



## CONSULATE GENERAL OF INDIA

3 EAST 64TH STREET

(Bet. Madison and Fifth Avenue)

NEW YORK, NY 10065

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For more information visit our website:

[www.indiacgny.org](http://www.indiacgny.org)

PASTE  
ONE PASSPORT SIZE  
PHOTOGRAPH HERE

**Please sign in the box  
below**



### APPLICATION FORM FOR INDIAN PASSPORT

**THIS FORM IS FOR ISSUE OF FRESH PASSPORT AFTER 10 YEARS (FINAL) & DUPLICATE PASSPORT.  
ALSO FOR ADDITIONAL BOOKLET/CHANGE OF NAME/APPEARANCE/PLACE OR DATE OF BIRTH**

- ◆ **PLEASE READ INSTRUCTIONS CAREFULLY BEFORE FILLING IN THIS FORM.** Instructions can be obtained from the Consulate General of India, New York or from our web site. Incomplete application will not be accepted. This form may be duplicated if required. **Effective 1 February 2003.**
- ◆ *Enclose your present passport (even though expired); required number of photographs as mentioned in instructions (4 photos for Fresh Passport Application); Photocopy of first five and last two pages of your passport and pages indicating U.S. visa; Green Card/Employment Authorization card/Valid Visa Status (along with originals); Notarized copy can be sent if applying by mail.*
- ◆ Applications are accepted from **9.15 A.M. to 12:15 P.M.** on working days and passports delivered irrespective of date of application only between 4:30 to 5:15 P.M.
- ◆ Send exact amount of FEE either in the form of money order/certified check payable to **Consulate General Of India** or in CASH in bills no larger than \$50/-. **WE DO NOT ACCEPT PERSONAL CHECKS. Use only one form of payment.**
- ◆ DO NOT SEND CASH IF APPLYING by mail. Also enclose payments (US\$ 10 for priority mail or US\$ 20 for Express mail) for return of serviced documents by mail.

- (a) FULL NAME (Expanded Initials) \_\_\_\_\_  
(Surname) \_\_\_\_\_ (Given Names) \_\_\_\_\_
- (b) Aliases, if any \_\_\_\_\_
- (c) Have you ever changed your name? Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, please write your previous name in full \_\_\_\_\_
- (d) Maiden name, in case applicant is a married woman \_\_\_\_\_
- YOUR PLACE OF BIRTH \_\_\_\_\_ 3. COUNTRY OF BIRTH \_\_\_\_\_  
(Village/City & District)
- DATE OF BIRTH \_\_\_\_\_ 5. SEX \_\_\_\_\_ 6. COLOR OF EYES \_\_\_\_\_  
(DD/MM/YY)
- COLOR OF HAIR \_\_\_\_\_ 8. HEIGHT \_\_\_\_\_
- VISIBLE DISTINGUISHING MARKS, IF ANY \_\_\_\_\_
- MARITAL STATUS \_\_\_\_\_ 11. PROFESSION \_\_\_\_\_
- BUSINESS/OFFICE ADDRESS \_\_\_\_\_  
TEL NO. \_\_\_\_\_
- (a) FULL NAME OF FATHER \_\_\_\_\_ COUNTRY OF HIS BIRTH \_\_\_\_\_  
(b) FULL NAME OF MOTHER \_\_\_\_\_ COUNTRY OF HER BIRTH \_\_\_\_\_  
(c) Nationality of father at the time of applicant's birth \_\_\_\_\_  
(d) Nationality of mother at the time of applicant's birth \_\_\_\_\_
- FULL NAME OF HUSBAND \_\_\_\_\_  
HIS NATIONALITY \_\_\_\_\_ TEL. NO. \_\_\_\_\_
- FULL NAME OF WIFE \_\_\_\_\_  
HER NATIONALITY \_\_\_\_\_ TEL. NO. \_\_\_\_\_
- When did applicant first leave India \_\_\_\_\_ 17. When was he/she in India last \_\_\_\_\_
- How long has the applicant continuously resided abroad \_\_\_\_\_
- (a) PRESENT EMIGRATION STATUS \*ECR/ECNR\*\* \_\_\_\_\_ (please present documentary evidence, such as copy of degree/green card). \*Emigration Check Required; \*\*Emigration Check Not Required.  
(b) EDUCATIONAL QUALIFICATIONS (in order to determine Emigration status) \_\_\_\_\_
- PERMANENT ADDRESS IN INDIA \_\_\_\_\_
- (a) ADDRESS IN U.S.A. \_\_\_\_\_  
TEL NO. \_\_\_\_\_
- (b) ALIEN REGISTRATION CARD (Green Card), Employment Authorization Card No. \_\_\_\_\_

22. (a) Name of applicant's eldest son or daughter (first child) \_\_\_\_\_  
 (b) Name of applicant's eldest brother or sister \_\_\_\_\_
23. Are you a citizen of India by birth descent Naturalization Registration?
24. Did you ever possess any other nationality or travel document of any other country? If so, give details \_\_\_\_\_
25. Is this application for a passport for the first time New passport in replacement of an expired passport Duplicate passport other services? (Please check the appropriate answer)
26. If the application is for a duplicate passport, was the previous passport LOST or DAMAGED? \_\_\_\_\_  
 (If damaged, please attach damaged passport).
27. PRESENT PASSPORT NO./DAMAGED or LOST PASSPORT NO. \_\_\_\_\_  
 Date of issue \_\_\_\_\_ Place of issue \_\_\_\_\_ Date of expiry \_\_\_\_\_  
**(These details must be provided otherwise application will remain unprocessed)**
28. Were you ever refused a passport? Yes No  
 Was your passport ever ordered to be impounded or revoked? Yes No  
 If answer to either of these questions is "YES", please enclose a copy of the official communication received by you and give other details \_\_\_\_\_
29. Local Driver's License or ID No. \_\_\_\_\_ Date and Place of Issue \_\_\_\_\_
30. Is applicant in Govt. service/public undertaking service/statutory bodies service of India? If so, please give details and enclose "No Objection Certificate" from your employer in original \_\_\_\_\_
31. (a) Are any criminal proceedings pending against applicant in any court in India? If so, please give details \_\_\_\_\_  
 (b) Has applicant ever been repatriated from abroad to India at the expense of Govt. of India? If so, please give details \_\_\_\_\_
32. (a) Briefly state circumstances of loss/theft/damage of passport and attach report lodged with the local police in case of loss of passport (Please attach your explanation in the form of a separate letter)  
 (b) Details of restriction, if any, put on applicant's damaged/lost passport \_\_\_\_\_  
 (c) Did applicant avail transfer of residence, foreign travel scheme facility on lost/damaged passport? If so, please give details \_\_\_\_\_

#### 34. **DECLARATION**

**(Signature to be notarised by a public notary only in case of application for duplicate passport or if the application is in lieu of a passport that expired more than one year ago.)**

**I solemnly affirm that**

- i) I owe allegiance to the sovereignty and integrity of India, and
- ii) Information given above in respect of myself, my son/daughter/ward is correct and nothing has been concealed and I am aware that it is an offence under the Passport Act 1967 to knowingly furnish false information or suppress material information, which attract penal and other punishments under the Acts.
- iii) I undertake to be entirely responsible for expenses of my son/daughter/ward.
- iv) I have not lost, surrendered or been deprived of my citizenship of India. I have not voluntarily acquired the citizenship of another country.
- v) I am not in a possession of any other travel document of any country.
- vi) I have neither applied for nor been granted asylum/refugee status.

Place \_\_\_\_\_

Date \_\_\_\_\_

\_\_\_\_\_  
 Signature or thumb impression of applicant or his/her legal guardian (Left thumb impression of male and right thumb impression of female)

#### **SPECIMEN SIGNATURES OF APPLICANT**

**(APPLICATION WILL REMAIN UNPROCESSED WITHOUT APPLICANT'S SPECIMEN SIGNATURES. PLEASE ALSO SIGN BELOW THE PHOTOGRAPH ON THE FIRST PAGE)**

## **IMPORTANT INSTRUCTIONS ON PASSPORT SERVICES**

**1. NEW PASSPORT OR RENEWAL AFTER 10 YEARS (F OR FINAL):** Application for a new passport has to be made when applicant's old passport has completed 10 years (Final or F), which is the prescribed maximum life span for an Indian passport. The Application for a new passport can be made also up to one year before the expiry of the Passport. This is different from Extension of validity of a passport which is applied for in case of short validity passports (where validity is either 6 months or one year).

The application needs to be made on the "Application Form for an Indian Passport". Other requirements are: Old Passport (in original); Four Passport size photographs showing frontal view of full face; prescribed fee; Copy of the first five and last two pages of the passport; Copy of pages indicating US visa; Original Green card or Employment Authorization Card (EAC) or other visa documents to be shown at the counter and a copy of both sides of documents deposited (in case application is being mailed, a notarized copy of these documents can be sent); in case application for Green Card or EAC or visa is pending/being processed, a copy of documents in support of this fact must be deposited. **THE DECLARATION AT THE END OF THE APPLICATION FORM IS TO BE NOTARISED IN CASE THE OLD PASSPORT HAS EXPIRED MORE THAN ONE YEAR AGO.** Submit copy of marriage certificate in case you wish to insert name of your spouse on new passport. If you are also applying for change of particulars such as change of name, change of spouse name or place and date of birth etc., there is no need to attach additional fee as these changes are done free when applying for a new passport, if mandatory accompanying documentation is submitted. Old passport would be returned after cancellation. Valid visas in the old passport are not cancelled and can be used if valid.

**2. EXTENSION OF VALIDITY OR RENEWAL OF A SHORT VALIDITY PASSPORT:** The validity of a passport can be extended up to 10 years from the date of issue. Please note that after the passport has completed 10 years, there is a need to apply for a New Passport. For Extension of validity "Application Form for Extension of Validity" must be filled up. Other requirements are: Passport in original; Two Passport size photographs showing frontal view of full face; a copy of your passport; copy of pages indicating US visa; original Green card or Employment Authorization Card (EAC) to be shown at the counter and a copy of both sides of documents deposited (in case application is being mailed, a notarized copy of these documents can be sent); in case application for Green Card or EAC or visa is pending/being processed, a copy of documents in support of this fact must be deposited. **There is no fee for extension of a short validity passport.** However, if applying by mail, return mail charges as applicable must be sent for return of passports.

**3. APPLICATION FOR ADDITIONAL BOOKLET:** Application is made for additional booklet when all pages in the existing passport have been exhausted and old passport booklet continues to remain valid. The procedure is the same as for a New Passport mentioned above.

**4. PASSPORT TO A MINOR CHILD:** All minor children (up to 18 years of age) need to have a separate passport and their name no longer can be included in either parent's passport. Passport to a minor child will be valid for five years from the date of issue or till 18 years of age whichever is less. Requirements are: "Application form for a New Passport"; Four photographs; prescribed fee; Birth Certificate; Registration of birth at the Indian Consulate if child born in the USA OR if the child's name is endorsed on either parent's passport, then passport of that parent (Passport in this case would be issued to the minor child only after deletion of child's name from parent's passport); Original Green card or Employment Authorization Card (EAC) or other visa documents to be shown at the counter and a copy of both sides of documents deposited (in case application is being mailed, a notarized copy of these documents can be sent); in case application for Green Card or EAC or visa is pending/being processed, a copy of documents in support of this fact must be deposited; passports of both parents; consent of both parents in the form of a sworn affidavit in prescribed proforma; consent letter in the form of a sworn affidavit in a prescribed proforma duly attested by an Indian Mission/Post if a parent is residing in another country.

**5. DUPLICATE PASSPORTS (IN LIEU OF LOST/DAMAGED PASSPORTS):** The application needs to be made on the "Application form for an Indian Passport". Other requirements are: prescribed fee; 6 photographs; Police report (in original) about loss of passport; **Declaration at the end of the application form duly NOTARISED;** verification of particulars form in the prescribed proforma filled in fully; photocopy of both sides of Green Card/Employment authorization card or valid or expired visa (originals of these documents have to be shown at the counter at the time of application and presented whenever asked for by the Consular Officer); Photocopy of the passport and original passport in case of damaged passport; Current School ID and Letter from school/college in the USA (in case of students only); Matriculation certificate/School Leaving Certificate or any other school records in India or the USA; Birth Certificate; Driver License (issued in India and the USA); any Indian Photo Identity card or any Indian document indicating Indian nationality; Proof of stay in the USA (from the date indicated in the application form by the applicant), such as Telephone Bill, house lease deed/bank certificate/insurance policy, job letter or any other evidence; Photocopy of passport of spouse/parents as applicable.

Applications for duplicate passport are neither accepted nor dispatched by post. Applicant has to come in person for filing application for a duplicate passport. It may take three to six months to complete the process of necessary verifications and duplicate passports can be issued only on receipt of clearances from the concerned authorities in India. Applicants are, therefore, requested to refrain from making written or telephone enquiries during this period. It is important to furnish full, accurate and truthful information in the form. Misrepresentation of facts may result in denial of passport facilities. Applications received with incomplete details will remain unprocessed. Habitual losers of passports may be denied further passport facilities.

**6. CHANGE OF NAME** Application is made in the "Application form for an Indian Passport" along with three photographs and prescribed fee.

(i) in case of **CHANGE FROM MAIDEN NAME TO MARRIED NAME** or substitution of father's name with husband's name OR Divorcees applying for change of name or for substitution of husband's name with father's name in existing passport must in addition to the above furnish the following: Original Passport; Notarized copy of marriage certificate along with original or notarized copy of divorce deed duly authenticated by court along with original as applicable; copy of husband's passport; in case of Re-married ladies (Married ladies applying for change of name/husband's name in case of remarriage after divorce OR death of husband), divorce deed OR death certificate as the case may be in respect of her first husband.

(ii) In case of CHANGE OF NAME by splitting the name as GIVEN NAME AND SURNAME.

\*Original Passport.

\*Affidavit as change of name duly notarized in prescribed proforma. Please indicate the split name as GIVEN NAME and SURNAME.

(iii) in **ALL OTHER CASES** Change to be advertised in two daily newspapers, one in U.S.A. and another in India (circulation in the area of your permanent and present residence); Submission of original newspaper clippings; an affidavit on change of name, duly notarized in the prescribed proforma has to be submitted also.

**7. CHANGE OF DATE OR PLACE OF BIRTH:** Applications for change in date or place of birth are not entertained unless (a) accompanied by a civil order from a competent court of jurisdiction, OR (b) the entry is incorrect due to an error/mistake by the Passport issuing authority at the time of issue of passport, OR (c) a competent authority issues an amendment or correction in the date and place of birth (the competent authority issuing the amending order should be the same authority whose certification was submitted at the time of first issue of passport such as Municipal authorities in the case of birth certificate or Educational board in the case of school certificate). Application has to be made in the "Application Form for an Indian Passport" along with passport in original and a fee as applicable for change of name.

**8. CHANGE OF APPEARANCE:** In case of change of appearance of an applicant, he/she should submit Four photographs, one of them duly attested by the notary public. Application to be made in the "Application form for an Indian Passport" along with original passport and a fee as applicable for change of name.

**9. FEE FOR VARIOUS PASSPORT SERVICES:**

(i)	New Passport 36 pages (also for renewal after expiry of ten years)	\$40.00	(viii)	Change of name/ Maiden to Married and other particulars (Issue of New Passport Booklet)	\$20.00
(ii)	New Passport Jumbo 60 Pages (also for renewal after expiry of ten years)	\$50.00	(ix)	Emergency Travel Document	\$5.00
(iii)	New Passport for minor children (under 18 years of age) 5 years validity	\$25.00	(x)	Renewal of Emergency Travel Document	\$5.00
(iv)	Additional Booklet (36 pages)	\$40.00	(xi)	Identity Certificate	\$12.00
(v)	Additional Booklet Jumbo (60 pages)	\$50.00	(xii)	Renewal of Identity Certificate	\$0.00
(vi)	Duplicate Passport (in lieu of lost / damaged passports)	\$125.00	(xiii)	Endorsement on Identity Certificate	\$5.00
(viii)	Extension of Short Validity Passports	GRATIS	(xiv)	Issue of duplicate Identity Certificate (in lieu of lost/damaged IC)	\$25.00

Please tender exact amount in the form of Money order/Certified Check in the name of Consulate General of India or by cash at the counter. Please insist on a receipt for any money paid at the counter and present the same for collection of passports/documents. **Use only one form of payment** i.e., entire fee should be either in cash or in certified checks or in money orders. **PERSONAL CHECKS ARE NOT ACCEPTED.**

**10. TIMING:** Applications for all passports/consular services (Like issue of new/duplicate passports, renewals and miscellaneous services on passports, legalization/attestation of documents) are accepted between **9.15 a.m. and 12.15 p.m.**

No application is received after 12:15 p.m. except in case of emergencies, such as death or illness in the family. Passports and other documents, irrespective of date or time of submission, are delivered only between **4:30 p.m. and 5:15 p.m.** on working days. This schedule does not apply to services where prior approval is required from authorities in India

**11. HOLIDAYS:** Following holidays will be observed in the Consulate during the year 2008: Republic Day (January 26), Maha Shivratri (March 06), Milad-Un-Nabi (March 21), Ram Navami (April 14), Mahavir Jayanti (April 18), Budha Purnima (May 20), American independence Day (July 4), Independence day (August 15), Labour day (September 1), Mahatma Ghandhi Birthday (October 2), Idul Fitr (October 2), Dussehra (October 9), Diwali (October 28), Guru Nanaks Birthday (November 13), Thanksgiving Day (November 23), Idul' Zuha (December 9), Christmas (December 25)

**12. EMERGENCY SERVICES:** An additional amount of \$90 is charged for rendering emergency service. This service is available in cases of genuine emergency such as death or serious illness in the family and cases not requiring prior approval from India. Confirmed air tickets for travel on the same or the next day must accompany the application. Applications for emergency services can be submitted from 9:15 AM to 5:00 PM on all working days. This service is provided also on weekends and holidays between 11:00 AM and 2:00 PM.

**13. APPLICATIONS BY MAIL:** Outstation applicants may send their application for passport/consular service by priority/express mail. Fee should be paid by Money Order/Certified check payable to the Consulate General of India, New York. Do not send cash if applying by mail. **PASSPORTS ARE RETURNED ONLY BY EXPRESS OR PRIORITY MAIL**. For this purpose enclose payment of US\$ 20 for Express Mail or US\$ 10 for Priority Mail along with the application. **It is possible to send one check or money order for the passport service as well as for mail service**. Please do not send pre-paid envelopes such as FedEx, UPS, AirBorne, etc., as we do not return documents through these services.

Applications in straightforward cases received by mail normally take 2-3 days to process. This is in addition to the time taken in mail (one to two weeks in case of priority mail). This time schedule does not apply to services for which REFERENCE HAS TO BE MADE TO COMPETENT AUTHORITIES IN INDIA. Please do not make telephone or written enquiries unless reasonable amount of time for processing and dispatch of documents have passed. **The Consulate will get in touch with applicants in cases where the applications are incomplete/incorrect, the fee sent are not adequate or not paid in an acceptable manner or where there are other deficiencies. THE CONSULATE IS NOT RESPONSIBLE FOR DOCUMENTS LOST IN MAIL. A PASSPORT SHOULD NOT BE SENT OUT OF ANY COUNTRY BY POST.**

**14. JURISDICTION** of the Consulate General of India, New York extends to the following states: Connecticut, Maine, Massachusetts, New Hampshire, New Jersey, New York, Ohio, Pennsylvania, Puerto Rico, Rhode Island, Vermont and the Virgin Islands. If you are resident in a state outside this area, you are requested to apply for your passport/consular services either to the Embassy of India, 2107 Massachusetts Ave., Washington DC 20008, Tel. 202-939-7000 or the Consulate General of India, Consulate General of India, Chicago, 455 N. Cityfront Plaza Drive, Suite 850, NBC Tower, Chicago, Illinois - 60611, Tel. 312-595-0405, or the Consulate General of India, 540 Arguello Boulevard, San Francisco, CA - 94118 Tel. 415-668-0662, or the Consulate General of India, Suite 600, 6th floor, 3 Post Oak Central, 1990 Post Oak Boulevard, Houston, Texas - 77056, Tel. 713-626-2148, depending on the location of your residence. Visitors on short-term stay visas are requested to apply in India or in the area of their permanent residence.

**15. INCOMPLETE / FALSE INFORMATION** Application forms should be filled in fully, legibly (in BLOCK CAPITAL LETTERS) and accurately. Applications received with incomplete details would remain unprocessed causing unnecessary delays. It is an offense under the Passports Act 1967 to give false information in the Application. Passport facilities can be denied on grounds of suppression of factual information, misrepresentation of facts, submission of false particulars, willful damage of passport and for making unauthorized changes in passports. Your passport is a valuable document. It should always be in your custody or in the custody of a person duly authorized by you. It must not be altered or mutilated in any way. If lost or destroyed, fact and circumstances should be immediately reported to the nearest Indian Mission and to the local police. Please keep a photocopy of your passport in a safe place. Without them issuance of a duplicate passport in case of loss/damage/theft may be delayed. Please check the expiry date of your Passport on receiving it for the first time and remember to get your passport renewed well in advance of the expiry date.

**16. NO REFUNDS** Fee, once received, cannot be refunded, even if the application is withdrawn or service cannot be rendered.

**17. GENERAL INQUIRIES OR SUPPLY OF FORMS:** Please write to the Information Desk, Passport and Visa Wing, Consulate General of India, 3 East 64th Street, New York, N.Y. 10065. You can call us at: 212-774-0600, 212-774-0610, 212-774-0662 or send fax at 212-570-9581 or email at [passport@indiacgny.org](mailto:passport@indiacgny.org). Other telephone numbers are: New passport mailing inquiry: 212-774-0641, Extensions/Miscellaneous service mailing inquiries: 212-774-0606, Duplicate passport inquiries: 212-774-0608.

**18. APPEAL:** The Consulate earnestly appeals to the members of the Indian community not to pay more than the prescribed amount of Consular fee to anyone or encourage any middlemen or agents as it spoils the reputation of the community. In any event, public should not make any payment for which receipt is not given by the Consulate. The community should take every precaution against accepting forged/counterfeit travel document from unscrupulous elements.

**NOTE** The above instructions are subject to change from time to time.