



**Government of India
Ministry of External Affairs
Passport Application Form**

Applicant must paste (35 X 45 mm) one photograph here with half the signature on the photograph and half on the application

(Read Instructions Carefully Before Filling The Form)
(Please Fill in BLOCK LETTERS)

Amount of fee Paid Rs. 300/-
Cash Bank Draft
Bank Draft No.
Bank's Name

1. Full Name(Expanded Initials)

- i. Applicant.....
ii. Father
- iii. Mother
- iv. Spouse

2. Sex
Male Female

3. Date of Birth
Date Month Year

4. Place of Birth
District State

5. Visible Distinguishing Mark.....

6.Address

(1) Permanent Address in India:

House Name/No.....
Vill./Street

Post Office.....
Police Station:.....
Dist.....
State.....
Pin Code
Tel. No.

(2) Present Address:

Residing since.....(date)
House Name/No.....
Vill./Street

Post Office.....
Police Station.....
Dist.....
State.....
Pin Code
Tel. No.

7. If the applicant has not resided at the address given against para(6) continuously for the last two years. Please furnish the other address(es) with duration when he/she has resided during the period.

(1) Permanent Address in India:

House Name/No.....
 Vill./Street
 Post Office.....
 Police Station:.....
 Dist.....
 State.....
 Pin Code
 Tel. No.

(2) Present Address:

Residing since.....(date)
 House Name/No.....
 Vill./Street
 Post Office.....
 Police Station.....
 Dist.....
 State.....
 Pin Code
 Tel. No.

8. Profession.....

(If Govt./PSU Employee, Attach NOC)

9. Educational Qualifications :

10.

i. Applicant is a citizen of India by :

Birth Descent Registration Naturalisation

ii. If the applicant ever possessed citizenship of any other country, give details :

11. If the applicant ever changed his/her name, give details : (see para 7 for instructions)

12. Particulars of children to be included in applicant's passport

Name	Date	Place of birth	Sex
.....
.....
.....

13. The details passport/travel document held/applied for, if any:

- i) Passport Office File Number.....
- ii) Passport/Travel Document Number.....
- iii) Date of issue / Application.....
- iv) Place of issue / Application
- v) Whether Passport Valid ?.....

14. Is applicant entitled for "Emigration Check Not Required (ECNR)?" If Yes, attach attested copy of the document (see para 4 of instructions)

Yes/No
 Yes
 No.

15. Whether the passport contains valid visas ?

Yes
 No.

16. Please indicate whether :

- i) A passport /travel document was refused / impounded at any time or restored conditionally. Yes
 No.
- ii) The applicant was repatriated at Government cost. Yes
 No
- iii) The applicant was ever deported to India. Yes
 No.

17. Information required under section 6 of the Passport Act, 1967

- i) Has the applicant at any time during the period of five years immediately preceding the date of this date of this application been convicted by a Court in India for any criminal offence and sentenced to imprisonment? Yes
 No
- ii) Are any criminal proceedings pending against the applicant before a court in India ? Yes
 No
- iii) Has warrant or summons for appearance or warrant for arrest or an order prohibiting the applicant's departure from India been issued by a court ? Yes
 No

18. DECLARATION OF APPLICANT:

I owe allegiance to the sovereignty, unity & integrity of India and have not voluntarily acquired the citizenship or travel document of another country. I have not lost, surrendered or been deprived of Citizenship of India. The information given by me is true and I am solely responsible for its accuracy. I am aware that it is an offence under the Passports Act 1967 to furnish any false information or to suppress any material information with a view to obtaining passport or any other travel document.

Signature/Thumb Impression of applicant
Date / Place

19. In case of Minors, following passport particulars of both parents must be given:

- | | Mother | Father |
|-------------------|--------|--------|
| a) Passport No.: | | |
| b) Date of Issue | | |
| c) Place of Issue | | |

20. Declaration of Parent or Guardian if Passport is for Minor :

I affirm that the particulars given above are in respect of (Name) Son/daughter of of whom I am the Parent/Guardian. I undertake the entire responsibility for his/her expenses. I solemnly declare that he/she has not lost, surrendered or been deprived of his/her citizenship of India and that the information given in respect of him/her in this application is true. It is also certified that the name of the child mentioned is not included in Passport of either parent.

.....
(Name & Signature/T.I of Parent/Guardian(Left
hand T.I if male and Right hand T.I if female)
Place..... Date.....

21. Particulars of person to be intimated in the event of death or accident

Name

Address

.....

.....

22. Enclosures

.....
.....
.....
.....

23. Specimen signatures or Thumb Impressions of applicant in the boxes given below AND on two stickers.

For Office Use

Passport Information Booklet

Caution

A passport is issued under the Passports Act, 1967. It is an offence to knowingly furnish false information OR suppress material information which attracts penal and other action under relevant sections of the said Act. Passport is a valuable document. All holders are required to take due care that it does not get damaged, mutilated or lost. Passports should not be sent out to any country by post.

Loss of Passport should be immediately reported to the nearest Police Station and to the nearest Passport Office/ Indian Mission.

Passport is a Government property and should be surrendered when demanded in writing, by any Passport issuing authority.

1. HOW TO APPLY:

An application for a passport may be submitted personally OR through a representative OR by registered post.

2. MODE OF PAYMENT:

An all inclusive fee of Rs 300/- for a fresh passport is to be paid along with the application form either by bank draft drawn in favour of the Passport Officer.....or in cash. In case of Bank Draft full name of the applicant and application No. should be written on the reverse of Bank Draft.

3. DELIVERY OF PASSPORTS:

Passport shall be delivered only to the applicant or despatched by registered post acknowledgment due to the address given in the application form.

4. LIST OF APPLICANTS ENTITLED TO EMIGRATION CHECK NOT REQUIRED STAMP(E.C.N.R) .

This list is prepared by the Ministry of Labour.

- (i) (a) Persons going abroad in managerial capacity in Hotels/Restaurants. Tea-Houses or other places of Public resorts etc. possessing specialised Degrees in these fields
 - (b) All Gazetted government Servants
 - (c) All Income-Tax Payers(including Agricultural Income Tax Payees) in their individual capacity Proof of assessment to Income-Tax and actual payment of income tax for last three years to be insisted upon , and not merely payment of advance tax.
 - (d) All professional Degree holders such as Doctors holding M.B.B.S Degrees in Ayurved, or Homeopathy, accredited journalists, Engineers, Chartered Accountants, Cost Accountants, Lecturers, Teachers, Scientists, Advocates, etc.
 - (e) Spouses and Dependent children upto the age of 24 years of category of persons listed from (b) to (d).
 - (f) All persons who have been staying abroad for more than three years, (the period of the three years could be either at a stretch or broken) and spouses and children upto the age of 24 years of such persons.
 - (g) Seamen who are in possession of CDC and Sea Cadets.
 - (h) All holders of Diplomatic/Official Passports.
 - (i) Dependent children of parents whose passports is classified as E.C.N.R in the case of such children E.C.N.R. classification to be restricted until they attain 24 years of age.
 - (j) Persons holding permanent immigration Visas such as the visas of UK, USA and Australia.
 - (k) Persons holding Graduate or higher Degrees
 - (l) Persons holding 3 years Diploma equivalent to degree from recognised institution like polytechnics.
 - (m) Nurses possessing qualifications recognised under the Indian Nursing Council Act, 1947.
 - (n) All persons above the age of 60 years.
- (ii) No emigration clearance is required for visiting Bangladesh, Pakistan and all countries in Europe and North America.
- (iii) POEs will also grant emigration clearance to certain categories of skilled/semi skilled workers for a period of six months from 4.10.91 when they apply through authorised recruiting agents with passport containing valid employment visa.
- (iv) Emigration clearance requirement for Iraq/Kuwait evacuees has been suspended for one year from 18-4-91 subject to certain conditions.

5. PHOTOGRAPHS

6 Photographs in Black & White or in Colour of 35 mm X 45 mm showing frontal view of full face against a light background are required. Four of the photographs should be pasted on the application in the boxes provided. Photographs should not be stapled. Applicant should sign across the pasted photograph and the remaining on the application form. The applicant's name should be written on the back of the remaining two unpasted photographs. There should be no marking on the front of the unpasted photographs.

Photos taken with coloured or dark glasses and in uniform will not be accepted.

6. DOCUMENTS(Originals should be produced for verification and same will be returned after verification)

- (i) While applying for a fresh passport attach:
 - (a) A photocopy of applicant's ration card OR any one of the following documents: appointment letter of reputed companies on letter head/water tax/telephone bill/electricity bill/ running bank account etc./Income Tax Assessment Order of last three year OR Election Commission I.D. Card.
 - (b) Attested copy of citizenship document if applicant is a citizen of India by Registration or Naturalisation.
 - (c) If the applicant has not continuously stayed at the present address for the last two years, please photocopy the "Personal Particulars form" and enclose an additional set (in duplicate with photographs) for each additional place of residence.
 - (d) If name(s) of child(ren) is (are) to be included in the passport applied for, enclose:
 - (i) Birth Certificate/School Certificate/School Certificate in respect of each child bearing names of both parents and
 - (ii) Passport, if any of both the parents
(for inclusion of children's name in parents existing passport apply on Form No.II)
 - (e) Government/Public Sector/Statutory Body employees should submit "No Objection" Certificate in original (Annexure E)
 - (f) If the applicant is eligible for "ECNR" attach attested copy of supporting documents(see para 4).
 - (g) If the applicant was repatriated at Government Cost enclose documents to show that expenditure incurred by the Government on his/her repatriation has been fully refunded to the Government of India, Ministry of External Affairs.
 - (h) If the applicant was deported to India, give details of Emergency Certificate/Passport.

(II) WHEN APPLYING FOR A PASSPORT AFTER 10 YEARS ATTACH :

Old passport and photocopy of first four and last four pages.

(III) WHEN APPLYING FOR A MINOR'S PASSPORT ATTACH:

- (a) Affidavit by legal guardian (Annexure C)
- (b) Affidavit by 2 persons who know the legal guardian as well as minor (Annexure D)

(IV) FOR CHANGE OF NAME OF CHILD:

- (a) Deed poll/sworn affidavit by legal guardian(Annexure A) and

(V) PROOF OF DATE OF BIRTH(ATTACH ONE OF THE FOLLOWING):

- (i) Birth Certificate issued by the Municipal Authority or district office of the Registrar of Births & Deaths;
- (ii) Date of birth certificate or nationality certificate from the school last attended by the applicant or any other recognised educational institution;
- (iii) Old Passport;
- (iv) Affidavit sworn before a Magistrate stating nationality and date/place of birth, as per specimen in Annexure 'F'.

7. CHANGE OF NAME:

I. FOLLOWING MARRIAGE, REMARRIAGE OR DIVORCE

- (a) A woman applying for first time for a passport in her married name for change of name/surname in existing passport on account of marriage OR for substitution of father's name with husband's name, must furnish an attested copy of marriage certificate issued by Registrar of Marriages OR an affidavit from the husband and wife.
- (b) Divorcees applying for change of name OR for substitution of husband's name with father's name in existing passport must furnish:
 - (i) Divorce deed duly authenticated by court; OR
 - (ii) Deed poll/sworn affidavit (Annexure 'A')
- (c) Re-married ladies applying for change of name/husband's name must furnish:
 - (i) Divorce deed/death certificate as the case may be in respect of her first husband, and
 - (ii) Documents as at (a) above relating to second marriage

II IN OTHER CIRCUMSTANCES:

Please see Annexure 'A'

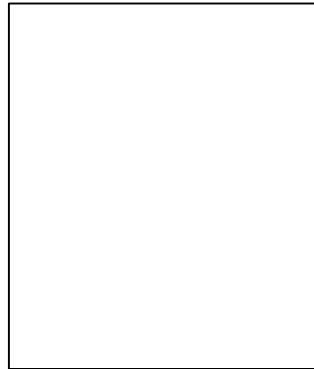
8. OUT OF TURN ISSUE OF PASSPORT

An applicant desiring to obtain his passport out of turn in view of any emergency should submit necessary documentation substantiating the urgency. In case the applicant wishes to obtain his passport in less than four weeks from the date of submission of the application form, a verification certificate as per the specimen at ANNEXURE G should also be submitted along with the documentation of urgency. The Passport Officer shall retain the right to verify in writing the authenticity of the Verification Certificate from the Official concerned after submitting their applications with the documentation as specified. Police Verification shall be done in all cases of issue of passport.

INDEX CARD

To be filled by applicant in **BLOCK LETTERS**

1. Full Name (Mr./Mrs/Miss) :
 - i Applicant.....
 - ii Father.....
 - iii Mother.....
 - iv Spouse.....
2. Permanent Address :
.....
.....
3. Visible distinguishing marks.....
4. Place of Birth.....
5. Date of Birth.....
6. Profession
7. Previous Passport No.....
8. Date of Issue
9. Place of issue.....
10. Specimen Signature.....



FOR OFFICIAL USE ONLY

Ref./File No.....

1. Passport No..... 2. Date of issue.....

3. Place of Issue.....

4. Observation/Remarks

5. Subsequent services.....

..... P.A.C.

..... T.O.R.

..... F.T.S.

Government of India

Regional Passport Office

Acknowledgement

Received your application form along with fee and other documents mentioned below. Your reference is No.*..... Dated Please bring this card or quote this reference for enquiries.

Signature

For Regional Passport Officer

Details of documents received:

1. Bank Draft:

Amount..... Number Date.....

2. No. of photographs

3. Old Passport, if attached

4. For Official Use