

## INDIA PASSPORT CHECKLIST

APPLICANT NAME	
PASSPORT NUMBER	DATE
<p><b>Passport checklist for below categories</b></p> <ul style="list-style-type: none"> <li>● Passport for re-issue after 10 years or pages exhausted</li> <li>● Passport for minor below 18 years</li> <li>● Passport expired for less than 6 Months</li> <li>● Lost, Damaged or passport expired for more 6 Months</li> <li>● Addition or deletion of spouse name</li> <li>● For change or correction of Date of Birth and place of birth</li> <li>● For change of name or split name</li> <li>● Spelling correction of father name</li> <li>● Passport for Newly Born Child</li> </ul>	

### Mandatory Documents

1	<p>Original Indian Passport existing Indian passport.</p> <p>All the submitted passports will be returned after re-issue of new passport. You would be required to submit passport issued in the last 10 years.</p>
2	<p><u>Passport Online Application</u>  <b>Important Notes of Online Application Form</b></p> <p>A. Please fill the form manually with black or blue pen from Question No 7 to 29 and if any of the questions are not applicable, please write N/A in the corresponding space.</p> <p>B. Applicant should sign on the first page in the given box. Please see below for exception</p> <p>C. All minor applicant need to write their name or sign in the space provided.</p> <p>D. Minor applicants less than 6 years may place thumb impression in the space provided.</p> <p>E. Question No 11: Last date of India visit should be entered.</p> <p>D. Question No 12: How long applicant has resided abroad i.e. Total Duration.</p> <p>E. Question No 19: US and Indian reference's address.</p> <p>F. Question No 20 to 24 are mandatory to be filled.</p> <p>G. Question No 26: Need to be signed by applicant.</p> <p>H. Question No 28: Need to be signed by both parents and notarized.</p> <p>I. Question No 29: Applicant should sign in both the given boxes.</p>
3	<p>Nationality Verification Form with photograph pasted on each Form.</p> <p>For SFO: Two copies of National Verification Form for all passport categories.            For Houston: Three copies of National Verification Form for all passport categories.</p>
4	<p>Colored photocopy of the first five pages and last two pages of the passport.</p>

	(Note: Photograph page, 1, 2,3,4,5, 34, 35, 36 and last page)
5	Notarized colored photocopy as proof of valid visa on passport or Green Card or Employment Authorization Card (front and back copy) or I-797 Valid Approval Notice or Approval I- 485 for children or Valid I-20 for student visa.
6	Notarized photocopy of US proof of residence- For example Driving License or Utility Bill Gas, Electricity, Water) or Rental lease agreement or Home Mortgage Bill only. Note: Social security card, W 2 form, Hotel bills, Bank statement, AT&T, Comcast, credit card or any private bills are not considered as proof of address. For Chicago Consulate : All the applicant need to provide Two address proof as mentioned above for all the Passport Categories
7	Passport size photographs of 2 X 2 inches size with <b>white background only</b> .
8	Affidavit for Change in Appearance and Signature

#### ADDITIONAL DOCUMENTS AS PER THE APPLICABLE SCENARIO

1	<p><b><u>Passport expired for less than 6 Months:</u></b> If Passport is expired for less than 6 Months – self- explanation notarized letter is required explaining “Why the passport was not renewed on time”.</p>
2	<p><b><u>Lost, Damaged or Passport expired for more than 6 Months:</u></b> Notarized Affidavit of Lost,Damaged or Passport Expired more than Six Months. <b>(Total 7 Copies of Nationality Verification Form are required)</b></p> <p><b><u>If passport is Damaged:</u></b></p> <ul style="list-style-type: none"> <li>● Question No 26 of Online Application must be notarized</li> </ul> <p><b><u>If passport is lost:</u></b></p> <ul style="list-style-type: none"> <li>● Original Detailed Police Report</li> <li>● Question No 26 of Online Application must be notarized</li> </ul> <p><b><u>For Chicago Jurisdiction:</u></b> Passport expired for more than 2 to 3 Years: 2 witness documents are required such Notarized photocopy of passport and legal status is required with the letter stating that they know the applicant for more than 5 years.</p> <p><b><u>For Houston Jurisdiction:</u></b></p> <ul style="list-style-type: none"> <li>● If passport is Lost, Damaged or Expired for more than 3 years applicant would be required to submit “<b>4 Point Affidavit</b>”.</li> <li>● If Passport expire for more than 6 months <b>self-explanation notarized letter</b> is required explaining “Why the passport was not renewed on time”.</li> </ul>
3	<p><b><u>Spouse name need to be endorsed, if married :</u></b></p> <ul style="list-style-type: none"> <li>● Notarized photocopy of marriage certificate</li> <li>● Notarized photocopy of valid spouse passport 1st &amp; last page only (If US Citizen by birth then copy of their ID card or US passport is required.</li> </ul>
4	<p><b><u>For Minor applicant below 18 years :</u></b> The below documents are mandatory in case of applying for minor</p> <ul style="list-style-type: none"> <li>● Notarized valid passport copies of both parents (First and Last pages)</li> <li>● Notarized photocopies of the valid visa status of both parents.</li> <li>● Question No 28 of Online Application Form: Need to be signed by both parents and</li> </ul>

	<p>notarized.</p> <ul style="list-style-type: none"> <li>• Notarized Change in Appearance Affidavit.</li> <li>• <u>Notarized affidavit for minor child</u></li> </ul> <p>If one of the parent is in India or abroad, the above mentioned documents to be attested by Regional Passport Officer only.</p> <p><b><u>For parents divorced or separated</u></b></p> <ul style="list-style-type: none"> <li>• Notarized photocopy of court decision with custody confirmation.</li> <li>• Affidavit for a passport of a minor child by parents who are separated but not formally divorced or Single parent born out of wedlock</li> </ul> <p><b><u><a href="http://passportindia.gov.in/AppOnlineProject/pdf/AnnexureC.pdf">http://passportindia.gov.in/AppOnlineProject/pdf/AnnexureC.pdf</a></u></b></p> <p><b><u>For one of the parents is deceased</u></b></p> <ul style="list-style-type: none"> <li>• If one of the parents is deceased a notarized photocopy of death certificate is required.</li> </ul> <p><b><u>For new born child</u></b></p> <ul style="list-style-type: none"> <li>• Notarized Birth certificate and Registration of birth from local consulate.</li> </ul>
5	<p><b><u>Addition or deletion of spouse’s name after marriage :</u></b></p> <p><b><u>Addition of spouse’s name:</u></b></p> <ul style="list-style-type: none"> <li>• Notarized Affidavit for Change in Name after Marriage</li> <li>• Notarized photocopy of marriage certificate</li> <li>• Notarized photocopy of spouse’s passport 1st &amp; last page only (If US Citizen by birth then copy of their ID card or US passport is required.</li> </ul> <p><b><u>Deletion of spouse’s name after divorce or death</u></b></p> <ul style="list-style-type: none"> <li>• Notarized copy of “Divorce Decree/ Death Certificate is required whichever is applicable.</li> </ul>
6	<p><b><u>For Change of Date of Birth and Place of Birth</u></b></p> <ul style="list-style-type: none"> <li>• Court order issued by a judicial officer of 1st Class Magistrate in India and Competent Authority issues an amendment or correction in the date and place of birth of the applicant.</li> <li>• Notarized Birth Certificate or school leaving certificate and passport copy having correct spelling of parents name.</li> </ul>
7	<p><b><u>For Change of Name or Split Name</u></b></p> <ul style="list-style-type: none"> <li>• Advertisement in two daily Newspapers: One in USA and India (Require original full page newspaper and apply after waiting for 1 month of releasing of advertisement)</li> <li>• Court order issued in India or USA for change of name</li> <li>• Notarized Deed poll sworn Affidavit</li> </ul>
8	<p><b><u>Spelling correction of parents name</u></b></p> <ul style="list-style-type: none"> <li>• Notarized parent’s passport copy having correct spelling of parent’s name.</li> <li>• Notarized school leaving certificate.</li> <li>• Notarized Birth Certificate</li> </ul>
9	<p><b><u>Affidavit for No status</u></b></p> <ul style="list-style-type: none"> <li>• You would be required to submit No Status affidavit if you status is pending or approved with USCIS.</li> </ul>

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| <ul style="list-style-type: none"><li>• Notarized affidavit of No status with notarized photocopies of the valid Indian passport and the valid green card (front and back) of two witness.</li></ul> |
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### **Sorting Order**

#### **Important notes:**

**Do not staple or clip the documents**

**Paste all photographs wherever applicable**

**All documents need to be A4 or 8\* X 11\* inches**

**All documents must be printed one sided (no back to back pages)**

**Keep all the documents in one envelope i.e. photographs, Money order etc.**

### **Sorting Order for other categories**

1. Online Application Form.
2. Order Form
3. National Verification Form as per your category
4. Passport copies first five and last two pages
5. Notarized valid visa copies.
6. One notarized valid address proof as per your jurisdiction.
7. Notarized marriage certificate and notarized first and last page of spouse valid passport if applicable
8. Notarized change of appearance affidavit if applicable.
9. Notarized self-explanation letter why the passport is not renewed on time if applicable
10. Notarized Affidavit for Lost, Damaged and Passport expired for more than 6 months if applicable
11. Notarized Deed Poll affidavit if applicable.
12. Notarized Name Changed Affidavit if applicable
13. Notarized No Status affidavit if applicable
14. Any other additional document as per your category.

### **Sorting Order for Minor applicant**

1. Online Application Form.
2. Order Form.
3. National Verification Form as per your category
4. Passport copies first five and last two pages
5. Notarized valid visa copies.
6. One notarized valid address proof as per your jurisdiction from one of the parents.
7. Notarized father valid passport copy (First and Last page)
8. Notarized father valid visa copies.
9. Notarized mother valid passport copy(First and Last page)
10. Notarized mother valid visa copies.
11. Notarized change in appearance affidavit.

12. Notarized Minor child affidavit.
13. Notarized self-explanation letter why the passport is not renewed on time if applicable.
14. Notarized Affidavit for Lost, Damaged, and passport expired for more than 6 Months if applicable.
15. Notarized Deed Poll Affidavit if applicable
16. Notarized No Status affidavit if applicable
17. Any other additional document as per your category.