



Paste your recent colour photograph with half signature on the photograph and half on the application.
Size: 3.5 X 3.5 cm

Thumb Impression

Signature

FILE NUMBER

Service Required

Fee Amount Rs.

Cash /D.D

Bank Code

D.D No.

Date of Issue of D.D

1. Name of applicant as appear in the Passport (Initials not allowed)

**Surname,
Given
name**

2. Father's Full Name/ Legal Guardian's Full Name (including surname, if any): (Initials not allowed)

3. Mother's Full Name (including surname, if any): (Initials not allowed)

4. If married, Full Name of Spouse (including surname, if any). (Initials not allowed)

5. Present Residential Address including Street / Gali, with PIN code

Telephone No.

Mobile No.

6. Permanent Address with PIN code (if the permanent address is same as the present address write "Same" only)

7. E-mail ID, if any:

8. Details of Passport:

Passport Office File No.

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Passport No

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Date of Issue

DD		MM		YYYY											
<table border="1"><tr><td></td></tr></table>		<table border="1"><tr><td></td></tr></table>		<table border="1"><tr><td></td></tr></table>		<table border="1"><tr><td></td></tr></table>		<table border="1"><tr><td></td></tr></table>		<table border="1"><tr><td></td></tr></table>		<table border="1"><tr><td></td></tr></table>		<table border="1"><tr><td></td></tr></table>	

Place of Issue

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Valid upto

Whether the passport contains valid visas?

YES

NO

9. Particulars of children to be deleted in applicant's passport:

Name	Sex
(1)

(2)
-----------	-------

Place of Birth	Date
(1)
(2)

10. Information required under Section 10(3) of the Passport Act, 1967

Are any criminal proceedings pending against the applicant before a Court in India?

YES

NO

NOTE: If answer to above is 'YES', furnish details in a separate sheet.

11. Declaration of Applicant:

I solemnly affirm that:

- i) I owe allegiance to the sovereignty, unity & integrity of India and have not voluntarily acquired the citizenship or travel document of another country.
- ii) I have not lost, surrendered or been deprived of citizenship of India.
- iii) The information given by me in this form is true and I am solely responsible for its accuracy. I am aware that it is an offence under the Passport Act 1967 to furnish any false information or to suppress any material information with a view to obtaining passport or any other travel document.
- iv) I undertake to be entirely responsible for expenses of my son/daughter/ward, and
- v) I declare that I have not lost or surrendered my citizenship of India since the above passport or travel document was issued to me. I further declare that I have no other passport.

.....
Name & Signature/T.I. of Applicant/Parent/Legal
Guardian (Left hand T.I if male and Right hand T.I
if female)

Place Date

12. Enclosures:

i)

ii)

iii)

For Office Use

13. Please put two specimen signature or Thumb Impression in the boxes given below:

--

Proforma for Emigration Check

1. Name:
2. Profession:
3. Present occupation if in Govt. Service, designation whether gazetted:
4. Whether Income Tax payee if so, evidence thereof:
5. Educational Qualifications:
6. Destination and purpose of visit:
7. Passport No. Date of Issue Place of Issue

For Dependents and Housewives

1. Name:
 2. Name of Father/Husband/Guardian:
 3. Profession of Father/Husband/Guardian:
 4. Present occupation of Father/Husband/Guardian, if in Govt. Service, designation and whether Gazetted:
 5. Whether Father/Husband/Guardian Income Tax payee, if so, evidence thereof
 6. Educational Qualification of Father/Husband/Guardian:
 7. Destination and purpose of visit:
 8. Passport No. Date of Issue Place of Issue
- Place:
- Date:

Signature of applicant

II. INSTRUCTIONS FOR FILLING UP OF FORM-2

This form is to be used for any change required to be made in the existing Passport or Travel Document which is dealt under Miscellaneous Services. The following categories of services are brought under Miscellaneous Services:

1. Change of Name: To effect the change of name in the Passport, the following documents are to be furnished by the applicant:

A. Normal Change in name:

- i) Deed Poll / Sworn Affidavit (Annexure F) on a non-judicial paper attested by a Magistrate or a Notary Public or Consular Officer in an Indian Mission abroad.
- ii) Original paper cuttings of advertisements inserted in two reputed newspapers (one local newspaper of the area in which he/she is residing and second newspaper of the area of permanent address)

B. Change in name due to marriage, divorce or remarriage:

- a) In the case of a woman applying for the first time in her married name or for a change of name / surname in existing passport on account of marriage, the following documents are to be furnished:
 - i) Attested copy of marriage certificate issued by the Registrar of Marriages, Church or Quasi's certificate (with a certified translation) OR
 - ii) A notarized joint affidavit (Annexure E) signed by both husband and wife, along with a joint photograph and
 - iii) Photocopy of the husband's passport, if any.
- b) In the case of Divorcees, the following documents are to be furnished:
 - i) Divorce Certificate, authenticated by Court, OR
 - ii) Deed Poll or sworn affidavit (Annexure F) regarding change of name
- c) In case of Remarried applicants, the following documents are to be furnished:
 - i) Divorce Deed duly authenticated by court or Death Certificate of previous spouse as the case may be and
 - ii) Attested copy of marriage certificate issued by Registrar of Marriages or an affidavit signed by both husband and wife along with a joint photograph with the present spouse
 - iii) Photocopy of the present spouse's passport, if any.

d) In case of a married woman wanting to change to maiden name or any other name even when not divorced or widowed, the following documents are to be furnished:

- i) Deed Poll / Sworn Affidavit (Annexure F) on a non-judicial paper attested by a Magistrate or a Notary Public or Consular Officer in an Indian Mission abroad.
- ii) Original paper cuttings of advertisements inserted in two reputed newspapers (one local newspaper of the area in which she is residing and second newspaper of the area of permanent address)

C. In case of Adopted Children (Change in name and change of father's name) the following documents are to be furnished:

- i) An application for a new passport
- ii) Valid adoption deed as per Indian laws
- iii) in the case of Christians, Muslims and Parsis, a court order granting guardianship and allowing the child to be taken out of the Country.

D. In case of Minors from their natural parents or legally adoptive parents, the following documents are to be furnished:

- i) Deed Poll / Sworn Affidavit (Annexure F) on a non-judicial paper attested by a Magistrate or a Notary Public or Consular Officer in an Indian Mission abroad.
- ii) Original paper cuttings of advertisements inserted in two reputed newspapers (one local newspaper of the area in which she is residing and second newspaper of the area of permanent address)

2. **Change of Sex:** The following documents are to be furnished by the applicant:

- i) A sworn affidavit regarding the change of sex and
- ii) A certificate from the hospital where he/she underwent the medical treatment for the purpose

3. **Change of Photograph:** This involves issue of fresh booklet and the fee will be accordingly charged. The photograph should be the most recent, showing the latest appearance. In case of request from Sikhs, who want to change from turbaned photograph to clean shaven ones, or any other major visible change in respect of others, a notarized statement or a certificate from any of the authorities authorised to sign Verification Certificates.

4. **Change of Address:** This involves issue of fresh booklet and the fee will be accordingly charged. Proof for change of address is to be submitted with the application.

5. **Change in date and place of birth:** This involves issue of fresh booklet and the fee will be accordingly charged. The following documents are to be furnished by the applicant:

- i) Original copy of a declaratory order issued by a First Class Judicial Magistrate in India, instructing that a correction in the date of birth / place of birth may be made and
- ii) Letter explaining the reasons for giving incorrect information for the original passport

6. **Change in Signature:** This involves issue of fresh booklet and the fee will be accordingly charged.

7. **Request for Additional Booklet:** This involves issue of fresh booklet and the fee will be accordingly charged. The applicant should submit the latest photograph for the purpose.

8. **Police Clearance Certificate:** Police Clearance Certificate / Certificates of Character will be issued after ascertaining the receipt of Police Verification report.

9. **Renewal of Passport to normal validity:** All short validity passports can be renewed to their full validity without any fee. But in the case of lost or damaged passports, duplicate passports are issued with validity of one year

period pending confirmation from various authorities. In such cases, the duplicate passports are renewed to their full validity (that is, the remaining period of validity of the lost or damaged passport) but on payment of a renewal fee in addition to the fee for duplicate passport.

10. **Additional Endorsement:** Endorsements like Emigration Check Not Required (ECNR) (Use the prescribed proforma), addition or deletion of spouse name or any minor correction in the passport are carried out by way of additional endorsement after submission of necessary proofs with the application form by way of documents. (For ECNR endorsement, the criteria envisaged in the information booklet under Column 19 may be looked in to. For addition of spouse name a marriage certificate or a joint affidavit from both husband and wife along with their joint photo may be submitted along with the application form. For deletion of spouse name, the necessary proof from the Court or Death Certificate of the spouse may be attached with the application form.)

LIST OF APPLICANTS ENTITLED TO EMIGRATION CHECK NOT REQUIRED STAMP (ECNR):

- (I) (a) Persons going abroad in managerial capacity in Hotels/Restaurants, Tea-Houses or other places of Public resort etc. possessing specialized Degrees in these fields.
- (b) All GAZETTED Government servants.
- (c) All Income-Tax payers (including Agricultural Income-Tax Payees) in their individual capacity. Proof of assessment of income tax and actual payment of income tax for last one year or copy of PAN card to be insisted upon, and not merely payment of advance tax. However, in most cases as an assessment order is not issued separately by the income tax department, income tax returns which are stamped by income tax authorities can be accepted.
- (d) All professional Degree holders, such as Doctors holding MBBS degree or equivalent degree in AYURVED or HOMEOPATHY, accredited Journalists, Engineers, Chartered Accountants, Cost Accountants, Lecturers, Teachers, Scientists, Advocates, etc.
- (e) Spouses and dependent children till the age of 24 years of category of persons listed from (b) to (d).
- (f) All persons who have been staying abroad for more than three years (the period of the three years could be either at a stretch or broken), and spouses and children till the age of 24 years of such persons. Photocopy of the pages where Immigration departure/arrival stamps from and to India are affixed should be submitted along with the application form.
- (g) Seamen who are in possession of Indian or Foreign CDC or Sea Cadets. For Deck Cadets;
- (i) who have passed final examination of three years B.Sc. Nautical Sciences Courses at T.S. CHANAKYA, MUMBAI; and
- (ii) who have undergone three months Pre-Sea training at any of the Government approved Training Institutes such as T.S.CHANAKYA, T.S. REHMAN, T.S. JAWAHAR, MTI (SCI) and NIPM, CHENNAI, after production of identity cards issued by the Shipping Master, MUMBAI/KOLKATA/CHENNAI.
- (h) All holders of Diplomatic/Official Passports.
- (i) Dependent children of parents whose passports are classified as ECNR. In the case of such children ECNR classification to be restricted until they attain 24 years of age.
- (j) Persons holding Permanent Immigration Visa, such as the visas of UK, USA and Australia.
- (k) Persons holding Graduate or higher Degrees. (If final certificate not available, provisional certificate plus MARKSHEET to be produced and attested photocopies thereof to be attached)
- (l) Persons holding 3 years Diploma equivalent to degree from a recognized Institution like Polytechnics.
- (m) Persons possessing certificates of vocational training from Government/Government recognized Institutions.
- (n) Nurses possessing qualifications recognized under the Indian Nursing Council Act. 1947.
- (o) All persons above the age of 60 years.
- (p) Army staff with degree qualification obtained in the Army.
- (q) Children adopted by foreign nationals.
- (r) Children adopted by Indian citizens provided the parents of either of parents have ECNR facility endorsed on his/her passport. This facility will be valid till the child acquires the age of 24 years.

(II) No emigration clearance is required for visiting Bangladesh, Pakistan and all countries in Europe (excluding CIS states), North America, Australia, Japan, New Zealand, South Korea, South Africa, Singapore and Thailand.

**SPECIMEN AFFIDAVIT TO BE SUBMITTED ALONG WITH APPLICATION FOR PASSPORT BY A WOMAN
APPLICANT FOR CHANGE OF NAME AFTER MARRIAGE (JOINT AFFIDAVIT TO BE SUBMITTED
ALONG WITH HER HUSBAND)**

(To be executed on non-judicial stamp paper)

We 1.....
(maiden name of wife)

2.....
(name of husband)

solemnly declare and affirm as under:

1. That we are married under Marriage Act/Rights/Customs and are living together as married couple since
(date of marriage)
2. That would henceforth be known as
(maiden name of wife) (name of wife after marriage)
- by virtue of our marriage.
3. That our joint photograph is affixed below.

Date:

Signature & address of Deponents

1.....

2.....

- Note:**
1. This affidavit may be sworn before a Magistrate/Notary.
 2. The Joint photograph of the couple is to be pasted on the bottom left hand side of the affidavit paper and attested by the Magistrate/Notary with his/her signature and rubber stamps (half on the photograph and half on the affidavit)
 3. Declaration 2 above to be ignored by applicants who seek endorsement of name of spouse in respect of reissue of a previously issued passport.

SPECIMEN AFFIDAVIT FOR CHANGE IN NAME/DEED POLL/SWORN AFFIDAVIT

(On non-judicial stamp paper)

By this deed I, the undersigned.....(New Name) previously called (Old name),
doing.....(give profession or vocation) and resident of(address) solemnly declare:-

1. That for and on behalf of myself and my wife and children and remitter issue wholly renounce/relinquish and abandon the use of my former name/surname ofand in place thereof I do hereby assume from this date the name/surname and so that I and my wife, children and remitter issue may hereafter be called, known and distinguished not by my former name/surname, but assumed name/surname of

2. That for the purpose of evidencing such my determination declare that I shall at all times hereafter in all records, deeds and writings and in all proceedings, dealings and transactions, private as well as upon all occasions whatsoever use and sign the name of as my name/surname in place and in substitution of my former name/surname.

3. That I expressly authorize and request all persons in general and relatives and friends in particular, at all times hereafter to designate and address me, my wife, my children, remitter issue by such assumed name/surname ofaccordingly.

4. In witness whereof I have hereunto subscribed my former and adopted name/surname of and affix my signature and seal, if any, this day of

Signed sealed and delivered by the above name
Former name.....

Date.....

In the presence of:

Name.....

Name

Address.....

Address

(This deed poll/affidavit may be signed and attested in presence of a Magistrate/Notary or Consular Officer in an Indian Mission abroad)

Note: In case of change of name, applicant should insert advertisements in two reputed newspapers (one local newspaper of the area in which he/she is residing and 2nd in newspaper of the area of permanent address) and submit original newspapers at time of applying for passport in his/her new name.
