

PASSPORT INFORMATION BOOKLET
(APPLICANT MAY KEEP THIS BOOKLET FOR FUTURE HANDY REFERENCE)

CAUTION

A passport is issued under the Passports Act, 1967. It is an offence knowingly to furnish false information OR suppress 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 holder shall be responsible for misuse of passport, due to non-intimation of loss to the concerned Passport Office/Indian Mission. Passport is a Government property and should be surrendered when demanded in writing by any Passport Issuing Authority.

I. ISSUE OF FRESH PASSPORT BOOKLET

SECTION I - GENERAL INFORMATION

1. HOW TO APPLY

An application for a passport may be submitted personally OR through a representative carrying an **authority letter** (specimen given below) in which case all documents should be attested by a GAZETTED Officer, at the designated places.

To	The Passport Officer Passport Office...
Sir,	I hereby authorize Sh./Smt./Kum.....son/wife/daughter of ... resident of ... whose signature is attested below to submit application on my behalf and to collect my old passport and other original documents on my behalf.
	Yours faithfully, (Signature with name of the applicant)
Signature of authorized representative	
Attested	
Signature of the applicant	
NB:	It is essential for the representative to have some identity document bearing his/her photograph.

FEE AND MODE OF PAYMENT: The following all-inclusive fee is to be paid along with the application form, either by Bank Draft in favour of the Passport Officer concerned or in cash. In case of DD, full name of applicant and application number to be written on the reverse of the draft. Details of payment of fee may be mentioned in the relevant boxes. If the fee is paid by Demand Draft, then the Bank Code which issued the Draft, the Demand Draft Number and date of issue of the Demand Draft should be mentioned.

1.	Fresh Passport (36 pages) of 10 years validity (including minors between 15 to 18 years of age, who wish to get a 10 years full validity passport)	Rs 1,000/-
2.	Fresh Passport (60 pages) of 10 years validity	Rs. 1,500/-
3.	Fresh Passport for Minors (below 18 years of Age) of 5 years validity or till the minor attains the age of 18 which ever is earlier.	Rs 600/-
4.	Duplicate Passport (36 pages) in lieu of lost, damaged or stolen passport	Rs. 2500/-
5.	Duplicate Passport (60 pages) in lieu of lost, damaged or stolen passport	Rs. 3000/-

In case of re-issue, the fee leviable will be the same, depending on the age of the applicant.

2. DELIVERY OF PASSPORTS:

Passport shall be delivered only to the applicant or dispatched by registered post acknowledgement due or speed post to the address given in the application form.

SECTION II - INSTRUCTIONS AND GUIDELINES FOR FILLING UP THE APPLICATION FORM

The Passport Application Form is Machine Readable. It will be scanned on computer. Therefore, the following instructions may be followed strictly:

<ul style="list-style-type: none"> Use capital letters only. Particulars given in the form will be printed in the passport. Therefore, please be careful in filling up the form and avoid any mistakes. 	<ul style="list-style-type: none"> Write clearly within the box without touching the boundaries.
<ul style="list-style-type: none"> Use black/blue ball pen only. 	<ul style="list-style-type: none"> Adjust the information to fit within the number of given boxes.
<ul style="list-style-type: none"> Do not fill the form with pencils or ink-pen. While filling up the boxes, kindly leave one box blank after each completed word. 	<ul style="list-style-type: none"> Do not write anything outside the box. Avoid over-writing. Incomplete application will not be accepted.

Important Note: After filling up the Application Form, two clear photocopies may be made and photograph should be affixed and signatures and thumb impression appended in the given boxes in original. Thus, the set of Application Form in triplicate (one original and two photocopies) has to be submitted. With these original and photocopied Application Forms, attested copies of all required documents need to be attached. Illiterate applicants should put only thumb impression in both the boxes meant for thumb impression and signature as well.

In case an applicant has stayed at more than one address during the last one year, he/she should furnish two additional photocopies of the form for each additional place of stay. If the applicant has stayed at one place throughout the year, the number of copies of filled application required is one + two as explained above. But if the applicant has, for example, stayed at three places during the last one year, he should submit seven i.e. one original plus six copies of filled in forms altogether. Sign and put thumb impression on each copy of the form. Please remember that all copies require signatures and thumb impression in original. Paste (do not staple) two photographs on each form, in the space provided.

SECTION III - COLUMN-WISE GUIDELINES FOR FILLING UP THE APPLICATION FORM

At the beginning of the Application Form there are boxes for affixing photograph, appending signature and thumb impression and giving details of payment of the fee.

PHOTOGRAPHS: Recent passport size photographs (four) in **colour** showing frontal view of full face against a dark background are required. **Black and white photograph, photograph with coloured or dark glasses or in uniform, Polaroid prints or computer prints will not be accepted.** In the box meant for affixing the photograph, please paste your unsigned recent and identical colour photograph of size 3.5 cm x 3.5 cm.. Photograph should fit exactly in the box and in any case not smaller than the box provided in the form.

Signature and thumb impression should be strictly within the box without touching the boundaries. Thumb impression should be of left hand in case of males and right hand in case of females. Putting thumb impression is mandatory and should be put in original as well as photocopied application forms. The thumb impression might, in future, be used for authentication by Immigration authorities at the airports in India. Illiterate applicants should affix thumb impression in both the boxes meant for thumb impression as well as for signature.

COLUMN 1 – NAME

The name up to 75 character long name can be given and filled in the form. The full name as it should appear in the Passport should be furnished here. For example,

Name: KARUR VAIKUNTA SUBRAMANIYAN RAMANATHAN PILLAI -

Write the Surname as "PILLAI" in the boxes provided for Surname and put a comma and write "VAIKUNTA SUBRAMANIYAN RAMANATHAN" as the Given name in the rest of the columns. In case you do not have a surname, just write the given name. *No initials should be written and they should be expanded.*

COLUMN 2 – If you have ever changed your name, please indicate the previous name in full. This will be applicable to a person who has even marginally changed the name or a lady who has changed her name / surname subsequent to the marriage. If there is no change in name at all, kindly leave the column blank.

COLUMN 3 –In case of Male/Female option, please write M or F as applicable in the box space provided. For eunuch, please write 'E' in this box.

COLUMN 4 – DATE OF BIRTH: The date of birth is filled as dd/mm/yyyy as shown in the birth certificate issued by Municipal/Government Authorities. Proof of date of birth is to be attached. Please see the relevant section concerning documents to be attached.

COLUMN 5 – PLACE & COUNTRY OF BIRTH: In case born in India, please mention name of place like Village / Town, District, State and if born outside India, mention name of place and country. If born before partition of India, at a place which now falls within Pakistan or Bangladesh, please fill up the name of place followed by Country as "Undivided India".

COLUMNS 6, 7 AND 8: The name of Father, Mother and Spouse is to be entered in the respective columns. Surnames, if any, in these columns should be mentioned after the given names. In case the applicant is unmarried, column 8 asking for information on name of spouse may be left blank.

COLUMNS 9 AND 10: Please give relevant details along with date of since residing at the given address, telephone No. with area code is required for the purpose of contacting in case additional information or document is required by Passport Office. Mobile phone No. would be useful for sending SMS message to the applicant for the same purpose.

COLUMN 11: Please give email address, if any.

COLUMN 12: If the period of residence given in Column 9 is less than one year on the date of application, please furnish the other addresses with duration of residence. For each additional place of stay during the last one year, two additional photocopies of the application form should be furnished. Forms may be photocopied, but photograph and signature in original are required on each form.

COLUMN 13: Please give details of previous passport held. Either the Previous Passport Number or the file number may be mentioned here along with date of issue and place of issue in the relevant boxes. In case previously applied for passport but the same was not received/issued, then the details such as file number, date applied and place where applied should be furnished here. Suppression of facts may warrant penal action as per the section 12 of the Passports Act, 1967.

COLUMN 14: Details like educational qualifications, profession, visible distinguishing mark and the height in centimeters are to be provided against the respective item.

COLUMN 15: The relevant entry as 'Yes' or 'No' should be marked in the box space provided. If working in Central / State Government, Public Sector Undertakings, Statutory Bodies, a "No Objection Certificate" from the concerned office should be attached as per 'Annexure B'. Otherwise, a declaration to the effect that the Head of the Department of the concerned office has been informed of the application for Passport should be attached in original as per the specimen in 'Annexure C'.

COLUMN 16: Regarding citizenship, whether it is by birth, descent, registration or naturalization is to be recorded in the box space provided by either B/D/R/N as the case may be. If possessed any other citizenship before Indian citizenship, then please furnish the previous citizenship in the blank space provided.

COLUMN 17: If ever travelled on Emergency Certificate (EC) or ever deported or repatriated to India at Government cost, then the details of EC number, date and place of issue along with original seizure memorandum, place and country from where deported or repatriated should be furnished in this column. Even if the EC details are not available readily, at least the place and country from where deported or repatriated should invariably be given here.

COLUMN 18: Please write Y or N as applicable. It may be mentioned that Indian citizens leaving the country are required to get a clearance from the Protector General of Emigrants, if they are going to certain countries and if the "Emigration Clearance Not Required (ECNR)" stamp is not endorsed in their passports. The applicant is eligible for ECNR endorsement if he/she falls in any one of the following categories and provides documentary proof thereof:

LIST OF APPLICANTS ENTITLED TO EMIGRATION CHECK NOT REQUIRED STAMP (ECNR):

- (I) (a) **Persons going abroad in managerial capacity in Hotels/Restaurants, Tea-Houses or other places of Public resort etc. possessing specialized 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 of income tax and actual payment of income tax for last one year or copy of PAN card to be insisted upon, and not merely payment of advance tax. However, in most cases as an assessment order is not issued separately by the income tax department, income tax returns which are stamped by income tax authorities can be accepted.**
- (d) **All professional Degree holders, such as Doctors holding MBBS degree or equivalent degree in AYURVED or HOMEOPATHY, accredited Journalists, Engineers, Chartered Accountants, Cost Accountants, Lecturers, Teachers, Scientists, Advocates, etc.**

- (e) Spouses and dependent children till 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 till the age of 24 years of such persons. Photocopy of the pages where Immigration departure/arrival stamps from and to India are affixed should be submitted along with the application form.
- (g) Seamen who are in possession of Indian or Foreign CDC or Sea Cadets. For Deck Cadets;
 - (i) who have passed final examination of three years B.Sc. Nautical Sciences Courses at T.S. CHANAKYA, MUMBAI; and
 - (ii) who have undergone three months Pre-Sea training at any of the Government approved Training Institutes such as T.S.CHANAKYA, T.S. REHMAN, T.S. JAWAHAR, MTI (SCI) and NIPM, CHENNAI, after production of identity cards issued by the Shipping Master, MUMBAI/KOLKATA/CHENNAI.
- (h) All holders of Diplomatic/Official Passports.
 - (i) Dependent children of parents whose passports are classified as ECNR. In the case of such children ECNR classification to be restricted until they attain 24 years of age.
- (j) Persons holding Permanent Immigration Visa, such as the visas of UK, USA and Australia.
- (k) Persons holding Graduate or higher Degrees. (If final certificate not available, provisional certificate plus MARKSHEET to be produced and attested photocopies thereof to be attached)
- (l) Persons holding 3 years Diploma equivalent to degree from a recognized Institution like Polytechnics.
- (m) Persons possessing certificates of vocational training from Government/Government recognized Institutions.
- (n) Nurses possessing qualifications recognized under the Indian Nursing Council Act. 1947.
- (o) All persons above the age of 60 years.
- (p) Army staff with degree qualification obtained in the Army.
- (q) Children adopted by foreign nationals.
- (r) Children adopted by Indian citizens provided the parents of either of parents have ECNR facility endorsed on his/her passport. This facility will be valid till the child acquires the age of 24 years.

(II) No emigration clearance is required for visiting Bangladesh, Pakistan and all countries in Europe (excluding CIS states), North America, Australia, Japan, New Zealand, South Korea, South Africa, Singapore and Thailand.

The eligible category should be mentioned in the blank space provided under this column and supportive documents should be attached with the application. It may be mentioned that passport holders with 'ECR' endorsement travelling to countries other than mentioned above for any non-employment purposes are required to have the 'ECR' endorsement suspended each time from the offices of the Protector of Emigrants (POE) or designated Passport Offices, before they undertake the travel. For employment purposes, such passport holders require emigration clearance from the offices of POEs. Otherwise, they will be stopped from travelling at the port of exit. Applicants are, therefore, advised to apply for ECNR, if they are eligible, to ensure hassle-free travel abroad.

COLUMN 19: In this column, while applying for the **first time** for the minor children who are less than 18 years of age, the details of valid passports holding by the both or either parents should be furnished in the relevant column. Both the parents should also submit a declaration as per 'Annexure-H' along with the application. In case both the parents do not have valid passports, the facts as well as 'No Objection' for issuance of passport to their child may be given in the declaration as per 'Annexure H', In such cases, the passport to their minor child will, however, be issued only after receipt of clear police verification report. In case the minor child who is between 15 and 18 years of age wishes to obtain a full validity of passport for 10 years, the same can be issued only after receipt of clear Police Verification report and on payment of fee equivalent to the normal passport fee i.e. Rs. 1000/- for a 36 pages passport, as applicable for an adult. Otherwise, the validity of the passport is restricted to five years or attaining the age of 18, whichever is earlier. In case of applicants from the State of Jammu & Kashmir, the age limit for exemption from police verification, if either of the parents is holding a valid Indian passport is 10 years and the minor children above the age of 10 years will be issued only on receipt of clear police verification report.

COLUMN 20: This column contains three sub-items calling information on any criminal offence / proceedings or warrant or summons or arrest or order by a Court prohibiting departure from India on the applicant. These items should be filled up properly. Copies of relevant judgement should be submitted. Suppression of any fact may lead to fine up to Rs.5000 per offence and other penalties as applicable under the provisions of the Passports Act, 1967 as amended from time to time.

COLUMN 21: This column is a self declaration made by the applicant about owing allegiance to the sovereignty, unity and integrity of India, not voluntarily acquiring the citizenship or travel document from any other country etc. Also this column contains declaration in furnishing true information in the application form and aware that it is an offence under the Passport Act 1967 for any wrong information or suppress of any material information in getting the passport. The applicant also declares that he has no other passport or travel document. Under the space provided, the signature or Thumb Impression (left hand thumb impression for male and right hand thumb impression for female) should be furnished along with date and place of application.

COLUMN 22: In this column, the name and address along with Mobile or Telephone number of person to be intimated in the event of death or accident is to be furnished.

COLUMN 23: All the documents that are attached as enclosures along with the application form should be listed in the blank spaces provided and signed by the applicant.

SECTION IV - DOCUMENTS TO BE ATTACHED WITH THE APPLICATION

(In case the applicant is submitting the application himself/herself, self attested copies of all documents are required to be attached with the application form. Original documents should, however, also be produced for verification and are returned. In case the application is being submitted through a representative of the applicant carrying authority letter, the attestation of the documents has to be done by a GAZETTED Officer or Notary public. In case of applications sent by post, the copies of original documents are to be attested by a GAZETTED Officer or Notary public.

(A) PASSPORTS

(1) While applying for a fresh passport attach two copies of the following documents:

- (a) **Proof of address** (attach one of the following):
Applicant's ration card, appointment letter of reputed companies on letter head, water /telephone /electricity bill/statement of running bank account, /Income Tax Assessment Order /Election Commission ID card, Spouse's passport copy, parent's passport copy in case of minors.
- (b) **Proof of Date of Birth** (attach one of the following):
Birth certificate issued by a Municipal Authority or district office of the Registrar of Births & Deaths;
Date of birth certificate or nationality certificate from the school last attended by the applicant or any other recognized educational institution; or an Affidavit sworn before a Magistrate/Notary stating nationality and date/place of birth as per the specimen in ANNEXURE 'A' by illiterate or semi-illiterate applicants.
N.B.: In the case of applicants born on or after 26.01.89, only Birth Certificate issued by the Municipal Authority or the Office of the Registrar of Births & Deaths is acceptable.
- (c) Citizenship document if applicant is a citizen of India by Registration or Naturalization.
- (d) Government/Public Sector/Statutory body employees should submit "No Objection Certificate" in original (ANNEXURE B) or Declaration of having informed your Head of Department in original (ANNEXURE C).
- (e) If the applicant is eligible for "ECNR" attach attested copy of supporting document (*see COLUMN 18 of the INSTRUCTIONS AND GUIDELINES FOR FILLING UP THE APPLICATION FORM*).
- (f) If the applicant was repatriated at Government cost, enclose documents to show that the expenditure, if any, incurred by the Government of India on his/her repatriation has been fully refunded to the Government of India, Ministry of External Affairs.
- (g) If the applicant was ever deported to India, give details of Emergency Certificate/Passport.

(2) When applying for reissue of a passport after 10 years, attach:

- (a) Old passport in original with self attested photocopy of its first four and last four pages, including ECR/ECNR page.
- (b) Document mentioned at (1) (d), if applicable.
- (c) Document mentioned at (1) (e), if the old passport did not have ECNR stamp or it was issued when the applicant was a minor.

(3) When applying for a minor's passport attach:

- (a) A Declaration from the parents / legal guardians affirming the particulars furnished in the application about the minor child, not inclusion of the minor name in the either of the parent's passport etc. as per 'Annexure-H'.
- (b) **Attested photocopy of passport, if any, of both parents incorporating their present marital status.**
- (c) **Original passports of parents should be presented for verification of particulars.**

N.B.: The consent of both parents is necessary for issue of passport of minors (below 18 years). Hence, both parents are required to submit a declaration as per 'Annexure H'. In case where the parent(s) is/are resident outside India, such consent from the parent(s), in the form of a sworn affidavit, duly attested by the Indian Mission abroad, is acceptable. **At least one parent of the minor child must hold a valid Indian passport, failing which passport to minor applicant shall be issued only after clear police report.** Children of all age must apply for separate passports. However, those below 15 years will be given 5 years validity passport or passport till 18 years of age. The children who wish to obtain a full validity passport for 10 years can be issued a passport only after the receipt of clear police verification report and on payment of fee as applicable for issue/reissue of an adult passport. In the case of single parents or of parents who are separated but not formally divorced, an affidavit at 'Annexure D is to be submitted.

For Adopted Children:

In case of Adopted Children the following documents are to be furnished:

- ii) Valid adoption deed registered as per Indian laws
- iii) in the case of Christians, Muslims and Parsis, a court order granting guardianship and allowing the child to be taken out of the Country.
- iv) Copy of the guarantee executed before the Court concerned.

(B) CHANGE OF NAME

I. Following marriage, remarriage or divorce:

- (a) A woman applying for first time for a passport in her married name or for change of name/surname in existing passport due to marriage must furnish:
- (i) Photocopy of the Husband's passport, if any, and
- (ii) An attested copy of marriage certificate issued by Registrar of Marriage OR an affidavit from the husband and wife along with a joint photograph, (Specimen at Annexure E).
- (b) Divorcees applying for change of name OR for deletion of spouse's name in existing passport must furnish
- (i) Divorce deed duly authenticated by court, OR
- (ii) Deed poll/sworn affidavit (ANNEXURE 'F')
- (c) Re-married applicants applying for change of name/spouse's name must furnish:
- (i) Divorce deed/death certificate as the case may be in respect of first spouse, and
- (ii) Document as at (a) above relating to second marriage.

II. In other circumstances for change of name, the applicant (both male and female) should furnish:

- (i) Deed poll/sworn affidavit (ANNEXURE 'F');
- (ii) Paper cuttings of two leading daily newspapers (one daily newspaper should be of the area of applicant's permanent and present address or nearby area).

(C) OUT OF TURN ISSUE OF PASSPORT UNDER TATKAAL SCHEME

An applicant desiring to obtain his passport under the Tatkaal Scheme in less than five weeks from the date of submission of the application form, a verification certificate as per the specimen at ANNEXURE 'G' should be submitted along with the TATKAAL fee. The Passport Issuing Authority shall retain the right to verify in writing the authenticity of the Verification Certificate from the official who has issued it. All applicants seeking a passport out of turn under the TATKAAL Scheme are advised to meet the Passport Issuing Authority concerned along with the application, documentation and fee as specified. Police Verification shall be done in all cases of issue of passport.

The TATKAAL fee is in addition to the applicable passport fee and payable either in cash or DD in favor of Passport Officer concerned. The additional fee for out of turn TATKAAL passport, would be as follows:

Fresh Passport

1.	Within 10 days of the date of Application	Rupees. 1,500/- plus the passport fee as applicable
2.	Within 11 to 35 days of the date of Application	Rupees. 1,000/- plus the passport fee as applicable

Duplicate Passport

1.	Within 10 days of the date of Application	Rupees. 2,500/- plus the duplicate passport fee as applicable
2.	Within 11 to 35 days of the date of Application	Rupees. 1,500/- plus the passport fee as applicable

Re-issue cases after expiry of 10 years validity

1.	Within 10 days of the date of application	Rupees. 1,500/- plus the passport fee as applicable
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(D) CASES OF LOST/DAMAGED PASSPORTS: The applicant has to fill the passport application form and submit the same along with following deeds: In this case, however, only one copy of the application form is to be submitted and only one photograph is required on the first page of the application form.

- i) FIR in original
 - ii) First and last four pages of old passport.
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PENALTY FOR OFFENCES UNDER PASSPORT ACT, 1967

Imposition of penalties for suppression of information under Section 12(1) (B) of Passport Act, 1967 is as given below:

S. No.	Nature of suppression of information	Amount (in Rs.) for Literate applicants	Amount (in Rs.) for Illeterate applicatns
(i)	In case the applicant's name has been endorsed on the parents' passport and the applicant is less than 18 years old and while applying for a separate passport, does not mention the fact that the name is endorsed in the parents' passport.	500/-	Nil
(ii)	In case the applicant's name has been endorsed on the parents' passport and the applicant is more than 18 years old and while applying for a separate passport, does not mention the fact that his name is endorsed in the parents' passport.	1000/-	500/-
(iii)	In both the above cases, if the parents' passport has already expired	No penalty	No penalty
(iv)	If the applicant had previously applied for a passport and the file was closed without issue of a passport or returned undelivered and provided there is no change in the personal particulars and the applicant does not mention about the application made earlier.	1000/-	500/-
(v)	If the previous passport has expired and the information is not given.	2000/-	500/-
(vi)	When an applicant holds / held a diplomatic / official passport and does not mention in his application at the time of applying for an ordinary passport.	500/-	500/-
(vii)	If a student studying in a hostel away from his permanent address, does not mention his present address with proof in his passport application form while applying at RPO/PO in which jurisdiction his permanent address falls.	500/-	500/- (in case of minor, where applicant's parent is illiterate)
(viii)	In case where an applicant does not disclose that he had applied for a passport earlier claiming that he never received the passport and there is, however, no record of passport "Returned Undelivered", then the applicant may be asked to apply for duplicate passport with FIR.	2500/- + 2500/- (Duplicate passport fee)	1000/- + 2500 (Duplicate passport fee)
(ix)	(a) In case, there is forgery of the stamp of ECNR/PCC or any other observation in the passport, then applicant may be interviewed and in case some agent has done this then his name and address should be taken in writing. The forged endorsement should be cancelled and passport restored to the applicant. (b) If another booklet is required by the applicant, duplicate passport fee or Rs. 2500/- should be charged.	5000/- 5000/- + 2500/- (Duplicate passport fee)	1000/- 1000/- + 2500/- (Duplicate passport fee)
(x)	In case the passport with forgery has expired, then fresh passport may be issued with normal fee of Rs. 1000/- plus penalty.	2500/- + 1000/- (normal passport fee)	1000/- + 1000 (normal passport fee)
(xi)	A Government servant who does not give details of his employment in his application form for ordinary passport.	2500/-	2500/-
(xii)	In case applicant does not disclose correct marital status and a case is registered regarding marital dispute	2500/-	2500/-
(xiii)	If applicant gives wrong information regarding his date of birth / place of birth (minor changes)	1000/-	500/-
(xiv)	Minor suppressions of information regarding marital status / name of spouse etc. inadvertently.	500/-	500/-
(xv)	When an applicant holds a valid passport or suppresses / changes the personal particulars or where a criminal case is pending against him and this information is not disclosed in the application.	5000/-	2500/-