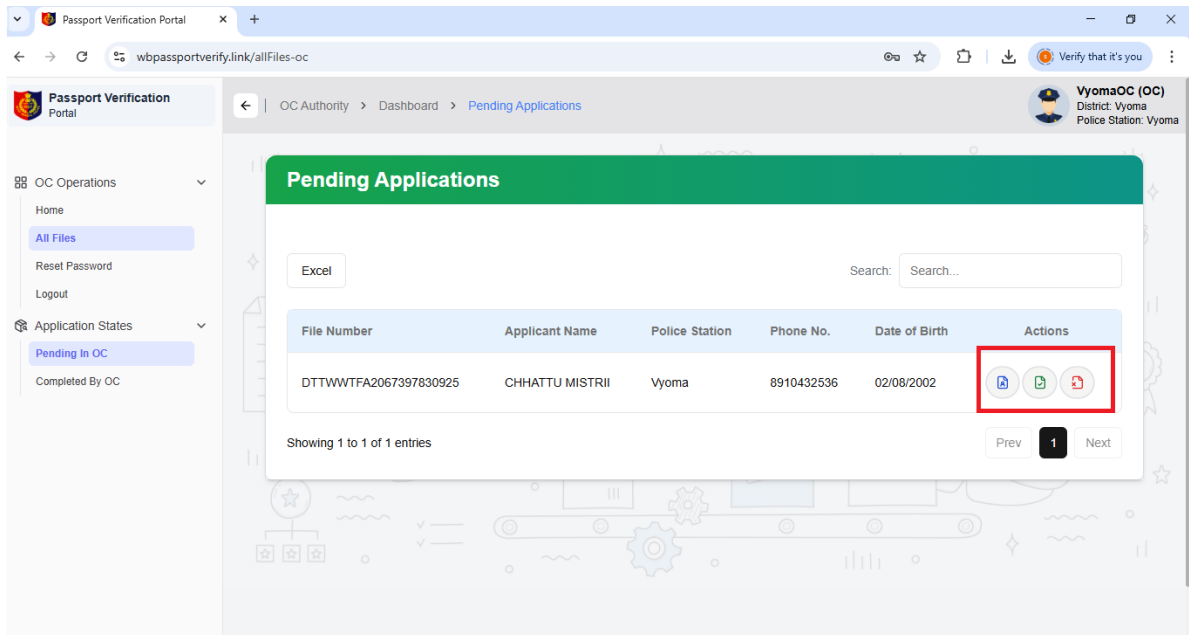


STEP: 6

1. Verification Pending (OC/IC):

The total number of applications is shown on the “Verification pending” card that are awaiting verification by the OC/IC. Clicking on the Verification Pending card below the page will appear, OC/IC will see 3 buttons:

- i. View Application
- ii. Recommend Application
- iii. Not Recommend Application



- i. **View Application:** This option allows you to view detailed information about the application, which is obtained from the m-passport system.

View: 1 [Application Details]: This section allows you to view detailed information about the applicant, which is retrieved from the m-Passport system

The screenshot displays the 'Passport Verification Portal' interface. The left sidebar contains 'OC Operations' (Home, All Files, Reset Password, Logout) and 'Application States' (Pending In OC, Completed By OC). The main content area is titled 'Application Details (obtained from m-Passport)' and features a table of applicant information.

File Number DTTWWTFA2067397830925	Applicant Name CHHATTU MISTRI	Police Station Name Vyoma
Gender MALE	Date Of Birth 02/08/2002	Place Of Birth HABRA
Spouse Name	Fathers Name GOPAL MISTRI	PV Initiation Date 13/02/2025
PV Request Status Initiated	Permanent Address VILL-SARKARPARA MANASAPALLY, PO-GOBARDANGA, NORTH 24 PARGANAS-743252, WEST BENGAL, INDIA	Verification Address VILL-SARKARPARA MANASAPALLY, PO-GOBARDANGA, NORTH 24 PARGANAS-743252, WEST BENGAL, INDIA
PV Status Date 13/02/2025	PV Sequence No WB14250002114	Email ID chhattumistri172@gmail.com
Phone No. 8910432536		

View: 2 [Aadhar Details]: This section allows you to view the status and details of the applicant's Aadhar information.

The screenshot displays the 'Passport Verification Portal' interface with the 'Aadhaar Details' tab selected. The left sidebar is identical to the previous view. The main content area is titled 'AADHAAR Details' and features a table of applicant's Aadhaar information.

Aadhaar Number XXXXXXXX3285	Aadhaar Name Debasis Banerjee	Aadhaar Father Name S/O: Suprabhat Banerjee
Aadhaar Address Bamunkuli Chhatna Bankura Chhatna West Bengal 722132 India	Aadhaar Gender Male	Date Of Birth 02/08/2002
Aadhaar Verified Status matched	Aadhaar Verified By VyomaEO	

View: 3 [Documents Uploaded by EO]: This section allows you to view the list of documents uploaded by the EO on behalf of the applicant.

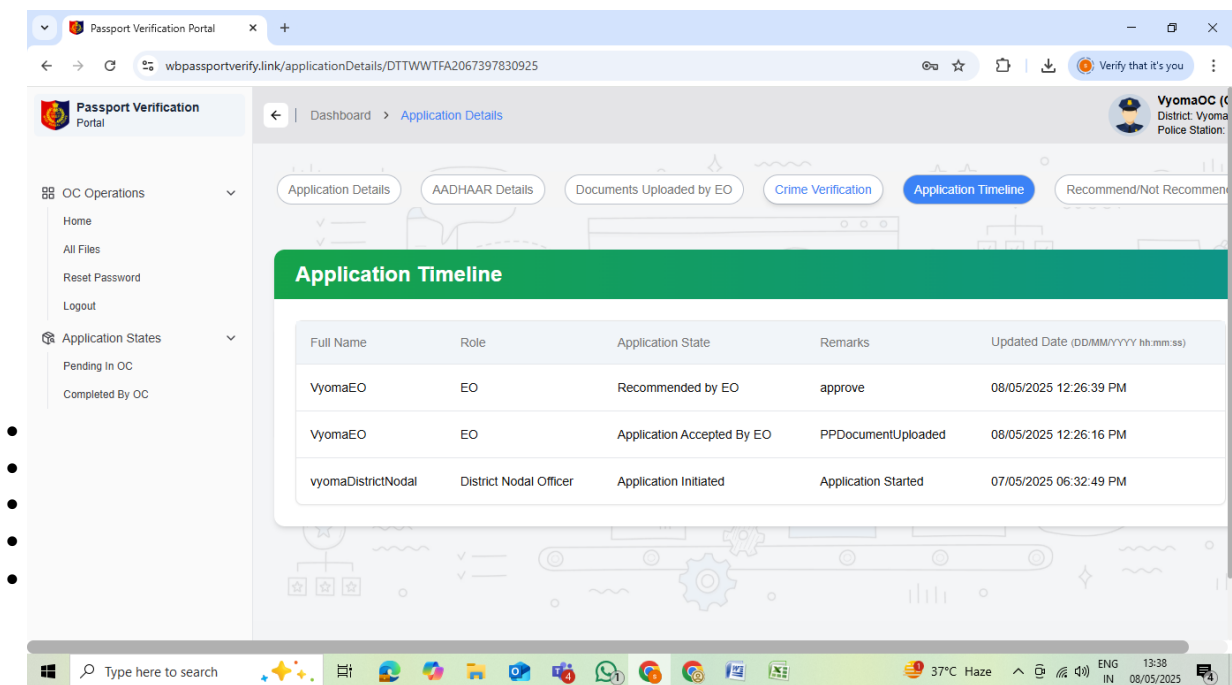
The screenshot displays the 'Passport Verification Portal' interface. On the left, a sidebar menu includes 'OC Operations' (Home, All Files, Reset Password, Logout) and 'Application States' (Pending In OC, Completed By OC). The main content area is titled 'Application Details' and features a navigation bar with tabs: 'Application Details', 'AADHAAR Details', 'Documents Uploaded by EO' (selected), 'Crime Verification', and 'Application Timeline'. Below the navigation bar, a section titled 'Document(s) Uploaded for the Application' contains a table with the following data:

Document Type	File Type	ID No. 1	ID No. 2	IP Address	Action
PPDocument	pdf	-	-	152.58.183.19	View Location
ApplicantImage	jpg	NA	NA	192.168.66.173	View Location
Signature	jpg	NA	NA	192.168.66.173	View Location
Birth Certificate	jpg	B/2024/0937915	2024-07-11	192.168.66.173	View Location
Education Documents	jpg	11005	110051B	192.168.66.173	View Location
Electric Bill	jpg	115021697	4040571	192.168.66.173	View Location
Land deed	jpg	1502128	2316	192.168.66.173	View Location
self declaration document upload	jpg	NA	NA	192.168.66.173	View Location
Education Documents	jpg	11005B	0123	192.168.66.173	View Location

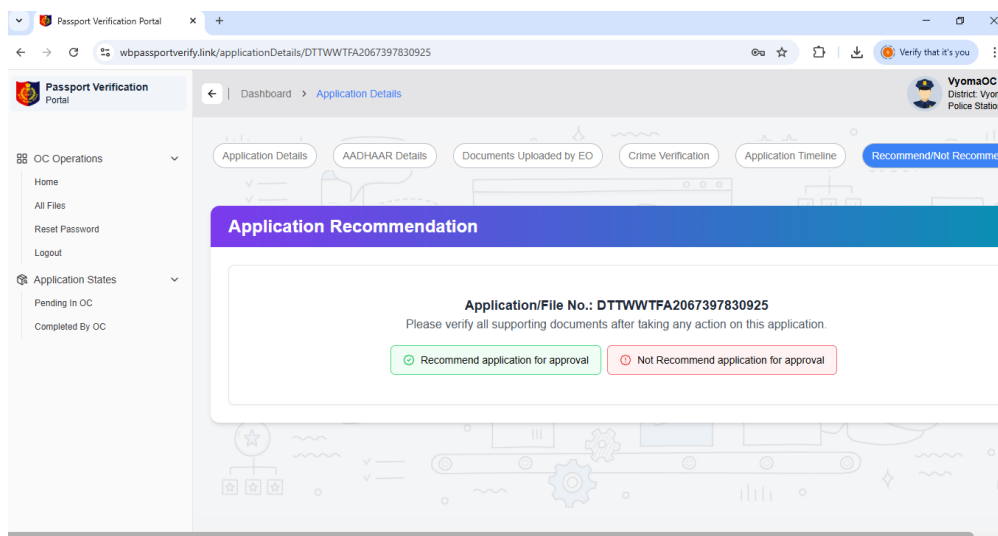
View: 4 [Crime Verification]: This section allows you to view the Criminal Verification status of the applicant.

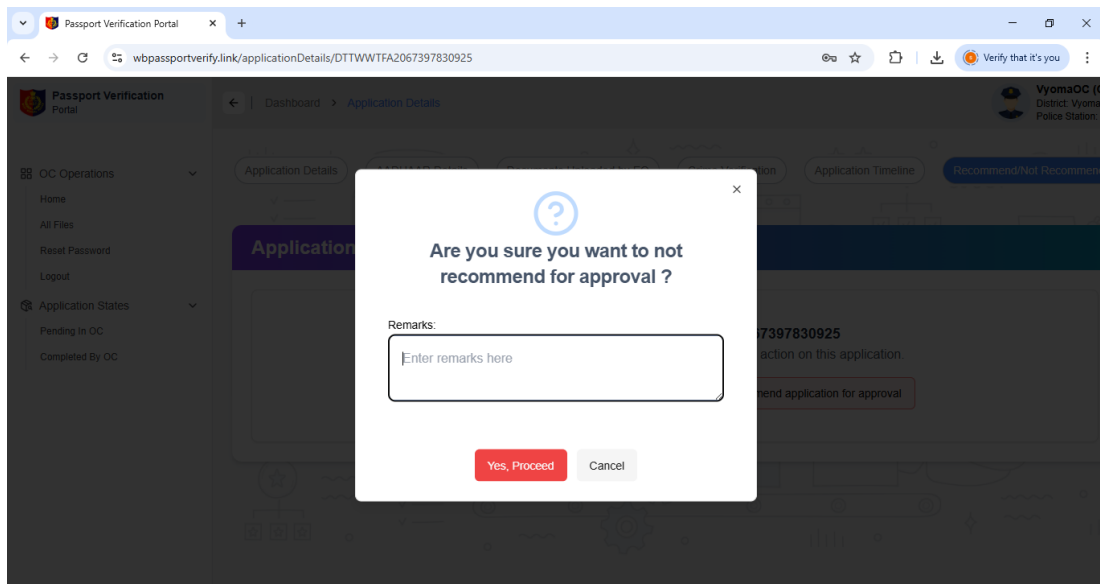
The screenshot displays the 'Passport Verification Portal' interface with the 'Crime Verification' tab selected. The main content area is titled 'Criminal Activity Verification' and shows a green checkmark icon with the text 'No Criminal Records Found'. Below this, it states 'Verified By: VyomaEO' and 'Remarks: Criminal records no found'. The sidebar and navigation bar are consistent with the previous screenshot.

View: 5 [Application Timeline]: This section allows you to view the complete timeline of the application, including key actions such as when the District Nodal Officer uploaded the excel sheet and when the EO, OC, SP approved or rejected the application.



View: 6 [Recommend/Not Recommended]: In this section, you can mark an applicant’s file as Recommended and Not Recommended.



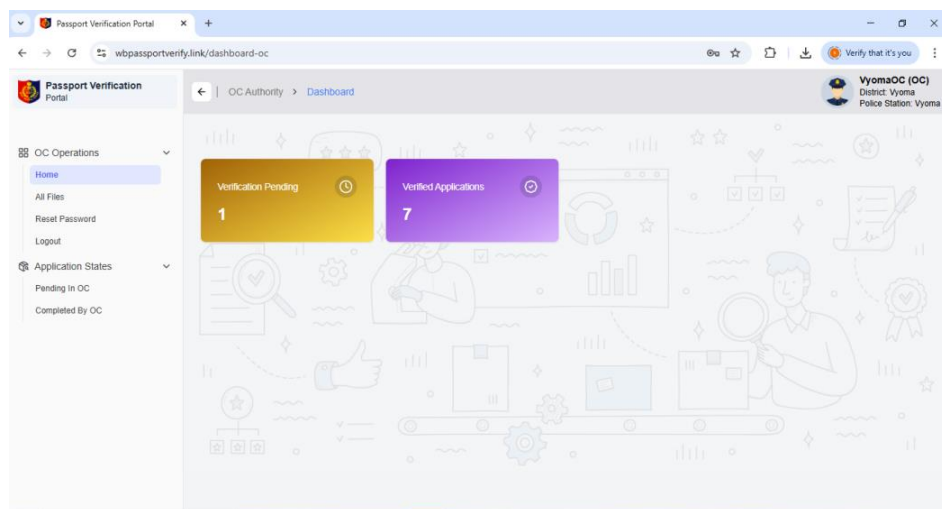


If the application is not recommended, you must provide appropriate remarks stating the reason for rejection.


STEP: 7

2. Verification Application (OC/IC):

This card displays the number of applications that have already been verified and completed.



After OC/IC completed verification below given:

**Passport Verification Portal**

OC Operations

Home

All Files

Reset Password


Logout

Application States

Pending In OC

Completed By OC

OC/IO Authority > Dashboard > Applications Verified by OC

**VyomaOC (OC)**
District: Vyoma
Police Station: Vyoma







Completed Verification OC

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	XTTFXS207546668395	ADITYA BIKRAM SINGH	Vyoma	6202734737	IA-297, SECTOR-III, SALT LAKE, KOL-97	
2	XWTFG0075437260295	AAHA SAHA	Vyoma	6202734737	3RD-FR, FL-3/C, 88/A/2 DD MONDAL GHAT ROAD, DAKSHINESWAR, KOLKATA, NORTH 24 PARGANAS-700076, WEST BENGAL, INDIA	
3	XWTFA2067397830925	CHHATTU MISTRII	Vyoma	6202734737	VILL-SARKARPARA MANASAPALLY, PO-GOBARDANGA, NORTH 24 PARGANAS-743252, WEST BENGAL, INDIA	
4	XTWTF206739964945	SALAMA BIBI SAHA	Vyoma	6202734737	BIRPUR PURBA PARA, PO - ABDALPUR, NORTH 24 PARGANAS-700155, WEST BENGAL, INDIA	
5	XTWTFAX07740445535	MANOJ PAUL SEN	Vyoma	6202734737	KANAI NATYASHALA PARA, GOBARDANGA, NORTH 24 PARGANAS-743252, WEST BENGAL, INDIA	
6	BVTTWTF2067397830925	CHHATTU MISTRII	Vyoma	8910432536	VILL-SARKARPARA MANASAPALLY, PO-GOBARDANGA, NORTH 24 PARGANAS-743252, WEST BENGAL, INDIA	

Showing 1 to 6 of 7 entries

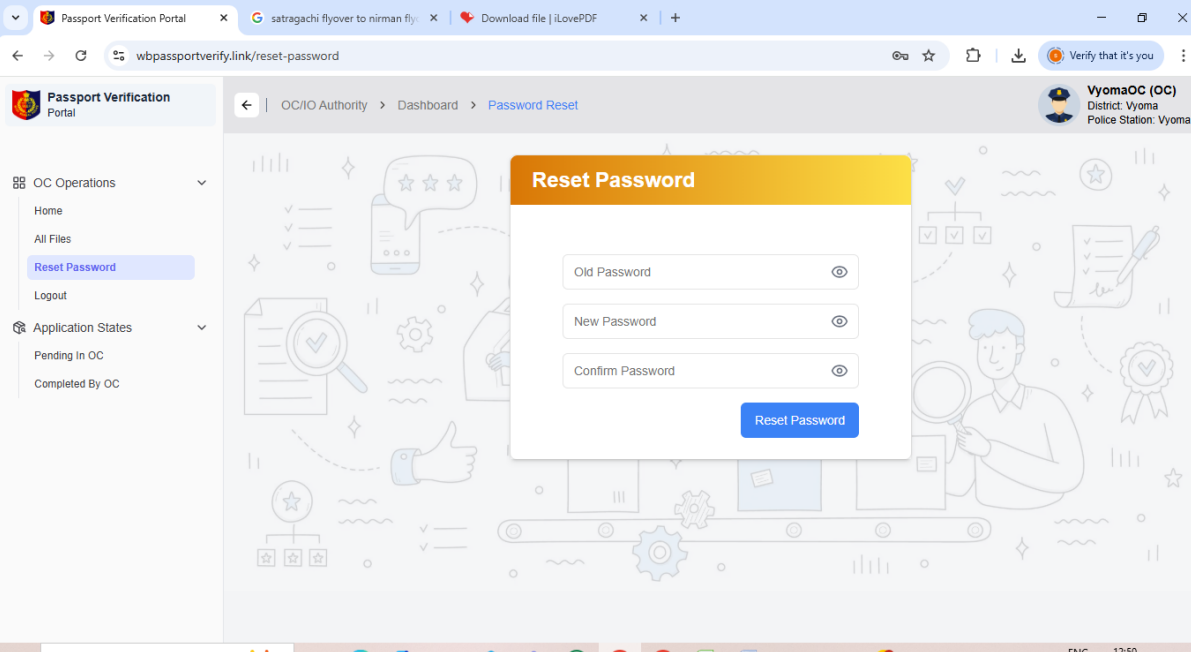
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STEP: 8

Password Reset:

In the district Nodal Officer portal, a “Password reset” option is also available. This feature allows the OC/IC 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 a web browser window with the URL wbpassportverify.link/reset-password. The page is titled "Passport Verification Portal" and shows a user logged in as "VyomaOC (OC)" from the "District: Vyoma Police Station: Vyoma". The left sidebar contains a menu with "OC Operations" (Home, All Files, Reset Password, Logout) and "Application States" (Pending In OC, Completed By OC). 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 visibility. A blue "Reset Password" button is located 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, checkmarks, and gears.