

<http://passportindia.gov.in>

Step 1 :


First you need to browse the [Passport Seva Website \(http://passportindia.gov.in\)](http://passportindia.gov.in)

Step 2 :

Click on **New User Register** at the left hand side. You will be directed to a **User Registration Form**.

Step 3 :

Fill **User Registration Form** as described below and Click on **Register**

Register to apply at*	<input type="radio"/> CPV Delhi <input checked="" type="radio"/> Passport Office	← You must select Passport Office
Passport Office * <small>(As per Present Residential Address)</small>	----- Select -----	← Select your nearest Passport Office
Given Name (Max 45 Characters)*	<input type="text"/>	← Enter your First Name
Surname (Max 45 Characters)	<input type="text"/>	← Enter your Last Name/ Surname
Date of Birth (DD/MM/YYYY)*	DD/MM/YYYY	← Enter your Date of Birth (Eg. 22/07/1987)
E-mail Id (Max 35 Characters)*	<input type="text"/>	← Enter your E-Mail Address
Do you want your Login Id to be same as E-mail Id?	<input type="radio"/> Yes <input checked="" type="radio"/> No	← Select No if you need a Login ID. If you want to use your Email Address as Login ID, Select Yes
Login Id*	<input type="text"/>	← Enter your Login ID
Password*	<input type="text"/>	← Enter your Password
Confirm Password*	<input type="text"/>	← Re-Enter your Password
Hint Question*	----- Select -----	← Enter a Hint Question
Hint Answer*	<input type="text"/>	← Enter a Hint Answer
Enter Characters Displayed *	 Change the picture displayed	← Enter the Characters Displayed in the Image
	<input type="text"/>	

Step 4 :

After completion of the **User Registration**, a message will be displayed on the **Passport page that a link was sent to your registered mail for activation of your account**. The applicant has to activate account by clicking on the link received in his mail by entering User ID and Password; the online application form portion will be generated.

Step 5 :**“Apply for Fresh Passport/Re-issue of Passport ”****Filling Application Form:**

- Select Applying for **Fresh Passport (For First Time Applicants) / Re-issue of Passport (For Re-Issuing of Passport)**
- Type of Application should be **Normal**. People who want a Passport in emergency may Select **Tatkal**
- Select the **Number of Pages** you want in the Passport Booklet
- Enter your **Given Name/ First Name**
- Enter your **Surname**
- Select **YES** if you are known by any other names as well. Mention your Other Name(s) and Surname(s). Otherwise Select **NO**
- Select YES if you have ever changed your name. Mention your Old name(s) and Surname(s). Otherwise Select **NO**
- Enter your Date of Birth in **DD/MM/YYYY** format. **Example 22/07/1987**
- Select YES if your place of Birth is Out of India. All Indian Citizens must select **NO**
- Enter the name of your **Village/City/Town, State, District**
- Enter your Gender (**Male/Female**) & Marital
- Status (**Single/Married/Widow/Divorced/Separated**)
- All India Citizens must select Citizen of India by **Birth**.

- Enter your **Pan Card Number** and **Voter ID Card Number (If Available)**. If you do not have a Pan Card and/or Voter ID, you can leave the respective box blank.
- Select your **Employment Type**
- Select **YES** if your **Father/Mother/Spouse** is a **Government Servant**. Otherwise Select **NO**.
- Select your **Educational Qualification**.
- If your Qualification is **10th Standard or above** then you are **eligible for Non-ECR Category**. Otherwise **NO**
- You must mention about any Mark on your **Face/Neck/Shoulder** which is clearly visible
- Mention your **Aadhaar Card Number** (If Available)
- Mention your Father's Name & Surname, your Legal Guardian's Name (If Applicable), your Mother's Name & Surname, your Spouse's Name & Surname.
- **Note** : Given Name should also include Middle name (If Any)
- Select **NO** if your **Present Address is in India**. Otherwise Select **YES**.
- Select **YES** if your **Permanent Address is same** as your **Present Address**. Otherwise Select **NO**.

Note: **Under this Point,** the applicants who are commuting daily to other Police districts (**out of Vijayawada City Police Commissionerate jurisdiction**) for their study/work purposes were suggested to select **NO option** and fill their study/work address in the relevant column in their Passport application form. Means, the applicant has to give details place in which he is working / studying so that verification can be done both at his permanent address as well as place of study/working. Failure to give full details of addresses where he is working or studying other than his

place of residence may result in sending “Remark” report against the applicant to the concerned RPO.

- Fill out your **Emergency Contact Details** such as **Emergency Contact Person’s Name & Address, Mobile Number, Telephone Number & Email Address.**
- Fill out the Contact details:
- **2 References in your City/Town/Village: Contact Person’s Name & Address, Mobile Number & Telephone Number.**
- Enter your **Previous Passport Application Details :**
- Select **YES** if you have held any Official or Diplomatic Passport. Otherwise select **NO**. If you have applied for a passport before and it was not issued to you, then select **YES**. Otherwise Select **NO**.
- **Enter Other Details :**
 - 1) If you have charged with any criminal proceedings ever, Select **YES**. Otherwise Select **NO**.
 - 2) In the last 5 years, if have you been convicted by any Court or been jailed for 2 years of More Select **YES**. Otherwise Select **NO**.
 - 3) If you have ever been refused or denied for Passport, Select **YES**. Otherwise Select **NO**.
 - 4) If your passport has even been impounded or revoked, you must Select **YES**. Otherwise Select **NO**.
 - 5) If you have ever applied for any political asylum in any other country, Select **YES**. Otherwise Select **NO**.
- Read the **Self Declaration** & Check on **I Agree**.
- Mention the Name of the **Place** and **Date**
- Finally click on **Validate and Save (preview application form)**. This will save your Passport Application. This completes your for filling process to apply passport online.

Know about:-

Step 6:-**List of Documents accepted as Address & Date of Birth Proof**

As per the extant statutory provisions of the Passport Rules, 1980, all the applicants born on or after 26/01/1989, in order to get a passport, had to, hitherto, mandatorily submit the Birth Certificate as the proof of Date of Birth (DOB). It has now been decided that all applicants of passports can submit any one of the following documents as the proof of DOB while submitting the passport application:

1. Birth Certificate (BC) issued by the Registrar of Births & Deaths or the Municipal Corporation or any other prescribed authority whosoever has been empowered under the Registration of Birth & Deaths Act, 1969 to register the birth of a child born in India;
2. Transfer/School leaving/Matriculation Certificate issued by the school last attended/recognized educational board containing the DOB of the applicant;
3. PAN Card issued by the Income Tax Department with the DOB of applicant;
4. Aaadhar Card/E-Aaadhar having the DOB of applicant;
5. Copy of the extract of the service record of the applicant (only in respect of Government servants) or the Pay Pension Order (in respect of retired Government Servants), duly attested/certified by the officer/in-charge of the Administration of the concerned Ministry/Department of the applicant, having his DOB Driving license issued by the Transport Department of concerned State Government, having the DOB of applicant;
6. Election Photo Identity Card (EPIC) issued by the Election Commission of India having the DOB of applicant;
7. Policy Bond issued by the Public Life Insurance Corporations/Companies having the DOB of the holder of the insurance policy.

Step 7:

Finally, Click on submit. This will generate your **ARN Number**. You can now check your Submitted Application with ARN Number at Applicant Home Page.

Step 8:

For book an Appointment at your **Passport Seva Kendra (PSK) or Regional Passport Office (RPO)**, you need to select your **ARN Number** in

Applicant Home Page. Just below your details click on the link to Book an Appointment. You will get the availability of dates and respective **PSK** and/ or **RPO**. You may finalize the date of appointment according to you convenience.

A fee of Rs.1,000/- (minors), 1,500/- (Normal) and 2,000/- (Jumbo Passport – 60 pages) will be charged for booking the Appointment depending upon the passport applicant category and the amount will be automatically displayed. Three chances are given to the person for booking the Appointment with the payment within a year. Accepted mode of payment is **Credit/Debit Cards by Bank Deposit, Net Banking or By Bank Draft**. In the process to apply passport Online and Booking appointment, this is a must process.

NOTE:-

Remember to carry all your Original documents to show in Passport Office.

PASSPORT APPOINTMENT

When you reach the Regional Passport Office or Passport Seva Kendra on your Appointment Date and Time.

1. Your Original Documents will be checked.
2. After verification of your documents, you will be asked to give your Biometric Information like your Finger Prints and Thumb Impressions of both the hands. Your photograph will also be clicked for online records. In this step also, you may be asked to show your Original Documents.
3. After completing both the above steps, you will be handed over a Final Acknowledgement Receipt, which you must keep safely.

POLICE VERIFICATION:-

2 – 3 weeks after your Appointment Date, you will be intimated about the Initiation of Police Verification Request for your Passport Application File at the Police Station/Thana specified by you while filing up the Application Form.

If you did not receive any intimation, you can track the status of your Passport Application at www.vijayawadapolice.ap.gov.in or **4th Lion mobile app** of Vijayawada City Police by entering your File Number and Date of Birth.

You will go through Police Verification at the address specified by you. At the time of Police Verification, you will also be asked for the Original documents submitted by you and Photostat copies of all the documents (which you have submitted at your RPO/PSK along with your Application) will be collected. Also, you will be required to Sign police verification report, if necessary furnish Name & Addresses of two known persons in the locality. The Police Verification officer will provide you with this Form.

IMPORTANT NOTE:

If your verification is not done within 3 weeks, you may get in touch with your Police Station.

HOW TO CHECK PASSPORT STATUS

After applying for a Passport in India, there are 2 ways to **check the status of the Passport**. If you have applied for a fresh/new passport or renewed your current passport, you will receive your passport within 6 weeks from the date of application. If you have applied for a Passport under Tatkal scheme, you should be able to receive your Passport within two weeks from the date of application. If you are willing to know status of your passport, you can follow any one of the following options given below.

CHECKING PASSPORT STATUS ONLINE

You can check your Indian passport status online by visiting this link – > **<http://passport.gov.in/>**. Once you visit this site, you need to Select your Application Type as Passport/PPC/IC and enter the Reference **File no. (which is your Application Number) and select your DOB(Date of Birth)** mentioned in your passport application. As soon as you enter the required details and click on Track Status button, the status of your passport will be displayed to you. If required, nearest Passport Seva Kendra can be contacted for checking your Passport status.

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