

## Passport Service Checklist

Name \_\_\_\_\_ Passport No. \_\_\_\_\_

Mobile No. \_\_\_\_\_ E-mail Id \_\_\_\_\_

**Service sought for (Please tick the service sought for and ensure that all documents have been attached).**

**Reissue of Passport** (within one year date of expiry of passport or no blank pages are left)

- Duly filled passport application (Form A).
- Four recent photographs ( 2-inch x 2-inch).
- Current passport along with copy of front and last page.
- Copy of ARC.

**Passport services in case of minors** (Children less than 15 years of age)

- Duly filled passport application (Form A).
- Four recent photographs ( 2-inch x 2-inch).
- No Objection Certificate from other parent in case one of the parents signs on the application (Form F).
- Court custody papers attested by the Notary Public in case of divorce of parents of the minor.
- Declaration of the parent attested by a Notary Public in case of a single parent.
- Letter signed by both the father and mother If the minor is unable to sign or give thumb impression.
- Copy of ARC.

**Fresh Passport for new-born**

- Duly filled passport application with thumb impression of child (Form A).
- Four recent photographs ( 2-inch x 2-inch).
- Birth certificate.
- Copies of Passports and ARCs of parents.
- Copies of Marriage Certificate of parents.
- Registration of birth of child at ITA.

**Lost or Damaged passport**

- Duly filled passport application (Form A).
- Four recent photographs ( 2-inch x 2-inch).
- Current passport along with copy of front and last page in case of damaged passport.
- Police report in case of lost passport.
- Photocopy of the lost passport or number, date of issue and place of issue of the lost passport.
- Copy of ARC.
- Form C (Annexure F).

- Change of Name in the Passport**
  - Duly filled passport application (Form A).
  - Four recent photographs ( 2-inch x 2-inch).
  - Current passport along with copy of front and last page.
  - Copy of ARC.
  - Clippings of the two newspapers or the Gazette notification of the concerned State Government.
  - Two public/school documents issued in the desired/applied changed name to ascertain that the applicant has actually changed his/her name.
  - Form H (Annexure E).

- Change of name/ Addition or Deletion of the Name of the Spouse following marriage, remarriage or divorce**
  - Duly filled passport application (Form A).
  - Four recent photographs ( 2-inch x 2-inch).
  - Current passport along with copy of front and last page.
  - Copy of ARC.
  - Details filled in the requisite column in passport application form.

- Change of Address in the Passport**
  - Duly filled passport application (Form A).
  - Four recent photographs ( 2-inch x 2-inch).
  - Current passport along with copy of front and last page.
  - Copy of ARC.
  - Copy of the address proof.

- Emergency Certificate**
  - Duly filled passport application (Form A).
  - Four recent photographs ( 2-inch x 2-inch).
  - Letter explaining the need for an EC.
  - Copy of the first and last pages of the applicant's passport.

- Renunciation and Cancellation of Indian Passport on Acquisition of Foreign Nationality**
  - Declaration of Renunciation (Form E).
  - 1 photograph (2-inch x 2-inch).
  - Copy of current passport.
  - Indian passport in original.
  - Naturalization certificate.
  - Copy of ARC or Taiwan Id.