ADULT CHECKLIST – RE-ISSUE OF PASSPORT IN LIEU OF DAMAGED

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.

IMPORTANT GUIDELINES

- IT IS ABSOLUTELY MANDATORY to complete VFS ONLINE REGISTRATION PROCESS before sending your physical application. Failure to complete online registration process will result in returning your application unprocessed.
- 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.
- Please do not send original documents unless specified. VFS will not be responsible for the return of any additional original documents submitted.
- 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 https://services.vfsglobal.com/usa/en/ind/attend -centre
- You are recommended to fill in the 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'.
- After submission online, no changes can be made. In case of an error, please fill in a new online application form.
- 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.
- Envelope should be super scribed as "RE-ISSUANCE OF PASSPORT IN LIEU OF EXISTING PASSPORT – ADULT". One Envelope can contain only one application only.

Please note:

- VFS INDIA CONSULAR APPLICATION CENTRE 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.

YOUR APPLICATION STATUS WILL BE UPDATED IN 48 – 72 HOURS POST ITS DELIVERY TO THE VFS INDIA CONSULAR APPLICATION CENTRE. T THE STATUS ONLINE, CLICK HERE

APPLICATIONS ALONG WITH SUPPORTING DOCUMENTS NEED TO BE ON **A4** SIZE PAPER

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MANDATORY DOCUMENTS

1	**GOVERNMENT APPLICATION ONLINE FORM: (DIGITAL SIGNATURES ARE NOT ACCEPTABLE)** **IT IS MANDATOY TO UPLOAD PHOTO & SIGNATURE ON THE GOVERNMENT WEBSITE. APPLICATIONS WILL BE RETURNED UNPROCESSED IF PHOTO AND SIGNATURE IS NOT UPLOADED BEFORE APPLYING.** • Must select a correct Jurisdiction online on the Passport Govt. form. • Must Choose passport Re-issue. • Passport government ARN number must match the VFS Payment receipt number. **ONLINE APPLICATION FORM** • The application must be completed and submitted online by visiting: https://mportal.passportindia.gov.in/mission/ • 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 • **If you already have an account and previously resided in a different state under another jurisdiction, you must create a new registration using a different login and select your current jurisdiction. Please CLICK HERE to determine the jurisdiction applicable to your current state of residence.** • In "Type of passport booklet", Please select "36 pages" or "60 pages" (for jumbo booklet- Additional charges) **SIGNATURE INSTRUCTIONS (DO NOT PUT THUMBPRINT)** • Digital Signature on 1st Page, and Physical Signature on last page **ADDRESS INSTRUCTIONS** • Please ensure to mention 1 Indian and 1 USA address in the online application form.	**ORIGINAL**
2	PHOTOGRAPH SPECIFICATIONS (Must be white background) IT IS MANDATORY TO UPLOAD PHOTO & SIGNATURE ON THE GOVERNMENT WEBSITE. APPLICATIONS WILL BE RETURNED UNPROCESSED IF PHOTO AND SIGNATURE IS NOT UPLOADED BEFORE APPLYING. • Photos must be compliant with **ICAO Specifications** • **1 physical photo** 35mm x 45mm **(630 x 810 pixels) – uploaded photo and physical photo must be identical** • The photo must be taken within 6 months • **Face coverage: 80–85% of the photograph** • With colored shirt to distinguish with white background • Affix 1 on change of appearance form **How to upload Photo & Signature** – Please click here	**ORIGINAL**
3	**CURRENT ORIGINAL INDIAN PASSPORT AND COPY** Along with the most recent original Indian Passport, please include copies of the first and last page (Applicant's Bio & Family details page).	**ORIGINAL AND COPY**

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4	**AFFIDAVIT FOR CHANGE OF APPEARANCE & SIGNATURE** – **Click here to download** Must be signed by the applicant. Affidavit for Change in Appearance & Signature is Mandatory for all applicants. *In case of Short Validity Passport reissue applications for Asylum and U visa cases the affidavit for change in appearance & signature must be mandatory to be notarized (Expiry date of the Notary stamp must not be manually corrected or over- write).*	**ORIGINAL**
5	**ANNEXURE E** - Click here to download Must be signed by the applicant.	**ORIGINAL**
6	**COPY OF THE VALID STATUS IN THE USA** Please submit one of the below documents as applicable, in Color – copy & Notarized (with Stamp and Notary signature): - • Notarized valid Green Card - FRONT AND BACK • Notarized valid Visa, If F1/F2 provided I-20, if B1/B2 provided I-94 or I- 797 extension. • Notarized valid EAD - FRONT AND BACK • Notarized valid I-797A Approval Notice, • Notarized valid Work permit/Study Permit, OR • Notarized recently expired Visa and notarize I-797A Approval notice together with notarized I- 797C Receipt Notice for filing of a request for extension before the expiry of Visa or I797A. Notarized copy of proof of extension, if B1/B2 is expired and have a receipt for extension of stay or an approval for extension of stay. Notarized hotel bill - If the customer on L1/L3 staying in a hotel for a project for the past couple of months and doesn't have the address proof or state ID.	**NOTARIZED COLOR COPY IN ORIGINAL** (Expiry date of the Notary stamp must not be manually corrected or over-write)

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7	**PROOF OF ADDRESS IN THE USA (Color-Copy)** Proof address must match with the present address as per application: (any ONE of the below document • State Issued ID OR • Driving license OR • Utility Bill - Water (should be recent, no more than 3 months old) OR • Utility Bill - Gas (should be recent, no more than 3 months old) OR • Utility Bill - Electricity (should be recent, no more than 3 months old) OR Valid Lease Agreement OR • Mortgage OR • Income Tax return OR • 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 • 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 • In case of applicant residing with parents/children/brother/Sister, a notarized undertaking from them with one of the notarized copies of address proof as indicated above. OR • In case of applicants residing in a hotel or temporary lodging for a short period of time and does not have permanent address proof, then can submit copy of notarized hotel bills as proof of residence. **NOTE** • Expired documents like lease/ driving license copies are not acceptable. Please provide alternate valid documents. DO NOT CUT YOUR DRIVER'S LICENCE COPY DOWN TO SMALLER SIZE Important: PO BOX number is NOT ACCEPTABLE as valid Proof of address	**COLOR COPY**
8	**ANNEXURE F –** Click here to download Duly filled and signed by the applicant	**ORIGINAL**
9	**FEE PAYMENTS & COURIERS** 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. If you have opted to use a courier service of your choice for outgoing shipment, please ensure that a separate return label is provided for each application even if you are applying as a family or group and securely attached to the corresponding application package. VFS shall not be responsible for delays, mis delivery, or non-delivery resulting from improperly attached labels or incorrect address information provided by the applicant. If a return label is not provided, documents will be returned via USPS. Delivery may take approximately 10 to 15 business days. prepaid return address must match the address proof submitted and mentioned on the application form. **If paying by Money order or Banker's check then it should be made in favor of "VFS Services (USA) Inc PERSONAL CHECKS ARE NOT ACCEPTABLE** To complete the questionnaire & create a profile: Click here to proceed	**ORIGINAL**

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	SUPPORTING DOCUMENTS – CONDITION BASED	
1	**ADDITION/REMOVE/CHANGE THE SPOUSE'S NAME:** (I) For addition of spouse name in passport: • Spouse Passport Copy (First & Last Information Page) – The spouse's name on the Government Application Form must exactly match the name on the passport copy. • Marriage Certificate Copy **or** • Duly notarized Joint Photo Declaration signed by both husband & wife. (II) For deletion of spouse name: • Divorce order / decree copies (III) For Change of spouse name: • Divorce order/decree or death certificate of first spouse **and** • Re-marriage certificate Copy **or** Duly notarized Joint Photo Declaration signed by both husband & wife and Spouse Passport Copy (First & Last Information Page) – The spouse's name on the Government Application Form must exactly match the name on the passport copy. IV) For change of surname by women applicant following marriage/ divorce: • • Spouse Passport copy, Marriage Certificate or Duly notarized Joint Photo Declaration signed by both husband & wife. **and** Divorce order /decree (if name/surname change is based on divorce)	COPY
2	**AFFIDAVIT OF NAME CHANGE (ORIGINAL -NOTARIZED (WITH STAMP AND NOTARY SIGNATURE)** - Click here to download IMPORTANT: (Expiry date of the Notary stamp must not be manually corrected or over-write)	NOTARIZED AND ORIGINAL
3	**INDIAN ADDRESS PROOF (IF APPLICANTS WANTS TO ADD/CHANGE INDIAN ADDRESS)** • 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 **OR** • Voter Card ID **OR** • Copy of Ration card which has the parents name – Should have names of applicant and parents **OR** • Copy of Photo passbook of PSU Bank **OR** • Copy of Parents Passport copy as their name is on the applicant passport **OR** • Parents or relatives address of Indian address proof (any one address proof as indicated above)	SELF-ATTESTED COPY
4	**CHANGE IN PARENT'S NAME** 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.	SELF-ATTESTED COPY

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5	**NEWSPAPER ADVERTISEMENT** 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 • Publication in a National daily in India **and** • Publication in a National daily in the USA or 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.	**SELF-ATTESTED COPY**
6	**COURT ORDER ISSUED BY JUDICIAL OFFICER** 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.	**SELF-ATTESTED COPY**
7	**BIRTH CERTIFICATE OR SCHOOL LEAVING CERTIFICATE** Birth certificate/ School leaving certificate having the correct name of father/mother	**SELF-ATTESTED COPY**
8	**INDIAN ADDRESS** 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.	**SELF-ATTESTED COPY**

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9	**CHANGE OF DATE OF BIRTH:** 1) In respect of person born before the 1st October, 2023 (attach one of the following) • Birth certificate issued by the Registrar of Births and Deaths or the Municipal Corporation or any other authority, empowered under the Registration of Births and Deaths Act, 1969 (18 of 1969); or • Transfer or school leaving or matriculation certificate issued by the recognized school last attended or recognized educational board having the date of birth of the applicant; or • Permanent Account Number Card issued by the Income-tax Department having the date of birth of the applicant; or • Copy of an extract of the service record of the applicant (only in respect of Government servants) or the Pay Pension Order (in respect of retired Government servants), duly attested or certified by the officer-in-charge of the administration of the concerned Ministry or Department of the applicant, having his date of birth; or • Driving licence issued by the Transport Department of the concerned State Government, having the date of birth of the applicant; or • Election Photo Identity Card issued by the Election Commission of India containing the date of birth of the applicant; or • Policy bond issued by the Life Insurance Corporations of India or Public Companies having the date of birth of the holder of the insurance policy. **2)** In respect of person born on or after 1st October, 2023 (attach the following) – Birth certificate issued by the Registrar of Births and Deaths or the Municipal Corporation or any other authority, empowered under the Registration of Births and Deaths Act, 1969 (18 of 1969).	**SELF-ATTESTED COPY**

(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