



GOVERNMENT OF INDIA  
MINISTRY OF EXTERNAL AFFAIRS  
CPV DIVISION, DELHI

# Frequently Asked Questions (FAQ) regarding Passport Rules and Regulations

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### **i. Jurisdiction Related**

**1. Question: My wife has a passport from Chennai, since she was residing in Tamil Nadu at the time she took the passport. Now we have moved to Delhi. Her passport is going to expire. Do I have to renew the passport in Chennai, or can I do it in Delhi?**

Ans: One should apply for passport within the place of jurisdiction only that is where one resides at the time of application (fresh or renewal).

**2. Question: I have recently shifted to a new house. But the house is under a company lease. The house lease agreement is in the name of my company and not in my name. So I cannot provide the lease agreement copy for proof of address. I have therefore obtained a letter from my company, on the company's letter head, stating my residence address. Can I submit this company letter for proof of address?**

**Ans:** Yes, Passport Office accepts letters from reputed companies, on their letter head, for residence proof. To supplement the proof, you may attach either (i) telephone bill or (ii) bank letter confirming that you are operating an account with the bank from the address mentioned.

Note: Lease agreements are not acceptable as independent proofs of residence.

They can however be submitted along with an additional address proof, such a mobile phone bill etc.

**3. Question: While submitting applications at Passport office is it required to produce original documents for verification at the counter? Who are the officers authorized for attestation of photocopies of supporting documents?**

**Ans:** Two photocopies of all supporting documents, duly attested by gazetted officers, are required to be submitted along with the application, as is customary. The originals are required to be produced at the submission counter, for physical verification by the counter staff, who will certify on the photocopies that the originals have been seen and returned. Gazetted officers approved by the Center/ State Government are authorized to attest the supporting documents. For reissue cases, the old passport (in original) is to be submitted along with the application. This will be returned to the applicant (after cancellation, in the case of valid passports) along with the new passport.

It is advised that all applicants keep a set of photocopies of the application and all the supporting documents in their custody until the application is successfully processed and their passport is issued.

**4. Question: I shifted to Delhi 7 months back from Bangalore. I have to apply for a passport. As per instructions, one should have stayed for at least one year at a given address. Can I apply for a passport at Passport Office, Delhi? If so, please let me know the procedure.**

**Ans:** Yes. You can apply at Passport Office, Delhi. For this purpose, you have to submit proof of seven months' stay in Delhi and also mention the previous address in the application form for which you are also required to submit two additional Personal Particulars forms along with the application.

## ii. Application Form Query

**5. Question: I have downloaded the application form for passport from the website. However in the column where specimen signatures of the applicant are required it says put the signatures also on the stickers option, which is not available on the net. What should I do in this case?**

**Ans:** In this case, you need to put your signatures only below column 19 of the application form.

**6. Question: Which are the services for which [Application Form-1](#) is to be filled in?**

**Ans:**

- Issue of a Fresh Passport
- Re-issue/Renewal of a Passport
- Issue of replacement/duplicate Passport ( in cases of loss/damage)

**7. Question: Which are the services for which [Application Form-2](#) is to be filled in?**

- Ans:
- ECNR (Note: For temporary ECR Suspension, there is a separate form.)
- Change of Address
- Police Clearance Certificate (PCC)
- Change of Name
- Correction in Name
- Change from Maiden to Married Name/ Inclusion of Spouse's Name
- Correction of Date/ Place of Birth
- Change of Photograph
- Additional Booklet
- Change of Photograph
- Change of Signature
- Extension/Reduction of Validity

### **8. Question: Where can I get Passport application forms?**

Ans: You can purchase Passport application forms from the Regional Passport Offices, between 9.30 a.m. to 5.30 p.m. (Check time in your area). (Application Form-1 costs Rs. 10/- and Form-2 costs Rs. 5/-).

In addition, they are also sold at Speed Post Passport Service Centers.

### **9. Question: Can I submit my forms through Speed Post Centers?**

Ans: You can submit your passport applications at designated Speed Post Centers for issue of first time passports.

### **10. Question: Can I submit my forms through District Passport Cells?**

Ans: Yes, you can submit your passport application for issue of first time passport in District Passport Cells.

### **11. Question: Can I apply for change of address, inclusion of spouse name, and separation of surname in one Application Form-2, or do I need to apply in three separate application forms?**

Ans: One form is sufficient, as all the services can be incorporated in the same form. However, you need to clearly mention the services required.

## **iii. Police Clearance Certificate (PCC)**

### **12. Question: How do I apply for a Police clearance Certificate (PCC)?**

Ans: Apply using Application Form-2 (Miscellaneous Services).

If the passport was issued from any other passport office, then produce proof of current residence and furnish a set of Personal Particulars forms.

Applicant is required to furnish passport and its photocopy.

Please note passport is also required while issuing PCC as endorsement requires to be made on passport.

PCC shall be issued after receipt of PV report in cases where clear report is not available on previous file.

This service is not available under the Tatkaal scheme, as the formal police verification process is required to be completed. In cases where a clear police report from the concerned jurisdiction is already available on your file, fresh police verification is not required.

**13.Question: I was recently issued a passport at RPO Delhi. Despite my submitting the relevant documents, there is no ECNR endorsement. Should I submit my passport for correction?**

Ans: This is not a mistake. As per new Passport guidelines, a blank page 2 on your passport is deemed to have been ECNR endorsed. If the status is Emigration Check Required (ECR), it will be specifically mentioned on your passport by means of an endorsement. The Ministry of External Affairs has informed the immigration authorities about this change in guidelines.

**14.Question: Which are the countries for which an ECNR endorsement on the passport is compulsory?**

Ans: Emigration Check Not Required is automatic for the following countries, irrespective of the emigration status endorsed on your passport:

Pakistan, All countries in Europe (except Commonwealth of Independent States (CIS), North America, Japan, New Zealand, Australia, South Korea, South Africa, & Singapore.

For the rest of the countries, if you do not have permanent clearance on the passport (a blank page 2 on your passport is deemed to have been ECNR endorsed) you have either to get the entire stamp deleted, or if you are not entitled, you may get a temporary Emigration Suspension before leaving India.

**15.Question: I am a salaried person and Income tax is deducted from salary. What are the documents I need to submit for ECNR status?**

Ans: Form 16(a) for the last 3 years along with copies of acknowledgement of your returns.

**16.Question: What are the minimum documents required for an ECNR endorsement?**

Ans: One of the following documents:

- Matriculation (SSLC)/PUC-II / Degree Certificate
- PAN Card
- Annexure-I if person has stayed abroad for more than 3 years

Note: Persons above 50 years of age are automatically eligible for ECNR

### 17.Question: Which are the categories of persons entitled to get ECNR endorsements on their passports?

- Gazetted Government servants.
- Holders of a PAN card
- Salaried people may submit income-tax deduction statement in Form16 for three years from their employers, along with copy of returns filed in income tax dept.
- Persons holding professional degrees such as - Doctors holding MBBS Degrees or Degrees in Ayurveda or Homeopathy, Accredited Journalists, Engineers, Chartered Accountants, Cost Accountants, Lecturers, Teachers, Scientists, Advocates.
- Persons staying abroad for more than three years. An affidavit to this effect is to be submitted (as per format at Annexure-I of the instructions given along with passport application form).
- Spouses of the above mentioned categories (except No. 2).
- Spouses claiming ECNR should submit a copy of their husband's passport with ECNR status and their eligibility proof under category 6.
- Seamen who are in possession of Continuous Discharge Certificate and Sea Cadets. Also Deck Cadets who:
  - Have passed final examination of three year B.Sc. Nautical Sciences Courses at T.S. Chanakya, Mumbai, (or)
  - Have undergone three months Pre-Sea training at any of the Govt. approved Training Institute, after production of Identity cards issued by the Shipping Master, Mumbai/Calcutta/Chennai.
- Persons holding permanent Immigration Visas of any country e.g. Green Card in USA.
- Persons holding diplomas from recognized institutions like Polytechnics or Certificates of vocational training from Government / recognized institutions.
- Nurses possessing qualifications recognized under the Nursing Council Act, 1947.
- All children below 18 years of age. (After the age of 18, they will be freshly evaluated for their eligibility for ECNR).
- All persons above the age of 50 years.
- All holders of Diplomatic / Official passports.
- Persons holding educational qualification of Matriculation (10th class) or above.

**Note:** Even if you do not have ECNR status on your passport, you can visit Bangladesh, Pakistan and all countries in Europe (except the Commonwealth of Independent States), North America, Australia, Japan and New Zealand, without emigration clearance.

The Protector of Emigrants can grant emigration clearance to certain categories of skilled / semi-skilled workers for a period of six months, if an application is made through the recruiting agent

and there is a valid employment visa.

In case the person concerned is leaving the country for non-employment purposes, he/she can obtain suspension of emigration clearance for the specified country and for the specified period from RPOs.

### **18.Question: How can I get an ECR suspension?**

Ans: **Note:** If the applicant's age is above 50 years, he/she can directly apply for ECNR. The procedure for ECR suspension is not required.

#### **If the passport was issued at RPO you're applying at:**

Apply in ECR Suspension form.

Applicable Fee: Rs. 300/-

Submit your present passport along with a copy of it

Attach photocopy of visa

Attach photocopy of your confirmed return travel tickets

Attach Sponsorship Declaration attested by Indian Mission / Consulate (for Middle-East Countries)

Attach Sponsorship Declaration attested by Indian Mission / Consulate (for Middle-East Countries)

In case of passports having been issued by other Passport Offices:

In addition to the requirements listed above, submit Passport Application Registration Form.

Submit personal particulars forms with photos and proof of stay (in duplicate).

Emigration suspension is given only for visits and not for employment. For employment purposes, you need to approach the Office of the Protector General of Emigrants (Ministry of Labor) at Chennai/Mumbai.

**19.Question: I am a Diploma Holder from a recognized Board of Technical Education. Is this sufficient to get ECNR endorsement?**

Ans: Yes.

**20.Question: I don't have ECNR stamp in my Passport. Can I get it on the basis of my provisional matriculation or above certificate issued by the University/Board concerned?**

Ans: Passport Offices are no longer affixing ECNR stamp in passports. In fact it is not even printed in the new passport booklets. Currently, only ECR stamp is being put in passports if applicant is not eligible for ECNR. However, you are entitled to ECNR status if you possess qualification of Matriculation or above. Even you can get ECNR status on the basis of provisional matriculation certificate if the mark sheets of all semesters of your course are available with you.

## iv. Spouse Name Inclusion

**21.Question: I got married recently. How do I get my spouses' name included in my passport?**

Ans: You can now apply for addition of spouse name through an additional booklet, as hand-written endorsements are being done away with. The relevant application form is Miscellaneous Services Application Form ([Application Form 2](#)). A copy of your marriage certificate is required to be submitted. (The original is to be produced at the counter for verification). Your spouse's passport should be produced at the counter for verification, along with a photocopy of it. In the absence of a marriage certificate, a joint affidavit (notarized) with a joint photograph can also be submitted. Husband's passport, along with a copy, is to be produced. The fee is the same as that for reissue, i.e., Rs. 1000/-, apart from the tatkaal fee applicable, if any.

**22.Question: I got my passport 2 years ago. I got married recently. Should I include my spouse's name in my passport? If so, what is the procedure?**

Ans: It is better to include your spouse's name in your passport. For this, please file up Form No.II(EAP-II) form and submit it along with marriage certificate, photocopy of spouse's passport (if she has one) and proof of stay (if the present address is different from the one in the passport).

Note: The procedure is the same if one wants to include her husband's name in the passport.

**23.Question: In a case of Muslim passport holder, whether entry of second wife name is allowed on passport.**

**Ans:** Yes. But the entry of first wife name will remain intact if divorce is not obtained.

## v. Change of Name or Separation of First Name & Surname

**24.Question: What are the documents required to be submitted for a change of name?**

**Ans:** The following are the general requirements:

Application form-1 duly filled-in with six photographs (Note: Please do not staple the photos)

Attach present passport, along with two photocopies

Furnish two copies of proof of residence

Beyond one year Rs. 1000/- [fresh passport with 10 years validity will be issued.]

Any 3 identity documents to establish your new and old identity (out of the 14 listed under the new guidelines)

In cases where the 3 identity documents can be submitted under the new guidelines, along with Annexure-I, passports will be issued on post-police verification basis. In other cases, a police verification will be necessary.

**In addition**, depending on the category below applicable, there are additional requirements, as indicated against each:

Normal Change In name:

Furnish original newspaper cuttings giving change of name published in two newspapers one in English and the other in a local language.

Furnish an affidavit as per format given in Annexure-E of the instruction attached to passport application.)

For Change of Name after Marriage:

Two copies of Marriage Certificate issued by the Registrar of Marriages

OR

A notarized joint affidavit from the husband and wife.

**Note:** If you're unable to produce a joint affidavit, furnish an affidavit with wedding photograph, wedding invitation card and a letter giving reasons for not being able to give joint affidavit. Marriage certificate issued by Church and Qazi's Certificate (with a certified translation) in case of Muslims can also be given as proof of marriage. In all cases, a copy of the husband's passport should be submitted, and the original passport produced for verification at the counter.

Change in Name On Account Of Divorce: (Surname change)

- Divorce deed duly authenticated by Court
- Deed Poll or Sworn Affidavit as per specimen in Annexure-D given in the Passport Information booklet attached to the application.

Change In Name In Case Of Remarried Person (Surname change) (after Divorce Or Death Of Spouse)

Divorce Deed in support of applicant's Divorce, or Death Certificate of the previous husband / wife, as the case may be.

Two copies of marriage certificate issued by the Registrar of marriages in respect of recent marriage.

OR

Joint affidavit from the husband and wife.

**25.Question: The US Embassy/Consulate has asked me to separately indicate my surname on the Passport. What do I do?**

Ans: Application Form No.2 (Miscellaneous Services) is to be filled-in and submitted. A new booklet with the first-name and surname separately indicated will be issued. The fee applicable is Rs. 1000/-. The normal time taken is about 15 days. Urgent requirements can, of course, be met under the Tatkaal scheme.

## vi. Extension of Validity

**26.Question: I got a short validity passport under tatkaal, with a Verification Certificate. How can I get the validity extended to 10 years?**

Ans: You need submit your passport with Application Form-2 duly filled in. Handwritten endorsements are being done away with. The fee payable for issue of a fresh booklet with validity of the normal period of 10 years is the booklet fee (Rs. 500/-). No tatkaal fee is required to be paid, if there is no change in any of the particulars mentioned on the passport.

**27.Question: I have a 20 year validity passport. Is it possible to reduce the validity to 10 years?**

Yes, please submit Application Form No.2 duly filled-in. Since handwritten endorsements are being done away with, a new booklet with normal validity will be issued, on payment of booklet fee (Rs. 500/-).No tatkaal fee is required to be paid, if there is no change in any of the particulars mentioned on the passport.

## vii. Additional Booklet

**28.Question: I have run out of pages on my Passport. How do I apply for an Additional Booklet?**

Ans: Submit Application Form No-2 duly filled-in, with your address proof and your passport, along with two photocopies. If the passport was issued from any other passport office, it is necessary for Passport Office to get confirmation of your passport particulars form the original issuing office. Alternately Passport Office can issue the booklet on production of 3 documents (out of the 14 listed) under the new guidelines. The earlier option of waiting for the local police report continues to be available. The additional booklet will have a validity of 10 years, irrespective of the remaining validity of the existing passport. The fee applicable is Rs.1000.

Note: The existing valid passport will be cancelled with a CANCELLED stamp on the first page, at the time of acceptance of your application and returned to you. The Visas on the old passport continue to be valid, but you will have to carry both the passports during your travel.

## viii. Correction of Wrong Entries in the Passport

**29.Question: I received my passport recently, but some of the entries made in it are erroneous. How should I proceed to have them corrected?**

Ans: Please follow the following procedure, if the passport was issued in the last ONE year:

Surrender the passport along with the application at the enquiry counter, between 10:00 hrs and 12:00 hrs (Check your local office timings). You can also send it by registered post, with an extra self-addressed stamped envelope.

(Postal address:

The Passport Officer, Address of RPO under your jurisdiction.

Please mark "FOR CORRECTION DESK" on the envelope.)

If it is found from your application that the errors are on Passport Dept's part, the passport will be dispatched to you duly corrected, in about 4 working days of receipt of your request here. No fee is required to be paid in this case. Otherwise your passport will be returned to you without correction, advising you of the further course of action.

Note: If the passport was issue more than a year ago (or) if the error is on the part of the applicant, you will have to apply afresh for the correction (miscellaneous service), with the relevant supporting documents. Fee will be payable in this case.

## ix. Extension of Validity

**30.Question: I got a short validity passport under tatkaal, with a Verification Certificate. How can I get the validity extended to 10 years?**

Ans: You need submit your passport with Application Form-2 duly filled in. Handwritten endorsements are being done away with. The fee payable for issue of a fresh booklet with validity of the normal period of 10 years is the booklet fee (Rs. 500/-). No tatkaal fee is required to be paid, if there is no change in any of the particulars mentioned on the passport.

**31.Question: I have a 20 year validity passport. Is it possible to reduce the validity to 10years?**

Ans: Yes, please submit Passport Form No.2 duly filled-in. Since handwritten endorsements are being done away with, a new booklet with normal validity will be issued, on payment of booklet fee (Rs. 500/-).No tatkaal fee is required to be paid, if there is no change in any of the particulars mentioned on the passport.

## x. Change of Address

**32.Question: What are the documents required to be submitted for a change of address?**

Ans: Application Form-2 duly filled-in. Proof of Address (any of the documents listed below is acceptable.) If the passport is not issued from RPO where you're applying at, the relevant Office will need confirmation of your passport particulars from the original issuing office. No police verification is required for change of address.

Proof of Address (attach one of the following documents)

- Applicant's ration card (If any applicant submits only ration card as proof of address, it should be accompanied by one more proof of address out of below category)
- Letter from a reputed company on their letter head regarding stay proof;
- Statement of running bank account along with a letter from the Bank
- Election ID card
- Letter from the concerned Administrative Department (in the case of Govt. Employees) regarding the applicant's present address as per departmental records
- Appointment letter of reputed companies
- Income tax assessment order
- Spouse's passport copy
- Parent's passport copy in case of minor
- Domicile certificate issued by Tahsildar
- Water bill /telephone (landline) bill /electricity bill / Gas connection confirmation
- Property Tax in the name of the applicant
- Lease agreement with additional proof such as cell phone bill.

**33.Question: I got my passport from Delhi. Now I have shifted to Bangalore. Should I change my address in the passport? If change is required, what are the documents required and how much time will it take?**

Ans: It is up to you to change the address. It is always better if your passport indicates your current address. For this purpose, you need to fill up Application Form-2 and submit it along with valid proof of your residential address at Passport Office of the area of where you reside.

## xi. Change in Date of Birth Entry

**34.Question: I was issued a passport by RPO, Bangalore last month. When I verified the details, I found that the date of birth printed in it is different from my actual date of birth. I am sure I had filled the form with the correct date of birth. What should I do to get it corrected?**

Ans: Please return the passport by post, with a request in writing for correction of the wrong date of birth entered. After verifying the relevant records and ascertaining that there had been an error on Passport Office's part, a fresh booklet will be issued. The approximate time taken is 3-4 working days. If it is found that the error is not attributable to the Passport Office, you will have to apply afresh for a change in date of birth, with the relevant supporting documents.

**35.Question: I was issued a passport with a wrong date of birth about 11 years ago, when I was a child. I need to make an application for a fresh passport with my correct date of birth. What are the documents I need to produce while making the application?**

Ans: When the DOB is wrongly entered in the passport due to a clerical error, it can be corrected by the Passport Office, but the requirement in such cases is that it should be possible to ascertain from the files of the concerned Passport Office that it was indeed due to a clerical error. You need to produce two different (unconnected) documents in support of the date of birth you claim as correct: They could be: [i] Birth Certificate [ii] School Certificate

**36.Question: Can these two documents above be my school certificate and college certificate?**

Ans: No, these two documents are interlinked and are not considered unconnected, as the details of the college certificate are usually derived from the school certificate.

**37.Question: There is a difference between the dates of birth shown in my school certificate and birth certificate. When I submitted my passport for a US visa endorsement, the US Consulate wants the date of birth to be entered in the passport as per certificate issued by registrar of birth & deaths. What do I need to do?**

Ans: You need to make an application for an additional booklet with a declaratory order passed by a First Class Judicial Magistrate directing the Passport Office to amend the date of birth. This is an essential requirement. (This should be submitted with [Application Form - 2](#) and proof of residence)

The only exception to this general rule is when the DOB is wrongly entered in the passport due to a clerical error. In such cases; it should be possible to ascertain from the files of the concerned Passport Office that it was indeed due to a clerical error.

**38.Question: Why is an order from the court required?**

Ans: The functions of a Passport Issuing Authority are Quasi-Judicial in nature. Hence, once a Passport Issuing Authority (PIA) passes an order to issue a passport with certain particulars such as date of birth/place of birth, the same Passport Issuing Authority cannot review or revise its own orders.

**39.Question: What should I do for getting the place of birth entry changed in my passport?**

Ans: Once a passport is issued with certain particulars, such as place of birth, it is required to produce a declaratory order from a competent Judicial Magistrate, as explained above. (This should be submitted with Application Form - 2 and proof of residence.)

The only exception to this general rule is when the DOB is wrongly entered in the passport due to a clerical error. In such cases, it should be possible to ascertain from the files of the concerned Passport Office that it was indeed due to a clerical error.

## **xii. Change of Photograph and/or Signature**

**40.Question: What is the procedure for changing my signature on my passport?**

Ans:

- Please submit [Application Form-2 \(miscellaneous services\)](#) duly filled-in.
- Proof of residence is required only if the present address is different from that mentioned in the passport.
- Your passport should be submitted, along with a photocopy of it.
- An Affidavit for change of signature. (Please consult a notary for the format)

The fee applicable for this service is Rs.1000/-.

Your present booklet will be cancelled and a new booklet will be issued.

For passports issued from other offices, the Passport Office will need to get a confirmation from the issuing authority.

#### **41.Question: What are the documents required to be submitted for a change of Photograph?**

Ans:

- Application [Form No. 2 \(Miscellaneous Services\)](#) duly filled in.
- Passport with one photocopy.
- An affidavit for change of Photograph. (Please consult a notary for the format)
- Proof of new residence if present address is different from the one on the passport if you're applying to other RPO.

The fee applicable for this service is Rs.1000/-.

Your present booklet will be cancelled and a new booklet will be issued.

For passports issued from other offices, the Passport Office will need to get a confirmation from the issuing authority.

Note: The photograph should have a light background (preferably white or cream)

### **xiii. Lost/Damaged Passports**

#### **42.Question: My passport is lost, what do I do?**

Ans: File a report with the nearest police station. (A full-fledged FIR is required if the passport is still valid)

For issue of a duplicate/replacement passport, submit Application Form No.1 with residential proof and copy of FIR.

(Fee applicable is Rs.2,500/-. For Tatkaal service, an additional fee of Rs. 2500/- is applicable.)

Note: In the case of lost/damaged passports, if the passport was issued by other passport offices/Missions abroad, duplicate passport will be issued after getting necessary clearance from the original Passport Issuing Authority. The validity of the new passport will be ten years from the date of issue of the new passport.

#### 43.Question: My passport is damaged. What do I do?

Ans: You will have to submit [Application Form No. 1](#) with suitable Residence Proof and the damaged passport, with 2 photocopies.

(Fee applicable is Rs.2,500/-. For Tatkaal service, an additional fee of Rs. 2500/- is applicable.)

Note: In the case of lost/damaged passports, if the passport was issued by other passport offices/Missions abroad, duplicate passport will be issued after getting necessary clearance from the original Passport Issuing Authority. The validity of the new passport will be ten years from the date of issue of the new passport.

#### 44.Question: My passport was lost recently. I've applied for a duplicate passport. I want to know if the new passport will have the same number as my old passport, or a new number?

Ans: The replacement passport will have a new number, with a fresh validity of 10 years.

#### 45.Question: I recently lost my valid passport, but do not have the details. Will it be possible for the Passport Office to trace the details from your system and give them to me for filing my application for a duplicate/new passport?

Ans: the Passport Office may be able to trace your passport details from Computer system if you send the Passport Office an e-mail with the following personal details: Full name as in the lost passport; date of birth; father's name; mother's name; place of issue of the passport; year of issue. Please send your mail to the e-mail id of respective RPO if this service is provided.

You need to file an FIR with the police and apply in [Application Form-I](#) with the previous passport details and the FIR. The fee applicable is Rs.2,500/-.

**46.Question: I lost my passport recently, but it had already expired. Is it required for me to apply for a new passport or should I apply for a duplicate passport or for re-issue of the expired passport?**

Ans: First of all, you are required to make a report to the nearest police station about the loss of your passport, and get an acknowledgement from them. If your passport has expired after its full term of 10 years, you may apply afresh in Application Form-1, disclosing details of your lost passport and attaching 2 copies of it (if available). The fee applicable is Rs.1000/-. Proof of residence is required, along with other documents required for a fresh passport.

## **xiv. Fee Structure for Different services**

- Fresh Passport (36 pages) of 10 years validity  
(including minors between 15 to 18 years of age who wish to get a 10 yrs full validity passport) Rs.1,000/-
- Fresh Passport for Minors (below 18 years of Age) of 5 years validity, or till the minor attains the age of 18, whichever is earlier Rs.600/-
- Duplicate Passport (36 page) in lieu of lost, damaged or stolen passport Rs.2,500/-
- Emigration Check Not Required (ECNR) Rs.300/-
- Change of Address- Endorsement in the same Passport Rs.300/-
- If Address is endorsed in the laminated page [with new booklet]. Rs.1000/-
- Additional Booklet (36 pages) [with 10 yrs validity] Rs.1000/-
- Police Clearance Certificate (PCC) Rs.300/-
- Inclusion of spouse name- endorsement Rs.300/-
- Maiden to Married Name/Change of Name [fresh booklet with 10 yrs validity will be issued] Rs.1000/-
- Correction of Date/Place of Birth Rs.500/-
- Suspension of emigration clearance requirement (ECR) Rs.400/-

Fees can be paid in cash or by Demand Draft (in favor of The Passport Officer, Name of RPO center).

Note: Passport centers accept fees by cash or credit cards (check with your RPO); Speed post centers and District Passport Cells accept only Demand Drafts.

## xv. Re-Issue Of Passports

### 47.Question: What is the difference between Re-issue and Renewal of a passport?

Ans: Passports are Re-issued after the expiry of their 10-year validity period. If you had been issued a Short Validity Passport (i.e. a passport of validity less than 10 years) apply for renewal to extend the normal validity of the existing passport to 10 years. In the case of Re-issue of passport a normal fee of Rs.1000/- will be charged whereas for extending the validity (renewal) no fee is charged.

### 48.Question: My passport expired 4 years ago. Can I renew it? What is the procedure for it?

Ans: In such a case, you have to fill up Application Form No. I (EAP-I) form and submit it along with original/photocopy of your expired passport and proof of your residence/address. However, since the passport expired 4 years ago, fresh police verification will be required in your case.

### 49.Question: What are the documents required to be submitted along with the application for re-issue of an expired/expiring passport?

Ans: Reissue of passports (including due to change in name, surname, date of birth, inclusion of spouse name, etc.) under the Tatkaal Scheme will be done in 3 working days on payment of a tatkaal fee of Rs.1500/- (instead of 5 days earlier). Alternatively, passports will be re-issued for 10 years on payment of the normal fee of Rs.1000/- within a period of 15 days from the date of application.

No police verification will be necessary for renewal/re-issue of passport. For passports issued at other offices, a confirmation of particulars will be required from the original issuing authority. To avoid delays in confirmation, applicants can avail of the 3-document option, or submit a Verification Certificate, along with the standard affidavit at Annexure-I for passports issued at other offices. Under the new guidelines, an applicant can apply for reissue of a passport up to 3 years after and one year before the expiry of the existing passport. If the applicant applies after

more than 3 years after expiry of old passport, the same procedure for issue of a fresh passport will be followed.

The following are the documents required:

- Application Form (Form-I) duly filled-in.
- Expired passport, along with two photocopies of the same.
- Proof of residence, but only if the present address is different from that in the expired passport.
- Marriage Certificate, if the spouse name was not included in the expired passport. (A joint affidavit is also acceptable, along with a copy of spouse's passport)
- Educational qualification certificate, if ECNR is required.

Note: Attach an Identity Certificate in original if you are in the service of Central/State Government/Public Sector Undertakings, Statutory Bodies and the like, as per Annexure-B in the passport information booklet. This should be accompanied by the standard affidavit at Annexure-I.

## xvi. Application Submission Facilities

### 50.Question: Can I submit my forms through Speed Post Centers?

Ans: You can submit your passport applications at designated Speed Post Centers for issue of first time passports.

### 51.Question: Can I submit my forms through District Passport Cells?

Ans: Yes, you can submit your passport application for issue of first time passport in District Passport Cells in your state.

### 52.Question: What is the difference in procedure between applying in person and by Post?

Ans: While you apply in person, two copies of all the documents duly self attested have to be handed over at the counter along with the originals, which will be returned after verification at the counter immediately. While applying by post, you have to submit two copies of all the documents duly attested by a Gazetted Officer bearing his name seal and address of his office.

## xvii. Government & Public Sector Employees

**53.Question: What are the documentation requirements for State Government/Central Government/PSU employees, as per the new guidelines?**

Ans: Employees in Government Service and PSUs, whose identity is certified in the prescribed Performa (Annexure-B of the Revised Passport Information Booklet) by the Head of Department or the Head of the PSU or a person duly authorized by them for this purpose, and their immediate family members (wife and dependent children only) may be issued a passport valid for ten years without any pre- or post-police verification. In all such cases, the applicants will also have to furnish the standard affidavit as given at Annexure-I (Please refer the tatkaal section for format).

**54.Question: Is Identity Certificate mandatory for State Government/Central Government/PSU employees?**

Ans: Yes. Identity Certificate (Annexure B) issued by the competent authority in the prescribed Performa is a must for these employees for getting their passports, without police verification.

**55.Question: I am working in ICICI Bank? Am I required to furnish the Identity Certificate?**

Ans: Only those persons working in companies, which are owned by the State/Central Governments, need to submit Identity Certificates. Employees of Private Banks are not required to submit Identity Certificates for getting passports.

## xviii. Passports for Minor Children

**56.Question: What are the documents required for applying for a passport for a minor?**

Application Form-1 along with Annexure-H (Declaration of Applicant Parent/Legal Guardian) signed by both parents. In cases where only parent of the minor applicant is present, a single parent affidavit in the requisite format can be submitted, taking legal responsibility for the consequences of issue of a passport to the minor applicant.

Two copies of Birth Certificate / School Certificate / School Leaving Certificate / Bona fide Certificate, for proof of date of birth [**Note: Birth Certificate is a must for those applicants born on or after 26.01.1989.**]

Parent's proof of address, if different from the address on their passport.

Passport copies of both parents. At least one of the parent's passports should have the spouse name endorsed in it i.e. mother's passport should have husband's name entered in her passport OR father's passport should have wife's name entered. [Note: If both the parents' passport do not have spouse name endorsed in it, first apply for inclusion of spouse name service and thereafter apply for a passport for a minor child.]

If parents already hold passports, or have applied for passports but have not yet received them, please furnish the relevant details (passport numbers or file numbers of the parents' applications), in Column 16 of the application form.

If either of the parents is staying abroad, furnish a consent letter in the form of an affidavit attested by the Indian Mission concerned

In case the parent is a divorcee, furnish certified copy of Court Order giving custody of the child.

In case parents are separated, single parent affidavit to be made. The self declaration at Column 19 is to be signed by one of the parents (or legal guardian, as applicable) as co-applicant with the minor.

No pre or post verification will be made in the case of applicants up to 15 years of age. However, in all such cases a declaration as given in Annexure-H in passport information booklet should be submitted in each and every case. Applicants above the age of 15 years are advised to apply for full-validity passports, with police verification.

In case both parents do not hold passports, any 3 of the 14 listed documents (please refer to the tatkaal section for details) in respect of the parents, and the standard affidavit as per Annexure-I should be furnished. If this is not done, the file will be sent for police verification.

The fee applicable is Rs. 600/-. The approximate time taken for issue of a passport for minors is about 10-12 days, subject to there being no objections on their file, or their parent'(s) file.

ECNR status is automatic for all minor applicants up to the age of 18 years.

**Passports for minor children above 15 years but below 18 years:** Children above the age of 15 yrs but below the age of 18 yrs have the option of getting a minor passport (valid up to the age of 18 years) or that of an adult (valid for 10 full years):

According to the option exercised, the fee will be Rs. 1000/- or Rs. 600/-. For a fee of Rs. 1000/-, passport validity will be 10 years and for Rs.600, the validity will be 5 years, or until the age of 18 yrs, whichever is earlier.

Personal particular forms in duplicate duly filled-in along with copies of documents, to be enclosed, for the purpose of police verification (for full-validity passports)

**57.Question: I want to apply for a passport for my child (minor), but my husband is currently abroad, so he won't be able to present himself during this period. How do I proceed to apply?**

Ans: You may advise your husband to approach the nearest Indian Mission to make an attested Declaration stating that he has no objection to making a passport application for the child. After getting the attested Declaration, you can submit the application form (Form-1) with a copy of the declaration.

The photocopy of his passport should also be attested by the Indian Mission concerned, before it can be accepted by a Passport Office.

**58.Question: We are planning to apply for passports for our kids (minors). Is it necessary that my name should have been included in my wife's passport?**

Ans: Yes. At least one of the parents should have the other spouse's name included in their passport. Please refer the miscellaneous services section for details regarding this service.

**59.Question: Is it necessary that both parents should have passports before applying for passports for the children?**

Ans: Not necessary. The advantage of parents having passports is that it exempts their minor children from the police verification process. According to the new guidelines published in December 2006, if both parents do not hold passports, any 3 of the 14 listed documents can be submitted in respect of the parents to establish their identity, along with the standard affidavit as per [Annexure-I](#).

**60.Question: I have a one-month-old baby? Does the baby require a separate passport or his/her name can be endorsed in one of the parents passports?**

Ans: Endorsement of child's name in parent's passports is not allowed anymore. As per the amended law, minors should have separate passports.

**61.Question: I wish to apply for a passport for my minor child who is 12 months old. In the signature column, who needs to sign the form? Is it the child's thumb impression, or is it the father's signature?**

Ans: Since your child is a minor now, the application needs to be countersigned by the parents, i.e. the declaration at column 19 of the application form. The thumb impression of your child has to be affixed in thumb impression column.

**62.Question: Do both parents of a minor child have to be present to submit the application, or is it okay if either one is present? Also does the baby have to be present?**

Ans: It is okay if either of the parents submits the application of a minor child. Baby need not be present if application is not under out-of-turn/Tatkaal scheme. The joint declaration is, however, required to be signed by both parents, except in the case of single parents, who should submit a single parent affidavit. In cases where custody of the child is to be ascertained, the passport issuing authority may require the child to be produced at the passport office.

**63.Question: In the case of a minor child's passport, when the father is abroad, is consent to be obtained to apply for a passport? If so, what is the procedure?**

Ans: Yes. Consent of the father is generally required for submitting the application. It should be in the form of a Sworn Affidavit duly attested by the Indian Embassy/ Consulate abroad. (Also refer separate instructions for single parents)

**64.Question: I am a student staying away from my parents. Where do I apply for a passport and what proof of residence shall I have to furnish?**

Ans: For instance, if you are a student staying in Rohtak (which falls under the jurisdiction of RPO, Chandigarh) and your parents are staying in Hissar which also falls under the jurisdiction of RPO Chandigarh, You can apply at RPO, Chandigarh. For this purpose, along with your form you have to provide four Personal Particulars forms. Please also indicate your hostel address/the place where you are staying in Rohtak as present address and your parent's address as Permanent address. In case you are studying and staying in Bangalore, you can either apply to the Passport Office Bangalore or in the Passport Office in whose jurisdiction your parents' address (permanent address) is located.e.g Delhi. In the later case, fill up an additional set of Personal

particulars form giving the address in Bangalore. For proof of residence at your hostel/place of stay, either you should provide a letter from the Principal/Warden or proof of residence of the guardian with whom you are staying along with the guardianship affidavit. You should also provide proof of your parents address (i.e. permanent address).

## xix. Passports for Adopted Children

### 65.Question: How do I apply for a passport for an adopted child?

Ans: All matters relating to adoption are dealt with by the Central Adoption Resource Agency (CARA) in the Ministry of Welfare, Govt. of India.

#### **Inter-Country Adoption:**

The prospective adoptive parents abroad (foreigners), who wish to adopt a child from India, have to approach the recognized (foreign) agencies of their country for adoption. The child for adoption may be taken from any of the child welfare agencies recognized by the Government of India.

*Documents required in connection with issue of passport in inter-country adoption cases:*

- Application form (Form-1) duly filled-in
- Certificate of Recognition of the local adoption agency by CARA
- Certified Copy of the Court Order, with a copy of photograph of the child attested by the Court
- No objection Certificate from CARA
- Power of Attorney
- Child Study Report
- Copy of child surrender (relinquishing) document
- Sworn affidavit for Date of Birth executed by the Orphanage
- Legal Guardianship affidavit (As per format given in [Annexure-G](#) of the instructions attached to passport application form.)
- Adoption of a child living with biological / natural parents by any Indian national living abroad / foreign national of Indian origin living abroad:
  - Adoptive parents' passports copy
  - Legally valid adoption deed registered with the Registrar of Documents
  - Proof of stay of adoptive parents

- Birth Certificate of the child

*In case of adoptions by Muslims, Christians and Parsis, the adoption can be done under the provisions of the Guardians and Wards Act, 1890, with the following documents:*

- Court Order (with photograph of the child) for guardianship and for taking the child out of the country
  - Passport copy of adoptive parents
  - Guardianship affidavit
  - Proof of stay of adoptive parents
  - Birth Certificate of the child
- 
- Adoption of a child by Indian Hindus from a child welfare organization:
  - Court Order (with photograph of the child) permitting the child to be adopted by the parents
  - Legally valid and registered Adoption Deed
  - Parents' passport copy
  - Birth Certificate of the child or copy of surrender document from the orphanage

## xx. Students Staying in Hostels

**66.Question: I am a student staying in a hostel, away from my permanent address. How do I apply for a passport and what proof of residence should I provide?**

Ans: You have the option to make an application to the Regional Passport office where your parents permanently reside or to the office where you presently reside.

In the former case, you need to mention about your study in column 7 of the application.

Documents for residence proof can be that of your parents. In the latter case, bona fide certificate from the college/school is acceptable for address proof. Your parents' address should be given as the permanent address. Also see section for Passports for Minor Children.

## xxi. Passports for Children with Separated/Divorced Parents

**67.Question: I have been staying separately from my husband for the last 2 years, but the legal divorce has not yet come through. Our child is staying with me since birth. I want to make a passport for my child. How should I proceed?**

Ans: You can make an application for your child. You need to make a single parent affidavit.

## xxii. Tatkaal Service

**68.Question: What is Tatkaal Service and which categories of applicants are eligible to apply under the Tatkaal Scheme?**

Ans: Tatkaal Service is a scheme available to passport applicants who need their passports urgently out-of-turn. Applications accepted under this scheme will be processed outside the line of applications dictated by the first in first out principle which is central to the working of all passport offices in the country. Passport Offices have an upper limit on the number of Tatkaal passports that can be produced on a given day, due to constraints of staff and equipment. Passport Office will need a margin of a minimum of 4-5 working days between the date of your Tatkaal submission and the required date of delivery. Requests for delivery in 1-2 days will not be considered sympathetically, except in cases of medical emergencies.

Depending on the status of your police verification, the passport-issuing authority could grant a full-validity passport (10 years) or a short validity passport (1 or 2 years), in response to Tatkaal requests.

Approaching Tatkaal Counters is the only way to get passports urgently/out-of-turn (before your passport becomes due for delivery under first in first out procedure). Sending e-mails or faxes requesting dispatch of passports on priority does not help, as it contravenes the first in first out principle. Only in cases where the particular series of files has already been dispatched, will e-mail/fax requests be considered, as part of grievance redress mechanism.

The following are the categories of applicants eligible to apply under the Tatkaal Scheme:

- Patients going abroad for medical treatment.

- Persons traveling abroad due to death of a close relative
- Students appearing in examinations such as SAT, GRE.
- Students going abroad to join foreign universities.
- Businessmen going abroad urgently for trade, conference, trade fairs etc.
- Blood relative of a person residing abroad who is seriously ill.
- Close relatives of individuals working abroad.
- Winners of promotional awards and schemes where foreign travel is a prize or incentive.
- Spouse of official passport holders going abroad and availing companion ticket.
- Individuals wishing to go abroad to attend marriage of close relatives.

**69.Question: How do I apply for a passport directly under Tatkaal scheme and what is the fee applicable?**

Ans:

- Submit Application Form No-1 duly filled-in.
- For fresh passports under Tatkaal, a Verification Certificate (VC) should be enclosed. (This is, however, not necessary, if your passport was issued at Bangalore, and is still valid, or has expired less than a year ago).
- Attach documentary proof of urgency
- A request in writing for urgent issue of a passport
- Join the queue for normal submissions for fresh passports/re-issue. (Counters 1 to 5)
- At the time of submission, inform the counter official regarding your need to apply for a passport under Tatkaal.

The Tatkaal fee schedule is as follows:

Sl. No.	Service	Normal Delivery Date after applying under Tatkaal	Tatkaal fee
1	Fresh Passport, with VC	5 - 7 working days*	1,500/-
2	Reissue cases		
	(1) Without VCs		
	(a) Valid Passport issued at home RPO	5 working days*	1,500/-
	(b) Home RPO issued passport but expired less than a year ago.	5 working days*	1,500/-

## (2) With VC

(a) Home RPO issued passport but expired more than a year ago. 5 working days\* 1,500/-

(b) Passports not issued at where you're 5 working days\* 1,500/-

Applying.

## 3 Minor

(a) When Parents are Holding passport 5 working days\* 1,500/-

(b) When Parents are not Holding valid passport Not Available Not Available

## 4 Tatkaal service on Passport

(a) Additional Booklet 5 working days\* 1,500/-

(b) Lost/ Damaged 5 working days\* 2,500/-

5 Adoption cases 3-5 working days\* NIL

\* Conditions Apply

(The delivery date depends on Passport Office's existing commitments and staff/resource position on any given day).

Note: Direct Tatkaal applications for re-issue cases, where the earlier passports were issued at home RPO (Where it was issued previously) and have expired within the previous one year do not need a Verification Certificate.

**70.Question: Where do I find the format of a Verification certificate (VC) and who are the officers authorized to sign it?**

Ans: The format of a Verification Certificate is available in [Annexure-G](#) of the Information Booklet attached to the passport application form. The list of officers authorized to sign, is included in the format.

**71.Question: I have to travel to the UK next week on a company assignment. I don't have passport. Can I get a new passport under the Tatkaal Scheme?**

Ans: Yes. You can apply under Tatkaal scheme and pay the Tatkaal fee of Rs. 1,500/1000 as the case may be, and a Verification Certificate (Annexure-F) or three documents as mentioned

under Tatkaal Category of Passport Information Booklet along with Standard Affidavit (Annexure-I). It is generally much faster and more convenient to apply directly under the Tatkaal scheme as you, with a Verification Certificate, but a normal application can also be converted to Tatkaal, with the following documents:

Documentary proof of urgency (optional)

If your Police Verification Report has not yet reached Passport Office at the time of applying under Tatkaal, then a Verification Certificate (VC) would be required (as per format in Annex G).

**Note:** Passport offices have a limit on the number of tatkaal passports that can be produced on a given day, due to constraints of staff and equipments. The relevant Office will need a margin of a minimum of 4-5 working days between the date of your tatkaal submission and the required date of delivery. Requests for delivery in 1-2 days will not be considered sympathetically, except in cases of medical emergencies.

Depending on the status of your police verification, the passport-issuing authority could grant a full-validity passport (10 years) or a short validity passport (1 or 2 years) in response to tatkaal requests.

Approaching Tatkaal counter is the only way to get passports urgently/out-of-turn (before your passport becomes due for delivery under first in - first out procedure). Sending e-mails or faxes requesting dispatch of passports on priority does not help, as it contravenes the first in - first out principle. Only in cases where the particular series of files has already been dispatched, will e-mail/fax requests be considered.

## xxiii. Specification of Photograph

**72.Question: What are the specifications of the photographs to be submitted with application forms?**

Ans: Recent Passport size color photograph [35 x 35 cm] [four] showing frontal view of full face.

This has to be against a light background, preferably white.

## xxiv. Passports Returned Undelivered

**73.Question: I learnt that my passport, which was sent to me by post, was returned undelivered. How do I collect my passport?**

Ans: Passports dispatched to the applicant by post are returned by the postal authorities when the addressee is not available at the given address. In such cases applicant will be informed regarding the same. The applicant will need to furnish an explanation as to why the passport was not collected. He/She will also have to send the local office a self-addressed registered envelope available in all post offices, with an additional postage of Rs.10/- affixed on it. On receipt of the explanation and envelope, the passport will be re-dispatched. If the applicant has changed the address to something different from that given in the application for issue of a passport, proof of the changed address has to be produced along with the above requirements with personal particulars form.

## xxv. Relocation

**74.Question: If I relocate to a different State (on transfer) after I have submitted my application for a passport, what is the procedure to receive my passport?**

Ans: You can write to the RPO where you've applied, requesting that your file be transferred to the Passport Office applicable to your new area of residence. Your application will be transferred to the Passport Office of your area under intimation to you.

**75.Question: My passport application has been transferred from another Passport Office to the Passport Office of your current residence. How should I proceed further?**

Ans: You have to approach the enquiry counter of the office with the following documents:

- Intimation letter transferring your application to this office from the Passport Office where the application was submitted originally.
- EAP (1) form duly completed (fees need not be paid again).
- Proof of stay in the current state whose RPO you're visiting.

With these documents you will be sent to the concerned officer. If your application has reached the office, a new file number of this office will be generated and given to you. Your application

will be further processed. When your file is cleared, the passport will be dispatched to your new address within the jurisdiction of RPO.

**76.Question: Earlier I was a student of IIT, Roorkee at the time of applying passport. Since then I've completed my graduation and moved to Dehradun, where I live now. My passport has arrived at Roorkee post office. Should I go to Roorkee and receive my passport or can I collect it at my new address in Dehradun (which I've not intimated in the Application Form), after it is returned by the postal authorities. Is any fine involved and is the procedure lengthy and time-consuming?**

Ans: Since you have completed your study in Roorkee and the earlier address is no longer applicable, you may furnish Passport Office with two personal particulars forms with address proof of your current Dehradun address. The RPO will have verification of your Dehradun address done through the local police. The passport will be dispatched to you after the police verification report is received. No fine is involved for this procedure. The other simplest (unofficial) way if you can afford it is to go and collect it from Roorkee post office.

## xxvi. Mode of Submission of Additional Documents

**77.Question: I got a letter from RPO for submission of some documents to process my application further. How do I submit these?**

Ans: You can submit the documents personally at the enquiry counter, or drop them in the drop boxes provided for the purpose. You can also send your replies and other documents by post, quoting the office reference no. and/or file number to the RPO address.

**78.Question: I got a letter from RPO for a personal interview. Whom should I meet?**

Ans: You can approach appropriate enquiry counter. You will be given an appointment to meet the Superintendent (Enquiry) or the relevant official present.

**79.Question:** My police report has been delayed. I have therefore been asked to submit a fresh set of Personal Particulars (PP) forms for re-verification. Where should I submit the forms? (Should I join the regular queue or should I go the enquiry counter?) Also, what about the fee already paid for the passport?

Ans: You can submit the PP forms either at the enquiry counter or drop it in the Drop Box if provided. It can also be sent to by post. In all cases, you should clearly write your application file number. To submit the PP forms at the enquiry counter, you need to join the queue for enquiry. The PP forms will be sent to the police authorities again for verification. Once the report is received, your passport will be cleared for issue. There is no need to pay any additional fee.

**Note:** Applications pending at the offices due to incomplete police reports, or non-receipt of police reports, can also be cleared under the new guidelines, if the applicant submits any 3 of the 14 listed documents. Post-issue police verification will be done in such cases.

## xxvii. Explanations for Common Objections

**80.Question:** The file status on the RPO website indicates that my police verification is incomplete. What does this mean?

Ans: The most likely problem is:

Your police report says you have been at your current address for less than a year. The Passport Office will need clearance from all your previous addresses for the past one year, to be able to clear your file for issue of a passport. The other reports are still awaited. You may be required to follow up on those.

(OR)

The police report may have some inadequacies, or some columns may not have been properly completed by the police authorities. These are normally sent back to the police for completion. You may like to follow up with the police for speedier resolution.

(OR)

The police report might have said that some of the documents requested by the police to satisfy themselves regarding the period of your stay at that address, may not have been produced. In such cases, the Passport Office will write to you for clarifications and thereafter process your file further.

Applications pending at offices due to incomplete police reports, or non-receipt of police reports, can also be cleared under the new guidelines, if the applicants submit any 3 of the 14 listed documents. Post-issue police verification will be done in such cases.

**81.Question: The file status shows that my police report is adverse. How should I proceed further?**

Ans: The most likely problem is:

Your police report says you do not reside at the address given, or that you were not available for police verification. If you feel that the absence was temporary and that you normally reside at that address, you can write to the Passport Office (giving your file number and a fresh set of PP forms) and request a re-verification. The office needs to get a clear police report from the re-verification, to be able to process your file further, and clear it for issue of a passport.

The police report might have said that you have unresolved criminal cases against you. In such cases, your file cannot be cleared, unless the cases are cleared by the courts. If the cases have indeed been dismissed, you could submit a copy of the court order (and a fresh set of PP forms) and approach local Passport office for a re-verification by the police. The Passport Office will refer your file to the police, along with a copy of the court order. On receipt of a clear report from the police, your file will be processed further for issue of a passport. In cases where the information regarding the criminal case was not disclosed, a penalty will be imposed and the file shall be cleared after the payment of penalty.

**82.Question: You have received a show-cause notice asking you to explain why the present address information disclosed by you in your application form contradicts the information in your police report. What should you do?**

Ans: The most likely problem is:

Your police report says you have been at your current address for less than a year. Passport Office's view is that you have provided incorrect information or have suppressed your previous address in the past one-year period.

(OR)

Your police report says that you do not reside at the address given. Passport Office's view is that you have given incorrect information regarding your present address.

In both these cases, a letter will be sent to you by post. Passport Office will need your explanation regarding why this information was not correctly disclosed in your application.

Following your response, a decision will be taken on whether a penalty will be imposed for willful suppression of information. Your file will thereafter be processed further for issue of a passport.

Once Passport Office sends you a letter for imposition of a penalty, the decision will not be reviewed. The option of appealing against Passport Office's decision to the Chief Passport Officer however, continues to be available to you.

**83.Question: My file has been under processing for a long time. What could be the problem with it?**

Ans: The most likely problem is:

Your police report has not been received. This is a necessary requirement, to be able to clear your file for issue of a passport. The Passport Office could send a reminder to the police, for expediting the police report.

(OR)

Your police report says you have been at your current address for less than a year. So the Passport Office will wait for the clearance from all your previous addresses for the past one year, to be able to clear your file for issue of a passport. You may be required to follow up on those.

(OR)

The police report may have some mistakes, or some columns may not have been properly completed by the police authorities. These are normally sent back to the police for further clarification.

(OR)

Your file is awaiting some clarification relating to one or more documents you have submitted along with your application. While Passport Offices Endeavour to properly check all your documents at the time of submission as far as possible, it may not be feasible to do so in all cases, owing to time constraints during rush hours. Passport Offices therefore, in rare cases, call for clarifications subsequently.

Note: Applications pending at this office due to incomplete police reports, or non-receipt of police reports, can also be cleared under the new guidelines, if the applicants submit any 3 of the 14 listed documents. Post-issue police verification will be done in such cases.

**84.Question: The status on the RPO's website says that my passport has been dispatched. But I haven't received it yet. How can I get my passport now?**

Ans: The most likely problem is:

Your passport has been returned to the Passport Office undelivered. Please send the Passport Office a self-addressed stamped registered envelope (for Rs. 27/-) so that the passport can be re-dispatched to your address (if you continue to reside at the same address). Please indicate your file number in the covering letter, explaining the reason for your absence from your address. In case your address has changed in the meantime, fresh police verification would be required at your new address.

**85.Question: Your passport has been dispatched by post and has not been returned to the Passport Office.**

Ans: It might still be available with your nearest speed-post centre. You could contact the Senior Superintendent of Post Offices with the dispatch reference number available on the status page of the RPO website and check the position with them.

**86.Question: My passport application has been delayed after being transferred from another Passport Office to the Passport Office of my current residence. What should I do to take my application forward?**

Ans: The most likely problem is:

The Passport Office will wait for a fresh [EAP \(1\)](#) form duly completed (fees need not be paid again), indicating details regarding the date(s) from which your address (es) has (have) changed. With these documents, and a copy of the confirmation letter sent from the previous passport office regarding the transfer of your file, you will have to approach the enquiry counter. If your application has reached the office, a new file number of this office will be generated and given to you. Your application will be further processed. When your file is cleared on receipt of police clearance from all your addresses for the past one year, the passport will be dispatched to your new address.

Applications pending at this office in such cases can also be cleared under the new guidelines, if the applicants submit any 3 of the 14 listed documents. Post-issue police verification will be done in such cases.

## xxviii. Other General Queries

### 87. Question: My Passport has been issued by one Passport Office. Can I apply for services in another Passport Office?

Ans: Yes. You can apply for miscellaneous services at Passport Office where you are presently residing.

### 88. Question: Which are the closed holidays applicable to the Passport Office's?

Ans: For a list of closed holidays for your local RPO please check the RPO website or call them. If you call them they most likely will not respond. Tell them instead that you are calling from – S.P. Office, Collector Office, CM Office, Rajbhavan etc. You'll get decent reply.

### 89. Question: What should be the value of the Stamp paper on which the various affidavits required, are to be executed?

Ans: Rs. 20/- [non-judicial]

### 90. Question: Some agents claim that they can speed up the processing of my passport application, for payment of an additional amount. Is this true?

Ans: Passport applications are processed in a serial order by Passport Office, depending on the date of submission - provided the documentation is complete, police verification is clear and there are no objections on the file. If you wish to speed up the dispatch, please approach the Passport Office directly under the Tatkaal Scheme, along with a request letter. There is no other way to speed up your passport.

### 91. Question: Which are the categories of applicants exempt from police enquiry?

- Children below 15 years if at least one of the parents holds a valid passport
- Government servants applying for passport with Identity Certificate and their family members,
- Diplomatic/Official passport holders applying for normal Passport
- Retired Govt. servants who have held diplomatic/official passport when applying for normal passport.

Tatkaal applications can be made by submission of 3 documents from the list of 14 documents (please refer the tatkaal section for details), provided one of the 3 documents

is a photo identity document and at least one of these three is amongst the documents indicated at (a) to (i) in Annexure-B. In addition to this the applicant should also furnish an affidavit executed on non-judicial stamp paper of Rs.20/- duly attested by a notary public as per the specimen given in the passport information booklet (Annexure-I). Passports of normal validity will be issued in tatkaal cases on **post-police verification basis**. Those who are unable to produce a VC or any of the 3 documents required, would be issued passport after police verification, as per the earlier procedure. Proof of urgency is not compulsory to apply for a passport under the tatkaal scheme.

If an applicant has a VC or the 3 documents mentioned above, but does not want to pay the additional tatkaal fees, he/she can obtain a passport in the normal course on **post-police verification basis**, by making the request at the counter and submitting the standard affidavit at [Annexure-I](#). This procedure is particularly useful for applicants who have stayed in more than one address for the past one-year period.

**92.Question: I don't have a passport. Can my wife apply for a passport for herself?**

Ans: Yes, she would have to produce [Marriage Certificate/Joint Affidavit](#), apart from other documents as outlined in the information booklet attached to your application form.

**93.Question: I have downloaded the application form from your website. Can I fill it up & submit?**

Ans: Yes.

**94.Question: Is it mandatory to submit Birth Certificate in cases of those who are born on or after 26.01.1989.**

Ans: Yes, Birth Certificate issued by Municipal authorities only is acceptable for those born on or after 26.01.1989.