

Note: Please print out a copy of this checklist, Sign and submit the same along with your application.

Passport Application Checklist for Adult

Please tick the box for each document included with your application at the **Indian Consular Application Centre (ICAC)**, as well as for any statements that are applicable to your application.

Section A: Online Application and Complete Form-Filling Instructions	Applicant ✓	Staff ✓
Complete the mandatory online application form through the Government of India's official portal. https://mportal.passportindia.gov.in/gpsp Steps to follow: 1. Register and create your User ID under the appropriate jurisdiction based on your current state of residence and complete the form online carefully. 2. For passport reissue applications, select the correct and valid reason while filling out the form. 3. Upload a clear photo, signature, and all required documents (ensure there is no blurring). 4. Download and print the completed application form on A4 paper. Verify that all details are accurate and do not make any handwritten corrections on the printed form. a. If any errors are identified, complete a new application online using the same login credentials. 5. Sign the declaration page of the application form. 6. Ensure that all information entered in the online application is complete and accurate. Important Instructions • Enter your full name in full (no initials), ensuring it matches your supporting documents. • If applying for a name change (e.g. marriage, divorce, or other), use the name you wish to appear on your new passport. • Provide a valid Indian address for police verification in either: ○ "Printable Address Details", or "Other Address Details". ○ If the Indian address is entered under "Printable Address Details", you must provide your Australian address under "Other Address Details". • Ensure all required details are accurately completed in both the online application and any additional supporting forms as outlined in this checklist. • Documents issued outside India must be attested by a Justice of the Peace or Indian Mission/Post • Documents not in English must be accompanied by an English translation certified by a qualified translator		
Section B: Documents Required		
Applicants must lodge their application at the Indian Consular Application Centre under the Mission or Consulate that has jurisdiction over their place of residence. A copy of valid address proof must also be provided. Find Your Jurisdiction and Application Centre VFS India		
Applicants must provide two recent colour photographs (35 mm x 45 mm) taken within the last six months , in compliance with International Civil Aviation Organization (ICAO) standards. For detailed photograph specifications, please refer to the official guidance provided on the PASSPORT SEVA PHOTO UPLOAD INSTRUCTIONS.pdf		
The current valid original passport must be submitted o Exception applies only in cases where the passport has been lost.		
Submit a duly completed and signed Personal Particular Form Personal-particular-form.pdf		
Proof of current Australian valid Visa Status		

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o VEVO, Visa Grant Notice, is acceptable as evidence of a current valid Australian visa status. In the case of bridging visas, a Visa Grant Notice must also be submitted along with a VEVO record issued within the last 30 days, clearly indicating the visa category applied for.		
Attestation by a Justice of the Peace (JP) or Notary – Clarification Residents of New South Wales (NSW) must have their documents attested by a Notary Public only. The list of NSW Notaries is available at: https://notarynsw.org.au/find-a-notary Residents of all other states may have their documents attested by a Justice of the Peace (JP).		
The High Commission of India / Consulate General of India reserves the right to request additional information and/or supporting documents, if required, to process the application.		
Payment Instructions ICAC Service Fee: Mandatory and payable online at the time of appointment booking. Government Fees & Levies: Payable only through the approved methods listed below. Accepted Payment Modes: EFTPOS (in-person payments only) Visa or Mastercard issued in Australia (credit-card-authority-form.pdf) Cash Policy: All centres operate on a cashless basis; cash payments are not accepted. Money Order or Postal Order payable to VFS Services Australia Pty Ltd Cheques: Personal and company cheques are not accepted.		
Appointment Letter: - All applicants presenting themselves at an application centre for the purpose of in-person submission shall be required to schedule an appointment in advance. Walk-in submissions shall not be accepted under any circumstances. Visit our website to schedule an appointment. https://services.vfsglobal.com/aus/en/ind/		
Section C: Additional documents based on specific conditions		
Condition 1: Has your passport expired more than one month prior to the date you intend to lodge your application at the ICAC? (Please allow an additional three working days if submitting your application by post or courier.)		
If Yes, Complete Form I (Attested by JP or Notary) available at https://services.vfsglobal.com/aus/en/ind/ and provide a copy of Australian address proof (Justice of the Peace (JP) Attested/Notary) and copy of two Indian photographic IDs (Driving License/Voter Card/Aadhar card, etc.)		
Condition 2: Is your Current Signature different from the one on your current passport?		
If Yes, provide a Statutory declaration (Attested by JP or Notary) Stating the signature belongs to one and the same person.		
Condition 3: Do you require a surname change in your new passport (e.g. due to marriage, remarriage, or divorce)? Alternatively, do you need to add or remove your spouse's name in the new passport?		
If yes, follow the required instructions as applicable to your personal circumstances: (a) For addition of spouse name in passport: - Copy of Marriage Certificate or Joint Photo Declaration signed by both husband & wife. (b) For deletion of spouse name: - Copy of Divorce order/decreed must be issued by competent Indian court. Foreign divorce judgments (including apostilled ones) are not accepted unless validated/authenticated by a declaratory order from an Indian court. (c) For change of spouse name:		

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○ Copy of Divorce order/decreed must be issued by competent Indian or death certificate of first spouse and a copy of Re-marriage certificate or Joint Photo Declaration signed by both husband and wife. Foreign divorce judgments (including apostilled ones) are not accepted unless validated/authenticated by a declaratory order from an Indian court. (d) For change of surname following marriage/divorce: ○ Copy of Marriage certificate or Joint Photo Declaration by both husband and wife, copy of Divorce order/decreed (if name/surname change is based on divorce).		
Condition 4: Do you need to have your name order change / splitting name in your new passport?		
<u>Splitting of the given name into first name and surname, without any change.</u> addition, or deletion of any part of the name, may be allowed subject to the submission of at least two documents bearing the said name.		
Condition 5: Is your appearance considerably changed? (E.g. From with a turban to without a turban)		
If yes, attach Form J (Attested by Justice of the Peace (JP) or Notary) available at https://services.vfsglobal.com/aus/en/ind/ with a current photo taken within the last six months.		
Condition 6: Do you need to have address changed on your new passport?		
• If yes, attach copy of any utility bill (Attested by Justice of the Peace (JP) or Notary) as proof of new address. ○ If applicant does not have address proof in own name, an Indian address of parents/close relatives may be provided along with their valid ID proof/NOC. The address must be verifiable for police verification. Additional declarations may be requested by the Mission/Consulate on a case-to-case basis. P.S. If you are not a Permanent Resident of Australia, an Australian address is not acceptable.		
Condition 7: Are you renewing your passport for the first time after attaining 18 years of age?		
If yes, attach a copy of your educational certificate Eg., 10 th grade pass certificate to prove your Non Emigration Check Required (ECR) category.		
Condition 8: Do you need to have a change of name in your new passport? (Complete name change, Addition / Removal / Change of Surname, Married woman wishing to revert to maiden name when not divorced or widowed etc.)		
If yes, please provide following supporting documents: ○ Attach the copies of two Australian National News Papers (or) the Indian Gazette notification of the concerned State Government and; ○ Copies of at least two public/school documents issued in the desired name to ascertain that the applicant has changed his/her name. Permanent residency holders can submit two public documents issued by Australian government. All others would have to submit two such documents issued by Indian authorities.		
Condition 9: Are you applying for a new passport to replace your Lost or Damaged Passport?		
In Addition to standard documents and any of the checklist points as applicable, you will also need to submit the below (Jumbo Passport cannot be applied for)		
Submit Form V (Attested by Notary) available at https://services.vfsglobal.com/aus/en/ind/		
If your passport is Lost, submit a copy of the First Information Report (Police report) with Full name, Date & Place where the passport was lost). Without this, your application cannot be processed. Only Provision of Police report (Event) number is not acceptable.		

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If your passport is Damaged, submit a copy of the front and back page, in addition to the original passport.		
If your passport is Lost or Damaged, you must submit reference letters from 2 Indian nationals (Residing in Australia) along with self-attested copy of their Indian passports (Front & Back page)		
If your passport is Lost or Damaged, you must also submit copies of documents supporting personal details mentioned in your passport (Name, Date of Birth & Place of Birth)		

FOR OFFICIAL PURPOSES ONLY

ICAC Officer Comments -

The applicant hereby confirms that they have read and understood the above requirements, have ticked the relevant boxes against documents submitted, and certify that all the required documentation has been duly provided.

ICAC Officer (Name & Sign)

Applicant (Name & Sign)
