

Q1: What are the various passport services and which form has to be filled in?

A: The various passport services are:

1. **Issue of Fresh Passport:** You can apply for fresh passport if applying for the first time.
2. **Re-issue of Passport:** You can apply for re-issue of passport if you want another passport in lieu of an existing passport for any of the following reasons:
 - Change in existing personal particulars.
 - Validity expired within 3 years/ Due to expire.
 - Validity expired more than 3 years ago.
 - Exhaustion of pages.
 - Damaged passport.
 - Lost passport.
3. **Miscellaneous Service:** Issue of Police Clearance Certificate (PCC)

Q2: What is the definition of minor for issue of passport?

A: Applicants less than 18 years of age are considered as minor for issuance of passport.

Q3: I have a one-month old baby? Does the baby require a separate passport or his/her name can be endorsed in one of the parents passport?

A: Endorsement of child's name in parent's passports is not allowed anymore. As per the amended instructions , a minor should have a separate passport.

Q4: Is it true that passport applications for minors under 18 require consent of either both parents or legal guardian?

A: It is necessary that either parent/legal guardian should give his / her consent while applying for minor's passport. Following documents have to be submitted in the given cases:

S.No.	Case	Documents to be submitted
1.	Passport application of a minor with consent of both parents	Annexure "H"
2.	Applied by Legal Guardian	Annexure "H"
3.	Minors with single parent (One parent deceased)	Annexure "H"
4.	Applied by one parent/guardian when consent of one or both parents is not possible	Annexure "G"
5.	Parents are separated but not divorced	Annexure "C"

6.	Single parent of the child born out of wedlock	Annexure "C"
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Q 5: I recently got married/divorced. How do I change my name on my passport?

A: To change the name in the passport, you have to apply for a "Re-issue" of passport and get the specified change done in the personal particulars. To check the complete list of documents to be submitted along with the application form, please click on "*Documents Required*" link on Home page.

Q6: I am a married lady and want to apply for a fresh passport. I am unable to provide the prescribed marriage certificate or joint affidavit due to marital discord or separation. What should I do?

A: Such applicants have to submit an Affidavit sworn before First Class Judicial Magistrate or Executive Magistrate on Non-Judicial stamp paper as per specimen provided in Annexure 'K': Section G of the passport instruction booklet.

Q7: What is the definition of damaged passport?

A: Damaged passport is classified further based on the extent of damage, i.e.:

1. Damaged Passport - Passport number is readable, name is legible and Photo is intact
2. Damaged beyond recognition/ mutilated/smudged entries/washed out

Q8: What is the procedure to apply for duplicate passport in case of lost or damaged passport?

A: To apply for duplicate passport in case of lost or damaged passport, you have to fill the Passport Application form and apply for "Re-issue" of passport.

Q9: What do I do if I lose my passport?

A: Loss of passport should be immediately reported to the nearest Police Station and to the Passport Office or Indian Mission, if abroad. You can apply for "Re-issue" of passport at your nearest PSK and submit the required documents along with your passport application form. To check the complete list of documents to be submitted along with the application form, please click on "*Documents Required*" link on Home page.

Q10: I lost my passport recently. I've applied for a duplicate passport. I want to know if the new passport will have the same number as my old passport, or a new number?

A: The new passport will have a new passport number, with a fresh validity of 10 years.

Q11: What can I do if I have lost my passport and have to travel to India urgently due to an emergency like serious illness or death in the family?

A: You need to contact the respective Indian Mission/Post to apply for issuance of another Passport. An Emergency Certificate (EC) may also be issued for returning to India after verification of Indian nationality/origin/particulars.

Q12: I am an Indian living abroad. I lost my Indian passport but I don't have

photocopy of the same. What should I do?

A: Photocopy of the old passport is not a mandatory document to be submitted in case of lost/damaged/stolen passport. It should be produced, if it is available. But you will be required to produce, the previous passport details like Passport number, date of issue, date of expiry and place of issue, while filling the passport application form. If you do not have that information, then contact the respective Indian mission/post in that country.

Q13: My passport will expire in 2 years. What should I do?

A: You can apply for a re-issue of passport up to 1 year before the expiry or within three years after the expiry of the existing passport without fresh police verification, provided there is no change in personal particulars and there is clear police report with respect to your previous passport and there is no adverse entry in the system. You can also apply for re-issue of passport if your previous passport expired more than three years ago, but fresh police verification would take place.

Q14: What documents are required when there is a change in name on account of divorce?

A: Following additional documents have to be submitted:-

- i. Court certified copy of Divorce Decree or self attested copy of Divorce certificate.
- ii. Deed Poll or Sworn Affidavit as per Annexure "E" given in the Passport Instruction booklet.

To check the complete list of documents to be submitted along with the application form, please click on "*Documents Required*" link on Home page.

Q15: What is the process to endorse spouse's name on my passport?

A: To endorse the spouse's name on your passport, you have to apply for a 'Re-issue' of passport and get the specified change done in personal particulars. To check the complete list of documents to be submitted along with the application form, please click on '*Documents Required*' link on Home page.