

Checklist for Emergency Certificate (EC)

Note : Take a printout of this checklist form and tick the documents enclosed in your application, put your name, signature and date at the bottom

Emergency Certificates are issued in lieu of lost or damaged passports. The form should be duly filled in.

- Printed copy of the duly filled passport application form at <https://mportal.passportindia.gov.in/gpsp> (Applicant should sign at appropriate places on the first and last page of the application).
- Effective 1st September, 2025 the photograph guidelines have been revised based on the ICAO (International Civil Aviation Organization) standards. Applicants are advised to keep a digital copy of their recent photograph readily available, as it may be required by counter staff during the application submission or verification process. Photo specifications can be seen - [Click Here for Photo Specification](#)
 - Photographs should be recent (within six months) in dark color, against white background
 - Photograph should have a frontal view, with both ears and chin to forehead being visible
 - Eyes should be open
 - There should not be any distracting shadows on the face or on the background
 - Head coverings are not permitted except for religious reasons, but the facial features from Bottom of chin to top of forehead and both edges of the face must be clearly shown

Additional Documents Required

Any of the following original photo ID (returnable) and its photocopy to verify your nationality

- Expired passport etc.
- Nativity Certificate issued by Tehsildar, Taluk Office, DM / DC.
- Ration Card - If your photo is affixed.
- Driving License.
- Election Identity Card etc.

Renewal of Emergency Certificate

- Printed copy of the duly filled passport application form at <https://mportal.passportindia.gov.in/gpsp> (Applicant should sign at appropriate

places on the first and last page of the application).

- Effective 1st September, 2025 the photograph guidelines have been revised based on the ICAO (International Civil Aviation Organization) standards. Applicants are advised to keep a digital copy of their recent photograph readily available, as it may be required by counter staff during the application submission or verification process. Photo specifications can be seen - [Click Here for Photo Specification](#) □
 - Photographs should be recent (within six months) in dark color, against white background
 - Photograph should have a frontal view, with both ears and chin to forehead being visible
 - Eyes should be open
 - There should not be any distracting shadows on the face or on the background
 - Head coverings are not permitted except for religious reasons, but the facial features from Bottom of chin to top of forehead and both edges of the face must be clearly shown

- Old Emergency Certificate □

Note

- **If any additional documents are required based on the application, the applicant have to provide the same.**
 - **Original passports must be submitted along with the application for reissue of passports.**
-

Name :

Signature :

Date :