

## 6. Check List:

Refer [Check List](#) for the required documents to be submitted along with the application form.

## Important Note:

**(i) Under Section 12 of the Passport Act, 1967 - whoever contravenes the provisions of the Act by traveling without a valid passport, knowingly furnishes wrong information or attempts to alter entries made on the passports or travel documents, fails to produce his/her passport for inspection, knowingly uses a passport or travel document issued to another person or knowingly allows another person to use a passport or travel document issued to him shall be punishable with imprisonment for a term up to 2 years or with fine up to Rs. 5,000/- or with both**

**(ii) Whoever not being a citizen of India makes an application for a passport or obtains a passport by suppression of information about his nationality or holds a forged Indian passport or travel document shall be punishable by imprisonment up to 5 years and with fine up to Rs. 50,000/-**

## Fresh passport checklist

1. 10 copies of photograph of size 35 X35 mm showing frontal view of full face. (with plain background)
2. Ration Card in Original & 3 Xerox Copies of each, first and last page where name is written.
3. Birth Certificate or School Leaving Certificate + 3 Xerox each
4. Degree Certificate along with the mark list of last 3 years + 3 Xerox
5. Your previous passport if any
6. Father's/ Mother's passport if any in case of minor ( Below 18 Years)
7. No Objection Certificate from head of Department, if working in Central or State Govt. or Semi govt. of Public Enterprise.
8. Marriage Certificate
9. Affidavit in case of change of first name and for minor ( Below 18 Years)
10. Telephone Bill ( 1 year old)
11. Electricity Bill ( 1 year old)

Requirements for Fresh Passport for Minors (up to 18 years):

Birth Certificate or Bona fide Certificate in School Letter Head

Parent's Original Passport

If either father or mother doesn't have passport then they have to execute an Affidavit for Minor on a Non-Judicial Stamp Paper

Affidavit by Legal Guardian (in case the parents are not legal guardians). In this case, apart from an affidavit by the legal guardian two responsible persons known to the legal guardian should also execute an affidavit.

In case where the parents are resident outside India, such consent from the parent( s), in the form of Sworn Affidavit, dully attested by the Indian Mission abroad, is acceptable. At least one parent of the minor child must hold a valid Indian passport, failing which passport to minor applicant shall be issued only after police clearance.

#### 4. Urgent Passport:

Refer [Tatkaal Scheme](#) in case if applicant needs the passport urgently.

(TALKAL SCHEME: The applicant's passport size photograph is also required to be affixed on the Verification Certificate and attested by the officer issuing the Verification Certificate with his/her signature and rubber stamp in a Letter head in such a way that half the signature and stamp appear on the photograph and half of the certificate.

For proof of stay applicant should produce any ONE of the following documents

- a. Ration Card (OR)
- b. Bank Pass Book with minimum operation of One Year (OR)
- c. Telephone Bill for the last two years (OR)

- d. Gas Connection Book with full entry for two years (OR)
- e. Identity card issued by the Chief Election Commissioner

For Proof of Date of Birth applicant should produce any ONE of the following documents

- a. Transfer Certificate from Educational Institution (OR)
- b. Birth Certificate issued by Municipality/Corporation (OR)
- c. Bonafide Certificate from the school (OR)
- d. Tenth Standard Mark Statement (OR)
- e. Twelfth Standard Mark Statement

*(All above documents to be produced in original along with self-attested copies)*

The TATKAAL fee is in addition to the applicable passport fee and payable either in cash or DD in favor of Passport Officer concerned. The additional fee for out of turn TATKAAL passport, would be as follows: