

## Checklist – Fresh Passport

Applicant's Name			Passport no.	
Email ID			Mobile no.	_ _ _ _ - _ _ _ _



THE FOLLOWING IS A LIST OF DOCUMENTS TO BE SUBMITTED FOR APPLYING FOR PASSPORT RE-ISSUE. YOU NEED TO MAIL THIS CHECKLIST AND OTHER DOCUMENTS WITH YOUR APPLICATION. PLEASE MAKE SURE YOU PRINT THIS DOCUMENT, COMPLETE IT AND INCLUDE IT IN YOUR APPLICATION AS THE COVER PAGE.

	<p><b><u>IMPORTANT GUIDELINES</u></b></p> <ul style="list-style-type: none"> <li>➤ <b>IT IS ABSOLUTELY MANDATORY</b> to complete <a href="#">VFS ONLINE REGISTRATION PROCESS</a> before sending your physical application. Failure to complete online registration process will result in returning your application unprocessed.</li> <li>➤ All the photocopies of the documents that are being submitted must be in full page and clearly legible. Photos should be visible and other information should be clearly readable.</li> <li>➤ <b>Please do not send original documents unless specified. VFS will not be responsible for return of any additional original documents submitted.</b></li> <li>➤ <b>Please ensure that all data entries provided in your application match with your existing passport.</b> If not, please provide the supporting documentation.</li> <li>➤ Please select the correct Indian mission based on the place where you reside in the USA and the mission's jurisdiction. Mission jurisdiction can be viewed at <a href="http://visa.vfsglobal.com/usa/en/ind/attend-centre">http://visa.vfsglobal.com/usa/en/ind/attend-centre</a></li> <li>☐ You are recommended to fill a fresh passport application form if your form has been completed more than 150 days ago. This might help avoid any processing delays in case your form expires at 180 days before submission to the Mission' &amp; Govt. Online Form must be printed on the Portrait format.</li> <li>➤ After submission online, no changes can be made. In case of an error, please fill a new online application form.</li> <li>➤ If your application lacks any of the documents listed in this checklist, your application will be put "on Hold" and an email notification highlighting the deficiencies will be sent to you. You must complete application within 7 days from the date of receipt of the email notification. Post receipt of missing documents, VFS India Consular application Centre will update the system in 48 – 72 business hours hence track the status only after 48-72 hours.</li> <li>➤ Envelope should be superscribed as "<b>RE-ISSUANCE OF PASSPORT OR RE-ISSUANCE IN LIEU OF LOST OR DAMAGED PASSPORT OR FRESH PASSPORT</b>". One Envelope can contain only one application only.</li> </ul> <p><b><u>Please note:</u></b></p> <ul style="list-style-type: none"> <li>➤ <b>VFS INDIA CONSULAR APPLICATION CENTRE</b> employees cannot edit or make any changes to your online application form.</li> <li>➤ <b>THE CONSULATE RESERVES THE RIGHT TO CALL FOR ADDITIONAL DOCUMENTS, AS CONSIDERED NECESSARY.</b></li> <li>➤ <b>YOUR APPLICATION STATUS WILL BE UPDATED IN 48 – 72 HOURS POST ITS DELIVERY TO THE VFS INDIA CONSULAR APPLICATION CENTRE. TO TRACK THE STATUS ONLINE, <a href="#">CLICK HERE</a></b></li> </ul>
	<p><b><u>MANDATORY FORMS:</u></b></p> <p>Provide the documents below, in <u>original and photocopies</u> on letter size paper.</p>
	<p><b><u>GOVERNMENT APPLICATION ONLINE FORM:</u></b></p> <p><b>ONLINE APPLICATION FORM</b></p> <p>The application must be completed and submitted online by visiting: <a href="https://embassy.passportindia.gov.in">https://embassy.passportindia.gov.in</a></p> <ul style="list-style-type: none"> <li>- First-time applicants need to register and make an account to be able to fill the online application form. If registered already, please log in and fill the application</li> <li>- In "Type of passport booklet", Please select "36 pages" or "60 pages" (for jumbo booklet-Additional charges)</li> </ul> <p><b>SIGNATURE INSTRUCTIONS:</b></p> <ul style="list-style-type: none"> <li>- Sign on Page 1, inside the box, below your photograph, and on page 4.</li> <li>- <b>Minor Applicant (Below 18 Years): (Refer to additional documents for minors on the next page of this checklist)</b></li> <li>- All Minor applicants need to write their name or sign in the space provided on the first page of the application form below the photograph. Minor applicant below 5 years may put left thumb impression on the space provided. Both parents should sign on the last page of the application.</li> <li>Both parents must sign on page 4 of the online application form below the minor's signature/thumb impression.</li> <li>- If the signature is different, a new signature should be given in the 'Affidavit for Change of Appearance and Signature</li> </ul>

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	<p><b>ADDRESS INSTRUCTIONS:</b></p> <p>Please ensure to mention 1 Indian and 1 USA address in the online application form.</p>
<input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p><b>For Minors:</b></p> <ul style="list-style-type: none"> <li>- <b>Mandatory</b> : Annexure D: <i>Original - Notarized (with Stamp and Notary Signatory)</i>- <a href="#">Click heretodownload</a> <ul style="list-style-type: none"> <li>• Copy passports of both parents;</li> <li>• Copy of one of the following documents of both parents: Green Card, Valid Visa, Work permit/Study permit, I-797 A Approval Notice, or Recently expired visa or I-797A Approval notice together with I-797C Receipt notice for filing of a request for extension before the expiry of visa or I-797A</li> </ul> </li> <li>- <b>Mandatory</b> : Annexure E ( In Original): <a href="#">Click here to download</a></li> <li>- <b>Mandatory</b>: Affidavit for change of appearance &amp; Signature -<i>Original - Notarized (with Stamp and Notary Signatory)</i></li> <li>- <b>For single parent/ guardian or adoption/separation cases, or if one parent has not given consent, please also fill Annexure C ( If applicable):</b> <a href="#">Click here to download</a></li> </ul> <p><b>For Adults:</b></p> <ul style="list-style-type: none"> <li>- <b>Mandatory</b> : Annexure E ( In Original): <a href="#">Click here to download</a></li> <li>- <b>Mandatory</b> : Affidavit for change of appearance &amp; Signature -<i>Original - Notarized (with Stamp and Notary Signatory)</i> – <a href="#">click here to download</a></li> </ul>
<input type="checkbox"/>	<p><b>BIRTH CERTIFICATE – FOR MINORS (COPY) - MANDATORY</b></p>
<input type="checkbox"/>	<p><b>Mandatory: VALID STATUS IN THE USA:</b> Please submit the below documents as applicable, in Color – copy &amp; Notarized (with Stamp and Notary signature;</p> <ul style="list-style-type: none"> <li>- Valid Green Card,</li> <li>- Valid Visa,</li> <li>- EAD</li> <li>- Valid I-797A Approval Notice,</li> <li>- Valid Work permit/Study Permit, OR</li> <li>- Recently expired Visa or I-797A Approval notice together with I-797C Receipt Notice for filing of a request for extension before the expiry of Visa or I-797A. Notarized copy of proof of extension, If your B1/B2 is expired and have a receipt for extension of stay or an approval for extension of stay.</li> <li>- Notarized hotel bill - If the customer on L1/L3 staying in a hotel for a project for the past couple of months and don't have the address proof or state ID.</li> </ul>
<input type="checkbox"/>	<p><b>Mandatory : PROOF OF ADDRESS IN THE USA (Color-Copy)</b></p> <p>Proof of address must match with the present address as per application: (any ONE of the below documents)</p> <ul style="list-style-type: none"> <li>- State Issued ID OR</li> <li>- Driving license OR</li> <li>- Utility Bill - Water (should be recent, no more than 3 months old) OR</li> <li>- Utility Bill - Gas (should be recent, no more than 3 months old) OR</li> <li>- Utility Bill - Electricity (should be recent, no more than 3 months old) OR</li> <li>- Valid Lease Agreement OR</li> <li>- Mortgage OR</li> <li>- Income Tax return OR</li> <li>- For College/University Students living on campus in University housing/dormitories, a letter from your institution on the institution letterhead explaining the exact address that you presently reside in will suffice. OR</li> <li>- Marriage Certificate in case the address in spouse's name, birth certificate of child in case of minor applicant along with parent's address proof. OR</li> <li>- In case of applicant residing with parents/children/ relatives, a notarized undertaking from them with one of the copies of address proof as indicated above. OR</li> <li>- In case of applicant residing in a hotel or temporary lodging for a short period of time and does not have a -- permanent address proof, then can submit copy of notarized hotel bills as proof of residence.</li> </ul>

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	<p>-Please note – expired documents like lease/ driving license copies are not acceptable. Please provide alternate valid documents</p> <p>NOTE: DO NOT CUT YOUR DRIVER'S LICENCE COPY DOWN TO SMALLER SIZE Important: PO BOX number is NOT ACCEPTABLE as valid Proof of address</p>
<input type="checkbox"/>	<p><b>Mandatory : PHOTOGRAPH SPECIFICATIONS:</b></p> <ul style="list-style-type: none"> <li>○ 2 photos of size 51mm x 51 mm (2 by 2 size) preferably White Background – <b>PHOTOGRAPHS MUST BE IDENTICAL.</b></li> <li>○ Must be recently taken within 6 months.</li> <li>○ Shoulder must be visible</li> <li>○ Without glasses</li> <li>○ Without flashlight reflection</li> <li>○ With colored shirt to distinguish with white background</li> <li>○ With good lighting on the face.</li> <li>○ Photos <b>must</b> be <u>compliant with specifications</u>; Affix 01 photograph on Govt. form and 01 on change of appearance form</li> </ul> <p><b>To know more about photo specifications – <a href="#">Please click here</a></b></p>
<input type="checkbox"/>	<p><b>Mandatory : INDIAN PASSPORT: <u>ORIGINAL REQUIRED</u></b></p> <p>Please provide copies of the first five and last two pages of your current passport along with original passport</p>
<input type="checkbox"/>	<p><b>Mandatory : FEE PAYMENTS AND COURIER ENVELOPES</b></p> <p>Complete the process online on VFS INDIA CONSULAR APPLICATION CENTRE's website to send your application and requisite documents. Don't forget to enclose the Application confirmation receipt and enclose the acceptable pre-paid label, if you opt to use your own courier labels. <u>Both Pre-paid labels or VFS offered courier label return address must match with the address proof submitted and mentioned on the application form.</u></p> <p>To complete the questionnaire &amp; create a profile: <a href="#">Click here to proceed</a></p> <p>If paying by Money order or Banker's check then it should be made in favor of "VFS Services (USA) Inc. You must write <b>govt. Application number on the front or back of money order or banker check. PERSONAL CHECKS ARE NOT ACCEPTABLE</b></p>
<input type="checkbox"/>	<p><b>Mandatory: PARENTS LEGAL STATUS (In case of Minor)</b></p> <ul style="list-style-type: none"> <li>• Copy of passports of both parents; and – Self Attested</li> <li>• Notarized copy of valid legal status of both parents</li> </ul>
<input type="checkbox"/>	<p><b>Mandatory: CHECKLIST</b></p> <p>- 1 Checklist (original) to be printed and enclosed with your application</p>
	<p><b><u>ADDITIONAL MANDATORY DOCUMENTS AND ANNEXURE FOR LOST AND DAMAGED PASSPORT:</u></b>  <u>Send additional documents based on your requirements</u></p>
	<p><b>POLICE REPORT (Self-Attested Copy)</b>          In case of Loss passport – Police report with the name of the applicant (s) and reference of the lost document (s) ( e.g. Passport): <b>NOTE: CURRENT POLICE REPORT MUST NOT BE MORE THAN 6 MONTHS OLD</b></p>
	<p><b>Mandatory: <u>Annexure – F – <a href="#">Click here to download</a></u></b></p>
	<p><b><u>ADDITIONAL MISCELLANEOUS DOCUMENTS AND FORMS AS APPLICABLE:</u></b>  <u>Send additional documents based on your requirements</u></p>

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<input type="checkbox"/>	<p><b>INDIAN ADDRESS PROOF (If Applicants wants to add/Change Indian Address) – Self Attested copy</b></p> <p>Aadhar Card  <b>OR</b>  Recent Bank Statement from Government bank (Should have affixed photograph)  <b>OR</b>  Driver's license  <b>OR</b>  Utility bill not older than 3 months  <b>OR</b>  <b>Voter Card ID</b>  <b>OR</b>  Copy of Ration card which has the parents name – Should have names of applicant and parents  <b>OR</b>  Copy of Photo passbook of PSU Bank  <b>OR</b>  Copy of Parents Passport copy as their name is on the applicant passport  <b>OR</b>  Parents or relatives address of Indian address proof (any one address proof as indicated above)</p>
<input type="checkbox"/>	<p><b>AFFIDAVIT OF NAME CHANGE (Original -Notarized (with Stamp and Notary Signature) - <a href="#">Click here to download</a></b></p>
<input type="checkbox"/>	<p><b>CHANGE IN PARENT'S NAME (Self-Attested copy)</b>  If you wish to change your parents name then to provide two supporting public documents in India, such as Passport copy, Aadhar Card, Voter Card or PAN Card, Educational Qualification Certificate etc. with the parents' new names</p>
<input checked="" type="checkbox"/>	<p><b>NEWSPAPER ADVERTISEMENT (Self-Attested copy)</b>  In circumstances (other than marriage, remarriage, or divorce) for change of name, the applicant (both male and female) should furnish the following documents:  1. Submit the full page of the below mentioned clearly showing the date, name of the News Paper and the content  a. Publication in a National daily in India  <b>and</b>  b. Publication in a National daily in the USA <b>or</b> the Gazette notification of the concerned State Government, as the case may be;  2. At least two public/school documents issued in the desired/applied changed the name to ascertain that the applicant has changed his/her name</p>
<input type="checkbox"/>	<p><b>COURT ORDER ISSUED BY JUDICIAL OFFICER (Self-Attested Copy)</b>  A court order issued by a judicial officer, not below the rank of 1st Class Magistrate in India OR a Competent Authority (issues an amendment or correction in the date/place of birth of the applicant. The Competent Authority issuing the amending order should be the same authority whose certification was submitted at the time of the issue of the original passport. The Competent Authority in such cases can be Municipal Authorities (for date/place of birth and Educational Board Authority (for date of birth). Birth Certificate issued by Government/Municipal authorities.</p>
<input type="checkbox"/>	<p><b>BIRTH CERTIFICATE OR SCHOOL LEAVING CERTIFICATE (Self-Attested)</b>  Birth certificate/ School leaving certificate having the correct name of father/mother</p>
<input type="checkbox"/>	<p><b>INDIAN ADDRESS (Self-Attested Copy)</b>  Applicants must write their Indian address / last known Indian address in the Passport Application Form. This could be in either the 'To be printed on Passport' or 'Other Address Details' columns or the same Indian address can be mentioned in both the columns.</p>

**(Signature of the Applicant)**

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### Important Notes / Common Mistakes to avoid

#### COMMON MISTAKES TO AVOID

- ❖ Wrong Jurisdiction selection done by Applicant on the Govt. form
- ❖ CAPITAL LETTERS must be used to fill the Online Passport Application form on the Government Website.
- ❖ Please Sign the Passport Application Form wherever indicated before submission
- ❖ Ensure that the signatures on the passport and on the Application Form are the same
- ❖ Given Name on Govt. Form does not match with the name mentioned on Current Indian Passport.
- ❖ Surname on Govt. Form does not match with the name mentioned on Current Indian Passport
- ❖ Date of birth on Govt. Form does not match with the date of birth mentioned on Current Indian Passport
- ❖ Sex on Govt. Form does not match with the sex details mentioned on Current Indian Passport.
- ❖ Passport number on Govt. Form does not match with the passport number mentioned on Current Indian Passport.
- ❖ Place of birth on Govt. Form does not match with the place of birth mentioned on Current Indian Passport.
- ❖ Issue date of passport on Govt. Form does not match with the issue date of passport mentioned on Current Indian Passport.
- ❖ Place of issue on Govt. Form does not match with the place of issue on mentioned on Current Indian Passport.
- ❖ Address on the government form does not match with the address on the Current Indian Passport.
- ❖ Nationality mentioned on the government form does not match with the nationality on the Current Indian Passport.
- ❖ Ensure that the following details are the same as mentioned in your old passport . If not, the supporting documents must be attached.
  - Name • Applicant's Spouse Name • Applicant's Father Name
- ❖ Ensure that in the Place of Birth field, you do not put 'India' as the city and state
- ❖ If you have more than 1 original Passport , then you need to provide the copies of all the passports
- ❖ Only print your forms/applications on 1 side of the page. Double-sided printouts are not allowed
- ❖ DO NOT staple your photographs/documents
- ❖ The Documents in the Checklist are mandatory for the application to be processed.
- ❖ The Indian Embassy / Consulates have the right to request additional documentation.
- ❖ 1 Copy of this checklist must be submitted with your documents.
- ❖ Applicants are advised that they **DO NOT** print the document on both sides of the paper as "DOUBLE SIDED
- ❖ **HANDWRITTEN DOCUMENTS ARE NOT ACCEPTED**
- ❖ Application with a lack of documents will be considered incomplete and will remain on hold for 21 days. On none receipt of the missing documents, the application shall be Abandoned and returned to the applicant. In this case, the applicant would have to restart the entire process again since the old application will be voided.
- ❖ Only Consular fee + ICWF fee will be refunded back to the applicant in case the application is rejected or abandoned