MINOR CHECKLIST – TATKAL - 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.

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 **"FRESH PASSPORT FOR MINOR** 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 • In "Type of passport booklet", Please select "36 pages" or "60 pages" (for jumbo booklet- Additional charges) **SIGNATURE INSTRUCTIONS** • Digital Signature on 1st Page, and Physical Signature on last page	**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	**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**
4	**ANNEXURE E** - Click here to download Must be signed by the applicant.	**ORIGINAL**

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5	**Annexure D** - Click here to download Must be signed by both parents and notarized. If one of the parents is out of the country, please provide Annexure D from that parent duly notarized by the notary public in that country and a notarized No Objection Letter from the parent who is out of the country.	**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, • 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 I-797A. 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)
7	**PROOF OF ADDRESS IN THE USA (Color-Copy)** Proof of address must match with the present address as per application: (any ONE of the below documents) • 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** • Explained documents like lease/ driving license copies are not acceptable. Please provide alternate valid documents.	**COLOR COPY**

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	DO NOT CUT YOUR DRIVER'S LICENCE COPY DOWN TO SMALLER SIZE Important: PO BOX number is NOT ACCEPTABLE as valid Proof of address	
8.	**PARENTS INDIAN PASSPORT COPIES** Self-attested Copies of both parents' first and last page of the Valid Indian Passport	**SELF-ATTESTED COPY**
9.	**Parents Valid Legal Status in the USA** Notarized copies of both parents' valid legal status in the USA. (Expiry date of the Notary stamp must not be manually corrected or over- write)	**NOTARIZED COLOR COPY IN ORIGINAL**
10.	**BIRTH CERTIFICATE** A copy of the applicant's birth certificate is required.	**COPY**
12	**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. Pre-paid labels return address must match the address proof submitted and mentioned on the application form. To complete the questionnaire & create a profile: **Click here to proceed** 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	**ORIGINAL**
SUPPORTING DOCUMENTS – CONDITION BASED		
1	**Annexure C** - Click here to download For single parent/guardian or adoption/separation cases, or if one parent has not given consent, please also fill in and sign (If applicable) If the parents are divorced but custody is shared • Custody is shared then both parent's documents listed under the mandatory document's checklist are required. If the parents are divorced but one parent has sole custody • Sole custody is with one of the parents then Annexure C, Annexure D, Divorce Decree and Custody documents are required.	**COPY**
2	**Death Certificate of Parent** If one of the parent is deceased/demised – A copy of the death certificate along with the Annexure C, and Annexure D is required.	**COPY**

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3	**<u>INDIAN ADDRESS PROOF (IF APPLICANTS WANTS TO ADD/CHANGE INDIAN ADDRESS)</u>** • 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)	**<u>SELF-ATTESTED COPY</u>**

(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