

Required Documents

Ø For New Passport

1) Proof of address of last one year (Any two of the following)

Ration card, Telephone/Electricity bill, Statement of running bank Account, Election card, Income tax Assessment order

2) Proof of date of birth

school leaving certificate (in the case of applicants born on or after 26/01/1989 only birth certificate issued by a Municipal Authority or district office of the Registrar of Birth)
Affidavit in ANNEXURE 'A' by illiterate or semi literate applicants.

3) Citizenship Document

if applicant is a citizen of India by Registration or Naturalization.

4) 2 colour photographs.

5) NOC from the concern Department (For Government servant).

6) If the applicant was ever deported to India, give details of Emergency Certificate / Passport.

7) About the change in name

change in name affidavit / declaration by the two major news paper about the name change
scrapbook text / copy of the official circular, Necessary for women - marriage registration certificate / divorce has been the order / contract.

Ø For Renewal of Passport

Old passport & all documents required for new passport.

Ø If Applicant Is Minor (Below 18 yrs)

1) Affidavit in prescribed format by parents/legal guardian only.

2) Affidavit by two responsible persons who know the legal guardians as well as the minor.

3) Attested photocopy of Passport if any of both parents, incorporating their present marital status.