

Re-issue of Passport – Checklist

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. PLEASE PRINT AND SIGN A COPY OF THIS CHECKLIST, ALONG WITH YOUR APPLICATION.

	<p style="text-align: center;"><u>IMPORTANT GUIDELINES</u></p> <ul style="list-style-type: none"> ➤ A Passport may be approved for re-issue when it has less than 1 year of validity remaining, or if the passport had been issued for short validity (1 to 2 years). ➤ Please ensure that all data entries provided in your application match with your existing passport. If not, please provide the supporting documentation. ➤ 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: http://visa.vfsglobal.com/usa/en/ind/attend-centre ➤ After submission online, no changes can be made. In case of an error, please fill a new online application form. <p>Please note:</p> <ul style="list-style-type: none"> ➤ ICAC employees cannot edit or make any changes to your online application form. ➤ THE CONSULATE RESERVES THE RIGHT TO CALL FOR ADDITIONAL DOCUMENTS, AS CONSIDERED NECESSARY.
	<p><u>GOVERNMENT APPLICATION ONLINE FORM:</u></p> <p>ONLINE APPLICATION FORM</p> <p>Application must be completed and submitted online by visiting: https://embassy.passportindia.gov.in</p> <ul style="list-style-type: none"> - First time applicants need to register and make an account to be able to fill online application form. If registered already, please log in and fill the application - In "Type of passport booklet", Please select "36 pages" or "60 pages" (for jumbo booklet-Additional charges) <p>SIGNATURE INSTRUCTIONS:</p> <ul style="list-style-type: none"> - Sign on Page 1, inside the box, below your photograph and on page 4. - Minor Applicant (Below 18 Years): (Refer to additional documents for minors on the next page of this checklist) - If a minor cannot sign, using only blue or black ink, apply left thumb impressions for boys and right for girls, on page 1&4. Both parents must sign on page 4 of the online application form below the minor's signature/thumb impression. - If the signature is different, new signature should be given in the 'Affidavit for Change of Appearance and Signature <p>ADDRESS INSTRUCTIONS:</p> <p>Please ensure to mention 1 Indian and 1 USA address in online application form.</p>
	<p><u>ADDITIONAL MISCELLANEOUS FORMS AS APPLICABLE:</u> Provide the documents below, in <u>original and photocopies</u> on letter size paper.</p>
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p>For Minors:</p> <ul style="list-style-type: none"> - Annexure D: - https://visa.vfsglobal.com/one-pager/india/united-states-of-america/passport-services/ <ul style="list-style-type: none"> • Copy passports of both parents; • 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 request for extension before expiry of visa or I-797A - Annexure E (In Original) :Link can be found here- https://visa.vfsglobal.com/one-pager/india/united-states-of-america/passport-services/ - Affidavit for change of appearance & Signature -Original - Notarized (with Stamp and Notary Signatory) - For single parent/ guardian or adoption/separation cases, or if one parent has not given consent, please also fill Annexure C: https://visa.vfsglobal.com/one-pager/india/united-states-of-america/passport-services/ <p>For Adults:</p> <ul style="list-style-type: none"> - Annexure E (In Original) :Link can be found here- https://visa.vfsglobal.com/one-pager/india/united-states-of-america/passport-services/ - Affidavit for change of appearance & Signature -Original - Notarized (with Stamp and Notary Signatory)

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	<p>- Self-Sworn Affidavit: This is to confirm that I have been / have not been (select whichever is correct) residing outside India continuously for more than Five years.</p>
<input type="checkbox"/>	<p>VALID STATUS IN THE USA: Please submit the below documents as applicable, in Color – copy & Notarized (with Stamp and Notary signature);</p> <ul style="list-style-type: none"> - Valid Green Card, - Valid Visa, - Valid I-797A Approval Notice, - Valid Work permit/Study Permit, OR - Recently expired Visa or I-797A Approval notice together with I-797C Receipt Notice for filing of request for extension before expiry of Visa or I-797A. <p>Note: If the visa status is pending, please obtain prior approval from the Embassy/Consulate.</p>
<input type="checkbox"/>	<p>PROOF OF ADDRESS in (Color-copy, Notarized (with Stamp and Notary signature))</p> <p>Driver's License (front and back page) OR State ID (front and back page) OR Utility bill such as gas, electric or water must not be older than 3 months/ Landline telephone Bill. OR Month to Month Rental Lease agreement or Home Mortgage bill. OR Mortgage OR Income Tax return</p> <p>For College/University students living on campus in University housing/dormitories, a letter from the Institution on its letterhead indicating the exact address where the student resides may be provided. Important: PO BOX number is NOT ACCEPTABLE as valid Proof of address.</p>
<input type="checkbox"/>	<p>PHOTOGRAPH SPECIFICATIONS:</p> <p>2 photos of size 51mm x 51 mm. o Photos must be compliant with specifications; Affix 01 photograph on Govt. form and 01 on change of appearance form</p> <p>You can avail of this service at the VAC; go to: http://visa.vfsglobal.com/usa/en/ind/additional-services</p>
<input type="checkbox"/>	<p>INDIAN PASSPORT:</p> <p>Please provide copies of first five and last two pages of your current passport along with original passport</p>
<input type="checkbox"/>	<p>FEE PAYMENTS AND COURIER ENVELOPES</p> <p>Complete the process online on ICAC's website to send your application and requisite documents. To create profile : https://visa.vfsglobal.com/one-pager/india/united-states-of-america/passport-services/</p>
<input type="checkbox"/>	<p>PARENTS LEGAL STATUS (In case of Minor)</p> <ul style="list-style-type: none"> • Copy of passports of both parents; and – Self Attested • Notarized copy of valid legal status of both parents

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<input type="checkbox"/>	<p>FEE PAYMENTS AND COURIER ENVELOPES</p> <p>- 1 Checklist (original) to be printed and enclosed with your application</p>
	<p><u>ADDITIONAL MISCELLANEOUS FORMS AS APPLICABLE:</u> <u>Send additional documents based on your requirements</u></p>
<input type="checkbox"/>	<p>INDIAN ADDRESS PROOF (If Applicants wants to add/Change Indian Address) – Self Attested copy</p> <p>Aadhar Card OR Recent Bank Statement from Government bank (Should have affixed photograph) OR Driver's license OR Utility bill not older than 3 months</p>
<input type="checkbox"/>	<p>NOTARIZED DEEDPOLL SWORN AFFIDAVIT (Original -Notarized (with Stamp and Notary Signature)</p>
<input type="checkbox"/>	<p>NEWSPAPER ADVERTISEMENT (Self-Attested copy)</p> <p>In circumstances (other than marriage, remarriage or divorce) for change of name, the applicant (both male and female) should furnish the following documents:</p> <p>1. Submit full page of the below mentioned clearly showing the date, name of the News Paper and the content</p> <p>a. Publication in a National daily in India and b. Publication in a National daily in USA or the Gazette notification of the concerned State Government, as the case may be;</p> <p>2. At least two public/school documents issued in the desired/applied changed name to ascertain that the applicant has actually changed his/her name</p>
<input type="checkbox"/>	<p>COURT ORDER ISSUED BY JUDICIAL OFFICER (Self-Attested Copy)</p> <p>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 issue of 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>BIRTH CERTIFICATE OR SCHOOL LEAVING CERTIFICATE (Self-Attested)</p> <p>Birth certificate/ School leaving certificate having correct name of father/mother</p>
<input type="checkbox"/>	<p>INDIAN ADDRESS (Self-Attested Copy)</p> <p>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>
	<p><u>ADDITIONAL DOCUMENTS FOR LOST AND DAMAGED PASSPORT:</u> <u>Send additional documents based on your requirements</u></p>
	<p>POLICE REPORT (Self-Attested Copy)</p> <p>In case of Loss passport – Police report with name of the applicant (s) and reference of lost document (s) (e.g. Passport)</p> <p>NOTE: CURRENT POLICE REPORT MUST NOT BE MORE THAN 6 MONTHS OLD</p>

(Signature of the Applicant)

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Important Notes

- Please Note: Applicants are required to submit total 2 photographs
- Affix **1 photograph** on EACH of the following documents:
 - Online Passport Application Form
 - Change of Appearance / Signature Form
- 1 copy of the document checklist must be enclosed in your envelope.
- The Indian Embassy/Consulate have the right to request for additional documents over and above the mandatory list.
- This checklist can be updated at any point. If the application is in transit, you may have to provide Additional/ New document /s as required.
- Send Original Documents only as indicated in the checklist.
- Check the number of Documents required in the checklist.
- PHOTOCOPY of documents such as Green card, Visa copy, Driving License copy etc. should appear on the Center of the page with a **Higher Zoom**.
- CAPITAL LETTERS must be used to fill the Online NRI Passport Application form on the Government Website.
- Applicants are advised that they **DO NOT** print the document on both the sides of the paper as "DOUBLE SIDED PRINTED DOCUMENTS ARE NOT ACCEPTED".
- Please Sign the Passport Application Form wherever indicated before submission.
 - All minor applicants need to write their name or sign in the space provided. Minor applicants below 5 years may place thumb impression in the space provided
 - In case of self-attestation for Minors, parents or legal guardians should sign along with the applicant