

Checklist - Re-issue/Fresh of 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. PLEASE PRINT AND SIGN A COPY OF THIS CHECKLIST, ALONG WITH YOUR APPLICATION.

	<p><u>IMPORTANT GUIDELINES</u></p> <ul style="list-style-type: none"> ➤ 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"> ➤ 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.
	<p><u>GOVERNMENT APPLICATION ONLINE FORM:</u></p> <p>ONLINE APPLICATION FORM The 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 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) <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, a 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 the 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"/> <input type="checkbox"/>	<p>For Minors:</p> <ul style="list-style-type: none"> - Annexure D: Original - Notarized (with Stamp and Notary Signatory)- Click here to download <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 a request for extension before the expiry of visa or I-797A - Annexure E (In Original): Click here to download - 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: Click here to download <p>For Adults:</p> <ul style="list-style-type: none"> - Annexure E (In Original): Click here to download - Affidavit for change of appearance & Signature -Original - Notarized (with Stamp and Notary Signatory) – click

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	<p>here to download</p> <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. – Click here to download</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 a request for extension before the expiry of Visa or I-797A.
<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)</p> <p>OR</p> <p>State ID (front and back page)</p> <p>OR</p> <p>Utility bills such as gas, electricity, or water must not be older than 3 months/ Landline Telephone Bill.</p> <p>OR</p> <p>Month to Month Rental Lease agreement or Home Mortgage bill.</p> <p>OR</p> <p>Mortgage</p> <p>OR</p> <p>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.</p> <p>Important:</p> <p>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.</p> <ul style="list-style-type: none"> o Photos must be compliant with specifications; Affix 01 photograph on Govt. form and 01 on change of appearance form <p>To know more about photo specifications – Please click here</p>
<input type="checkbox"/>	<p>INDIAN PASSPORT:</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>FEE PAYMENTS AND COURIER ENVELOPES</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.</p> <p>To complete the questionnaire & create a profile: Click here to proceed</p> <p>If paying by Money order or Banker or Cashier check then it should be made in favor of "VFS Services (USA) Inc.</p>

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<input type="checkbox"/>	PARENTS LEGAL STATUS (In case of Minor) <ul style="list-style-type: none"> Copy of passports of both parents; and – Self Attested Notarized copy of valid legal status of both parents
<input type="checkbox"/>	CHECKLIST - 1 Checklist (original) to be printed and enclosed with your application
<u>ADDITIONAL MISCELLANEOUS FORMS AS APPLICABLE:</u> <u>Send additional documents based on your requirements</u>	
<input type="checkbox"/>	INDIAN ADDRESS PROOF (If Applicants wants to add/Change Indian Address) – Self Attested copy 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
<input type="checkbox"/>	AFFIDAVIT OF NAME CHANGE (Original -Notarized (with Stamp and Notary Signature) - Click here to download
<input type="checkbox"/>	NEWSPAPER ADVERTISEMENT (Self-Attested copy) 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 and b. 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
<input type="checkbox"/>	COURT ORDER ISSUED BY JUDICIAL OFFICER (Self-Attested Copy) 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.
<input type="checkbox"/>	BIRTH CERTIFICATE OR SCHOOL LEAVING CERTIFICATE (Self-Attested) Birth certificate/ School leaving certificate having the correct name of father/mother
<input type="checkbox"/>	INDIAN ADDRESS (Self-Attested Copy) 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.
<u>ADDITIONAL DOCUMENTS FOR LOST AND DAMAGED PASSPORT:</u> <u>Send additional documents based on your requirements</u>	
POLICE REPORT (Self-Attested Copy) In case of Loss passport – Police report with the name of the applicant (s) and reference of the lost document (s) (e.g. Passport) NOTE: CURRENT POLICE REPORT MUST NOT BE MORE THAN 6 MONTHS OLD	

(Signature of the Applicant)