

### Passport Application Process Over view

1. Register online in passport Seva Website - to register [please click here](#) )
2. filling up online passport application form,(alternatively, you can download e-form, fill up and upload the same at the Passport Seva Portal),
3. Scheduling an appointment for documents submission.
4. Visiting Passport Seva Kendra for documents submission.

### Documents required for Passport application (Normal Mode)

1. Print out of the application form (Online filled passport application form. to fill online passport application form [please click here](#) )
2. White background photographs (photo size 3.5X4.5 mm)- If the applicant age is below four years. All other applicants photo will be taken at Passport Seva Kendra
3. Present address proof (any one of the following in original)
  1. Applicant current and valid Ration Card with present address
  2. Election ID card with the present address
  3. Adhaar Card with present address
  4. Land line Telephone bill or post paid mobile bill (one year old one bill & the present one)
  5. Gas Connection Book with recent refilling receipt (connection should be one year old)
  6. Valid Bank Passbook /One year statement from Public Sector Banks(only)
  7. If you are staying in a rented house -Rental Agreement with rented house electricity bill /water bill and land line telephone bill/electricity bill/water bill/gas bill/original bank statements in applicant name
8. Income Tax Assessment Order
9. Water Bill (one year old one bill & the present one)
10. Electricity bill ((one year old one bill & the present one)
11. Certificate from Employer (Public Limited Companies) on letter head with seal and signature
12. Spouse's passport (First and last page including family details), (provided the applicant's present address matches the address mentioned in the spouses passport)
13. Parent's passport , in case of minors(First and last page)
14. **Note:** If applicant has only ration card/election ID card/Adhaar Card as proof of address, it it must be supported by one more proof of address out of the given categories (which has recent issuing date)
15. Previous address proof Documents–If you are not completed one year in the present address

16. Age proof (any one of the following in original)

- If you born after 26/01/1989 Birth Certificate Certificate is mandatory ( issued by the Municipal Authority or the Office of the Registrar of Births & Deaths Birth)
- S.S.L.C Marks Card
- School living certificate where you have attended last.
  
- To get E C N R (Emigration Check Not Required)status in passport please provide any one of the following in original
  - 10<sup>TH</sup> standard Certificate OR Degree Certificate OR Diploma Certificate
  - Pan card and Proof of assessment of income tax and actual payment of income tax for last one year
  - Any other documents listed for ECNR eligibility
  
- Marriage certificate/marriage affidavit-If applicant is married.
- Annexure H -If applicant is a minor
- Annexure B&M- if the applicant is a government employee

**Passport Fee:**

- For Adult(above 18 years) Rs 1500 (normal mode application)
- For Minor(five year valid passport) :RS 1000 (normal mode application)

**Mode of Payment :**

Online Payment is mandatory and it can be made using any one of the following modes:

- Credit/ Debit Card (MasterCard and Visa)
- Internet Banking (State Bank of India(SBI) and Associate Banks Associate Banks only)
- SBI Bank Challan