

INDIA PASSPORT APPLICATION CENTER

APPLICANT'S NAME		SUBMISSION OFFICER	
PASSPORT NUMBER		DATE	
MANDATORY DOCUMENTS REQUIRED FOR INDIVIDUAL APPLICANTS			
S.NO	PARTICULARS	YES / NO	REMARKS
	COUNTER APPLICATIONS <input type="checkbox"/>		
1	Online Passport Application Form NO-1 to be filled in English		
2	Nationality verification form- Photo affixed.		
3	Photocopy of the first five pages and last two pages of the passport to be produced		
4	Notarized Photocopy of Proof of Valid Visa on Passport/ Green Card/ Permanent Residency Card/ Employee Authorization Card/ I-797 Approval Notice/ I-485 for children, I-20 for applicants on student visa. (Note: Receipt Notice is not a valid .Proof of Visa), Some Consulates may accept Recent Interview Notice on their discretion		
5	Notarized Photocopy of Proof of Residence- For example Driving License/ Utility Bill – Gas/Electricity/Water/ Rental lease agreement /Home Mortgage Bill (In case of minor proof of residence of either or both parents is accepted)		
6	Three additional photographs showing full frontal view of 2 X 2 inches size with light background (8 additional Photos to be submitted in case of Lost/Damaged Passport and passport expired more than 3 yrs.)		
ADDITIONAL DOCUMENT REQUIREMENT			
If married but spouse name not endorsed in passport :			
1	Notarized Photo Copy of marriage certificate		
2	Notarized Photocopy of the passport of the spouse- 1st & last page only (If US Citizen Spouse has no Passport then copy of their ID card is required)		
If Passport is Lost/ Damaged/ Expired for more than 6 months:			
1	Notarized Affidavit of Lost/Damaged/Passport Expired more than Six Months		
2	7 Extra Copies of Nationality Verification form mentioned in point 3 Above with photo affixed required		
3	If Passport is Lost/ Damaged/ Expired for more than 3years: An Additional –Notarized- “4 Point Affidavit” is required for Applicants of HOU Jurisdiction.		
4	If Passport is expired for Less than 6 Months – a self-explanation letter is required as to “why the passport was not renewed?”		
5	Additionally If Passport is Lost/damaged: Sr. no 26 on Pg. 3 of the application from must be notarized		
6	Additionally If Passport is Lost: Original F.I.R.(Police Report)		
If Visa Status is Expired/Pending: (Applicable to NYC, HOU & SFO, Not Applicable to ATL, WAS & CHI)			
1	“Notarized Affidavit of No Status with notarized photocopy of the valid Indian passport and the valid green card of two witnesses		
2	7 Extra Copies of Nationality Verification form mentioned in point 3 Above with photo affix		
Change of name			
1	Notarized Deed poll Sworn Affidavit		
Change of Name after Marriage			
1	Notarized Affidavit for Change in Name after Marriage		
ADDITION OF LAST NAME OR ANY CHANGE IN FIRST OR MIDDLE NAME -			
1	The applicant is required to be advertised in two daily		

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	Newspapers; one in USA and another in India, being circulated in the area of applicant's permanent and present residence in USA.		
2	Apply after waiting for 1 month of releasing advertisement		
Change in appearance			
1	Notarized Affidavit for Change in Appearance		
In case applying for Children up to 18 Years of Age			
1	Notarized Photocopies of the passport of both parents		
2	Notarized Photocopies of the valid visa status of both parents		
3	Notarized Change in Appearance Affidavit		
	No Objection Certificate/ Affidavit from both parents (Notarized) is required and Page 4 of the application form should be notarized		
If Parents are divorced/separated :			
1	Notarized Photocopy of Court decision with custody confirmation is required		
2	If one of the parents is deceased a Notarized Photocopy of death certificate is required.		
In Case of Applying for Minor endorsed on parents passport:			
1	Notarized photocopy of the endorsement page of both parents passport along with first five and last 2 pages of the same is required		
If Spouse name is to be deleted from the passport:			
1	Notarized copy of "Divorce Decree/ Death Certificate is required whichever is applicable		
Corrections of spellings in parents' name and/or Date of Birth			
1	Birth certificate/ School leaving certificate having correct spelling of parents name. Note: Some consulates may ask for the court order of the Magistrate		
Special Instruction			
1	For Senior citizens who do not have address proof in their name: Notarized copy of Address proof of Son/Daughter with whom they are staying along with Notarized copy of their passport first 2 and last 2 pages.		
ADDITIONAL DOCUMENTS (If Applicable)			
I have been informed & advised that insufficient documentation mentioned in checklist may lead to delay in processing of application. However, I insist to proceed with my application.			

Applicant's or Representative's Signature.....

The above guidelines are defined by The Embassy of India, Washington DC and must be strictly followed. The Embassy of India/ Consulate General of India, U.S.A reserves the right to ask for a Personal Interview or Additional Documents. The Embassy of India/ Consulate General of India, U.S.A will not accept applications which do not meet above specified guidelines.