

# PASSPORT ISSUE/RE-ISSUE

## N.B. APPLICANT MUST COME IN PERSON

Version: 15/01/2020

In compliance with the regulations of International Civil Aviation Organisation (ICAO), only machine-readable printed passports are now to be accepted for international travel.

Indian Passports are generally issued with a validity of 10 years (except in the case of children up to the age of 15 years where it is issued for a validity of 5 years). Their re-issue thereafter involves the issuance of a new passport. Wherever any change is required in personal particulars pages of the passport, a new passport needs to be obtained as the practice of handwritten endorsements in the existing passport no longer exists.

Similarly, a new passport needs to be obtained where the existing Passports have run out of available pages for visas etc. A new passport can be issued one year before final expiry or on final expiry of any passport issued for full validity of 10 years (5 years in the case of minors).

## LIST OF DOCUMENTS REQUIRED FOR A PASSPORT ISSUE/RE-ISSUE

- 1 Applicant should mention the reason for re-issue of passport clearly specifying the required changes in passport entries, if any.

### ALL PHOTOCOPIES OF THE DOCUMENTS SUBMITTED MUST BE SELF-ATTESTED

- 2 An Indian Government passport application form duly filled in online at the following address:   
<https://embassy.passportindia.gov.in/>
- Your form should be signed and dated accordingly
  - Fields should be exactly as per previous passport. Any change must be substantiated with proper documents
  - One out of two addresses filled must be an Indian address where police verification may be carried out
- 3 One Personal Particulars form (PP Form) duly filled in and signed with photos pasted in the top right-hand corner (Form available on VFS website in Download Forms section)
- Please note that for question 8(a), 10(1) and 10(2) you **must** provide an address in India. **It is important to mention the police station and pincode too in 8(i).**
- 4 Four photographs conforming to Indian Government norms as per specifications mentioned on our website
- Please note photographs available in photo booths in France are not compatible with Indian norms
  - Photos should be glued to the form
  - Photo service complying to the Indian norms is available in our offices – please ensure that it is bright
- 5 Original Indian passport along with self-attested copies of first and last pages (in case of lost passport the copy or at least the passport number should be provided)
- 6 Self-attested photocopy of the French titre de séjour and original for verification
- In case the applicant submits a copy of the récépissé, then he/she should provide a copy of the previous French visa or titre de séjour.
- 7 Photocopy of one of the following to prove your address: electricity, gas, landline/mobile telephone bill (the bill should not be more than 3 months old)
- 8 To duly fill in Annexure 'A' (For those applicants who have criminal proceedings pending against them and whose applications would attract the provisions of clause (f) of sub-section (2) of Section 6 of the Passports Act, 1967. (See download form page on VFS website)

- 9 Additional documents mentioned below as per your case
- 10 Additional forms as per your case (please refer to the page Download Form on the VFS website)
- 11 Declaration form: to be filled by all applicants when submitting any application

## LIST OF ADDITIONAL DOCUMENTS

**IMPORTANT: Please note that all certificates issued outside of India must be apostilled by the “cour d’appel” or Ministry of Foreign affairs (Quai d’Orsay), and translated into English. Originals must be presented for verification.**

- A. If there are insufficient pages in the current passport**
- No additional documents required
- B. If you previously had ECR status and wish to have ECNR status**
- Copy of any diploma from 10<sup>th</sup> grade and above
- C. If the applicant has lost or damaged their passport**
- Letter of explanation (circumstance under which loss/damage of passport occurred)
  - Police declaration in original (which will be kept with the Embassy) in case of loss/theft of passport
  - Affidavit Form F (see Download Form section on VFS website)
- D. If the passport is expired for more than 6 months**
- A self-explanatory letter as to why the passport was not renewed in time
  - Affidavit M
- E. If the applicant is not holding a valid visa/récépissé or resident card**
- Immigrants Declaration form (see Download Form section on VFS website)
  - Letter clearly specifying basis and chances of regularization along with time-frame
  - Any **two** of the following six documents as proof of regularization in France: 
    1. Detailed Tax papers.
    2. Work Contract.
    3. Bank statement.
    4. Salary slips.
    5. A letter by the Employer indicating that the contract would be awarded after passport has been received.
    6. Medical Card (Aide Médical d’état)
  - A guarantee letter from an Indian national residing in France with a self-attested copy of their passport and titre de séjour as well as originals for verification

## CHANGES IN PASSPORT DETAILS

**(A new passport will be issued for any change in the laminated pages of the existing passport)**

- F. If adding / deleting spouse name**
- Original marriage certificate with a self-attested photocopy and self-attested photocopies of passport of the applicant’s spouse (original Passport and Titre de séjour to be shown at the time of submission of application)
- OR** divorcees applying for a change of name are required to furnish the Indian divorce decree authenticated by the Court
- OR** in case of change of name following death of spouse, photocopy of death certificate of the spouse (Original to be shown at the time of submission of the application)

**OR** remarried applicants applying for change of name/change of spouse's name will be required to produce the Indian divorce /death certificate in respect of first spouse, marriage certificate (see conditions above) and photocopy of present spouse's Passport (original passport to be shown at the time of submission of the application).

**Please note that any certificate issued outside of India must be apostilled by the "cour d'appel" or Ministry of Foreign affairs (Quai d'Orsay) and should be given in the original**

**G. If the applicant has changed their name subsequent to marriage / remarriage / divorce / death of spouse etc.**

- Annexure D or Sworn Affidavit
- AND** Original marriage certificate with a self-attested photocopy and self-attested photocopies of Passport of the applicant's spouse (original Passport to be shown at the time of submission of application)

**OR** divorcees applying for a change of name are required to furnish the Indian divorce decree authenticated by the Court

**OR** in case of change of name following death of spouse, photocopy of death certificate of the spouse (Original to be shown at the time of submission of the application)

**OR** remarried applicants applying for change of name/change of spouse's name will be required to produce the Indian divorce /death certificate in respect of first spouse, marriage certificate and photocopy of present spouse's Passport (original passport to be shown at the time of submission of the application).

**Please note that any certificate issued outside of India must be apostilled by the "cour d'appel" or Ministry of Foreign affairs (Quai d'Orsay) and should be given in the original**

**H. If the applicant has changed their name for reasons other than the above (major change in name)**

Applicants seeking to change first name or surname, or both are required to place advertisements to that effect in a prominent newspaper of usual place of residence in France and in a prominent daily newspaper of area of permanent address in India. **Important: Applicant must wait 5 weeks after publication before applying**

- Annexure E
- Original clippings of the newspaper advertisements (newspaper page).
- Copy of two official Indian documents confirming the identity of the applicant after the newspaper publication

**I. For any other changes in the laminated pages of the passport, a new passport will be issued i.e. minor change in name (splitting of name), change in appearance, change in signature, change in address etc.**

- Affidavit O for change in Passport details (see Download Form section on VFS website)
- Two photographs (one old appearance and one new appearance **(in case of change in appearance only)**)
- Residence proof i.e. utility bills, latest monthly bank statement, property papers etc. **(in case of change in address only)**

**J. If the applicant is a minor (under 18) and both parents are able to visit the VFS Centre**

- Photocopies of both parents' passports and their resident cards
- Copy of the marriage certificate of the parents
- If either of the parents holds a foreign nationality, a letter from the concerned Embassy or Mission of that country or from the concerned French authority (in case of French national) stating that the child has not acquired nationality of his / her parent would be required
- Annexure H and Declaration Minor forms signed by both the parents (see Download form section of VFS website)

**K. If the applicant is a minor (under 18) and in case only one parent can be present to submit application**

- Photocopies of both parents' passports and their resident cards
- Copy of the marriage certificate of the parents
- If either of the parents holds a foreign nationality, a letter from the concerned Embassy or Mission of that country or from the concerned French authority (in case of French national) stating that the child has not acquired nationality of his / her parent would be required
- Annexure G and Declaration Minor forms signed by both the parents (see Download form section of VFS website)

**L. If the applicant is a minor (under 18) and in case of single parent with no authorisation from other parent (child born out of wedlock/whereabouts of other parent unknown)**

- Photocopies of passport and resident card of parent there to apply
- Annexure G and Declaration Minor forms signed by parent present to apply (see Download form section of VFS website)
- Annexure C (see Download form section of VFS website) N.B. Single parent has the choice to mention the name of the other parent or not

**M. If the applicant is a minor (under 18) and in case one parent is in France and the other parent is in India or another country abroad**

- Photocopies of both parents' passports and their resident cards (in case one parent is in India or another country abroad details of their place of residence in that country required)
- Copy of the marriage certificate of the parents
- If either of the parents holds a foreign nationality, a letter from the concerned Embassy or Mission of that country or from the concerned French authority (in case of French national) stating that the child has not acquired nationality of his / her parent would be required
- Annexure G filled by the parent residing abroad and attested by the Indian Mission abroad and then signed by the parent in France. In case of Annexure G the parent present to apply must fill Annexure H and Declaration Minor also.

**Please note that any certificate issued outside of India must be apostilled by the "cour d'appel" or Ministry of Foreign affairs (Quai d'Orsay) and should be given in the original**

**N. If the applicant is a minor (under 18) and in case one parent is in France and the other parent is applying for the passport in India**

- Annexure G (see Download form section of VFS website) to be filled by parent in France and attested by the Embassy of India, Paris France – this can be applied for through VFS

**Note:** The above are the general mandatory requirements. The applicant may be advised to submit some more documents, after scrutiny of the application on a case to case basis.

I hereby certify that I have submitted a complete application and that I know and accept the minimum processing times required for my application.

Date:

\_\_\_\_\_

Signature:

\_\_\_\_\_