

Passport Renew/Fresh - CHECKLIST



SELECT THE APPROPRIATE SERVICE FOR CHECKLIST

Applicants must carefully review the detailed guidelines, along with the **relevant checklist**, before visiting the Indian Consular Application Centre. Please refer to pages 5 to 9 of this document for the applicable instructions. Please note that the guidelines provided with the printed application form are intended for general information only and may not cover all specific requirements.

Important Information: Applicants must carry original documents, self-attested photocopies, and upload all required documents online, merging multiple files into a single PDF under any available category, regardless of the document type. For passport renewal applications of minors, the minor applicant is not required to be present at the Application Centre. Either parent may submit the application on the minor's behalf.

Checklist: -

1. [Re-Issuing Passport for Adult](#) (Normal/Tatkal)
2. [Re-Issuing Passport for Minor](#) (Normal/Tatkal)
3. [Fresh Passport for Minor](#) (Normal/Tatkal)
4. [Emergency Certificate](#)

GENERAL INFORMATION

1. [Important Guidelines](#)
2. [Instructions to fill the Application Form](#)
3. [List of documents/IDs accepted](#)
4. [Eligibility for TATKAL Passport Scheme](#)
5. [Important Notes / Common Mistakes to avoid](#)

Please note: Applicants are advised to print and carry only the checklist relevant to their selected service category, and not entire set of checklists.

This list is not exhaustive and does not guarantee acceptance or approval of the application. The High Commission of India or its Consulates reserve the right to ask for further documentation where necessary.

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Re-Issue Adult Passport (Mandatory Documents)

1	Appointment confirmation letter	Original
2	Government application online form	Original
3	Two recent photographs (35mm x 45mm) (same as uploaded online) (click here for details)	Original
4	Copy of the First and Last page of the Indian passport.	Original & Photocopy
5	Copy of valid UK Immigration status (E-visa) along with share code	Photocopy
6	UK Address proof	Photocopy
7	Annexure E	Original
8	Tatkal undertaking (For TATKAL application)	Original
9	Additional 2 Indian govt IDs (For TATKAL application)	Original & Photocopy

Additional Supporting Documents – Condition Based

Please review the following categories carefully. If any of the conditions below apply to your specific case, you must provide the corresponding supporting documents in addition to the mandatory requirement listed above.

1	Add/change Indian address	Acceptable address proof of India (Refer Page no 6) NOC (No objection certificate) along with relative's ID required to be notarized (Notary public), if using relative's address.
2	Add/Remove/Change spouse's name	Divorce decree, or marriage certificate and spouse passport copy
3	Change in name	Refer Page no 6 and furnish the documents as per your scenario.
4	Change in parent's name in passport	Refer Page no 6 and furnish the documents as per your scenario.
5	Single Parent	Annexure C and court order of full custody
6	Damaged passport	Annexure F
7	Lost passport	Annexure F and lost report
8	Change in appearance from last passport	Change in appearance form
9	No valid UK visa	No Visa Undertaking

Please fill below details: -

1. Police station (India) - _____
2. District (India) - _____
3. Pin code (India) - _____

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Re-Issue Minor Passport (Mandatory Documents)

1	Appointment confirmation letter	Original
2	Government application online form	Original
3	Two recent photographs (35mm x 45mm) (same as uploaded online) (click here for details)	Original
4	Copy of the First and Last page of the Indian passport of <u>minor and parents</u> .	Original & Photocopy
5	Copy of valid UK Immigration status (E-visa) of <u>minor and parents</u> along with share code	Photocopy
6	UK Address Proof	Photocopy
7	Annexure E	Original
8	Annexure D	Original
9	Change in appearance form	Original
10	Tatkal undertaking (For TATKAL application)	Original
11	Additional 2 Indian govt IDs of one parent (For TATKAL application)	Original & Photocopy

Additional Supporting Documents – Condition Based

Please review the following categories carefully. If any of the conditions below apply to your specific case, you must provide the corresponding supporting documents in addition to the mandatory requirement listed above.

1	Add/change Indian address	1. Aadhar card or Bank statement or utility (not older than 3 months) or voter ID or ration card or parent's passport copy 2. Notarized NOC (No objection certificate) if using relative's address
2	Add/Remove/Change spouse's name	Divorce decree or marriage certificate and spouse passport copy
3	Change in name	1. Affidavit of name change with stamp and notary signature 2. Newspaper advertisement in Indian and UK's newspaper; 1 each.
4	Change in parent's name in passport	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.
5	Single Parent	Annexure C and court order of full custody
6	Damaged passport	Annexure F
7	Lost passport	Annexure F and lost report
8	No valid UK visa	No Visa Undertaking
9	Edinburgh and Birmingham Consulate	1. Birth Certificate 2. Marriage Certificate

Please fill below details: -

1. Police station (India) - _____
2. District (India) - _____
3. Pin code (India) - _____

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Fresh Minor Passport (Mandatory Documents)

1	Appointment confirmation letter	Original
2	Government application online form	Original
3	Two recent photographs (35mm x 45mm) (same as uploaded online) (click here for details)	Original
4	Copy of the First and Last page of the Indian passport of parents.	Original & Photocopy
5	Detailed version birth certificate issued by the high commission of India and its respective consulates	Photocopy
6	Copy of valid UK Immigration status (E-visa) of parents along with share code	Photocopy
7	UK Address Proof	Photocopy
8	Parents' Marriage Certificate	Photocopy
9	Annexure D	Original
10	Annexure E	Original
11	Tatkal undertaking (For TATKAL application)	Original
12	Additional 2 Indian govt IDs of one parent (For <u>TATKAL</u> application)	Original & Photocopy

Additional Supporting Documents – Condition Based

Please review the following categories carefully. If any of the conditions below apply to your specific case, you must provide the corresponding supporting documents in addition to the mandatory requirement listed above.

1	In case of single parent	Annexure C and court order of full custody
2	In case the parents do not hold a valid UK visa	No Visa Undertaking
3	In case biological parents are not married	Child born out of wedlock affidavit
4	If one parent is not holding Indian Nationality	Declaration of Non Acquisition of Foreign Nationality
5	if one parent is not present in the UK at the time of minor child's application submission and cannot furnish their original passport for verification during the appointment.	Sworn Affidavit from regional passport office/Indian Embassy
6	Edinburgh and Birmingham Consulate	1. Birth Certificate 2. Marriage Certificate 3. Authority letter, if one parent is not present at the time of application submission

Please fill below details: -

1. Police station (India) - _____
2. District (India) - _____
3. Pin code (India) - _____

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Emergency Certificate (Mandatory Documents)

1	Appointment confirmation letter	Original
2	Government application online form	Original
3	Two recent photographs (35mm x 45mm) (same as uploaded online) (click here for details)	Original
4	Copy of the First and Last page of the Indian passport.	Original & Photocopy
5	UK Address Proof	Photocopy
6	Annexure E	Original
7	Annexure F	Original
8	No Visa Undertaking	Original
9	Lost Report – If the passport is lost	Photocopy
10	Explanation letter (with reason, if required)	Original

Please fill below details: -

1. Police station (India) - _____
2. District (India) - _____
3. Pin code (India) - _____

Important Guidelines

1. Filling the Form and preparing supporting documents: -

- a. It is mandatory to complete VFS online registration process before submitting your physical application. Failure to complete online registration process will result in returning your application unprocessed.
- b. All the photocopies of the documents that are being submitted must be full page and clearly legible. Photos and other information should be clearly readable.
- c. Please ensure that all details provided in your application match your existing passport. If not, please provide supporting documentation like notary affidavit to support the mismatch in detail.
- d. Please select the correct Indian mission based on the place where you reside in the UK and the mission's jurisdiction. Mission jurisdiction can be viewed at <https://services.vfsglobal.com/gbr/en/ind/attend-centre>
- e. You are recommended to fill in the passport application form if your form has completed more than 150 days. This might help avoid any processing delays in case your form expires 180 days before submission to the Mission.
- f. After submission online, no changes can be made. In case of an error, please fill in a new online application form. VFS India Consular Application Centre employees cannot edit or make any changes to your online application form.
- g. Please ensure to mention 1 Indian and 1 UK address in the online application form. Only the applicant holding settled status can add UK address as printable address in passport.
- h. Affidavit for change in appearance must be signed by the applicant. It is mandatory for all minors, OR adult applicants who shaved/grown a beard and/or cut/grown hair, started/stopped wearing turban/hijab that has changed appearance.
- i. Annexure E must be signed by the applicant.
- j. In case of affidavit of name change expiry date of the Notary stamp must not be manually corrected or over-written.
- k. 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.
- l. Name change scenarios: -
 - i. In case of marriage, remarriage, or divorce – Following documents are required: -
 1. After marriage - Marriage certificate and spouse passport copy
 2. Divorce – Divorce decree and govt ID with old name/birth certificate
 3. Remarriage - Divorce decree, latest marriage certificate and spouse name
 - ii. In case of name change of the applicant – Following documents are required: -
 1. Affidavit of name change mentioning the reason for name change with stamp and notary signature
 2. Original clipping of the newspaper published in the last 6 months both in UK and India or Gazette notification of the concerned State Government (Advert should

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be in English/Hindi language) (Submit the full page of the below mentioned clearly showing the date, name of the News Paper and the content.)

3. Two Indian Government issued ID/document, in the desired/applied changed name to ascertain.
- iii. In case parents name is not matching in applicants and parents IDs
 1. Applicant is required to update his/her birth certificate with correct parent's name along with parents ID
- iv. In case where parents have changed their name
 1. Parents' Indians ID with old name AND new name (For ex old and new Passport)
- m. All the documents (mandatory and supporting) along with photograph and signature should be uploaded before coming for the appointment. You can merge all the documents into 1 or more PDFs and upload the same on the portal.
- n. For lost passport, please visit reportmyloss.com and file a report for your lost passport. It is compulsory to have reference number and name of the applicant in the report.

2. Submitting the Form and supporting documents: -

- a. Please do not send original documents unless specified. VFS will not be responsible for the return of any additional original documents submitted.
- b. 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.
- c. Passport government ARN number must match the VFS Payment receipt number.
- d. The consulate reserves the right to call for additional documents, as considered necessary.

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Instructions to fill the Application Form

1. The application must be completed and submitted online by visiting:
<https://mportal.passportindia.gov.in/mission/>
2. 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 form.
3. Select the service after logging in
4. Enter your passport number and date of birth
5. Select the following details
 - a. Applying for: -
 - i. Fresh – This service is applicable for the persons (normally infants) who have never held any passport
 - ii. Re-issue of Passport – Select the appropriate reason
 - b. Type of application –
 - i. Normal – Processing time 4-6 weeks
 - ii. Tatkal – Processing time 7-10 days
 - c. Type of passport booklet –
 - i. 36 pages
 - ii. 60 pages (Jumbo) – Additional fee is required for this service
6. Fill the remaining self-explanatory details and submit the form
7. Upload photo, signature and all mandatory & supporting documents before printing the application form ([click here for upload guide](#))
 - a. Photograph – Upload colored (digital) photograph with dimensions of 630X810 pixel in the online government portal and carry the same photograph with dimension of 35mm x 45mm. Photos must be compliant with specifications.
 - i. **MUST BE PURE WHITE** Background–**PHOTOGRAPHS MUST BE IDENTICAL.**
 - ii. Photo must be taken within 6 months.
 - iii. Eyes must be clearly visible without glasses and without flashlight reflection
 - iv. With colored shirt to distinguish with white background
 - v. With good lighting on the face.
 - vi. Photos must be compliant with specifications
 - vii. Affix 01 photograph on change of appearance form
8. Sign on page 4 of the passport government form (do not put thumbprint)
9. If you opt to use your own courier labels. Either pre-paid labels or VFS offered courier label return address must match the address proof submitted and mentioned on the application form.

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List of documents/IDs accepted: -

1. Proof of address in UK

- a. Council bill (from last 3 months)
- b. Electricity/Gas/Water bill (from last 3 months)
- c. Bank statement front page (from last 3 months)
- d. Driving license
- e. Tenant agreement
- f. NHS Letter

2. Proof of address in India

- a. Aadhar card
- b. Electricity bill (from last 3 months)
- c. Bank statement (from last 3 months)
- d. Telephone bill (from last 3 months)
- e. Parents' passport (in case of minor)

3. Indian Government ID proof (Can be also used for Tatkal)

- a. Aadhar card
- b. PAN card
- c. Voting card
- d. Ration card
- e. Driving license
- f. Birth certificate issued under Registration of Births and Deaths Act 1969
- g. Student photo identity card issued by recognized educational institutions

Eligibility for TATKAL Passport Scheme: -

Below is the list of categories under which the applicant is not eligible to apply for TATKAL Passport: -

- 1. No valid UK Visa
- 2. Passport expired more than 3 years
- 3. Renewal of Short Validity Passport (SVP)
- 4. Change/correction in name, sex, date of birth, place of birth, father's or mother's name
- 5. First passport without Birth Registration certificate
- 6. Divorce/Separation

Please note – Application duly filled-in for normal category will not be accepted in tatkal category or vice-versa

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Important Notes / Common Mistakes to avoid

- Wrong Jurisdiction selection done by Applicant on the Application 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 and surname on Application 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 Application Form does not match with the place of birth mentioned on Current Indian Passport.
- Issue date of passport on Application Form does not match with the issue date of passport mentioned on Current Indian Passport.
- Place of issue on Application Form does not match with the place of issue on mentioned on Current Indian Passport.
- Address on the Application Form does not match with the address on the Current Indian Passport.
- Nationality mentioned on the Application 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.
- 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
- 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.
- 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.