

2. How to fill the Form:

The Passport Application Form is Machine Readable. Please follow the instructions as follows:

Use capital letters only. Particulars given in the form will be printed in the passport.

Therefore, please be careful in filling up the form and avoid any mistakes.

Use black/blue ball pen only

Do not fill the form with pencils or ink-pen.

While filling up the boxes, kindly leave one box blank after each completed word.

Write clearly within the box without touching the boundaries.

Adjust the information to fit within the number of given boxes.

Do not write anything outside the box. **Avoid over-writing**

Incomplete application will not be accepted.

Note:

All original documents are to be shown at the time of submission of the passport application form. With the Original **Passport Application Form**, self-attested copies of all required documents need to be attached. Illiterate applicants should put only thumb impression in the box meant for thumb impression/signature. In case an applicant has stayed at more than one address during the last one year, he/she should furnish two additional photocopies of the **PP form** for each additional place of stay.