

Checklist for

Fresh Passport for a Newborn Child

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

FIRST STEP (REGISTRATION OF BIRTH / BIRTH CERTIFICATE): The child must be first registered as an Indian Citizen. For details please (Add the Consular Link)

NOTE: For a child born in Oman to be registered as an Indian citizen, the application must be made within one year of the child's birth on the prescribed form. At least one of the child's parents must be an Indian citizen at the time of applying.

SECOND STEP (APPLICATION FOR PASSPORT): Following documents are needed to apply for fresh passport to a new born child:

- 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
- Procedure as mentioned above in First Step for registration of child as an Indian citizen be followed and separate set of documents may be attached as mentioned above.
- Copy of Birth Certificate issued by the Embassy of India Muscat and local Oman Authority
- Self-attested copies of parent's passports and residence permits / visas.
- Annexure D, duly signed by both parents

Additional Documents Required

In case of a single parent being available, the following guidelines must be followed:

- If one parent is residing in India, □
 - Annexure C, duly signed by the parent residing in Oman.
 - A notarized No Objection Certificate (NOC) from the parent residing in India, confirming that he/she is currently present in India and has no objection to the renewal of the child's passport in the company of the other parent.
 - A self-attested copy of the passport of the parent residing in India must also be submitted along with the NOC.
- **If the parent is residing in a country other than India**, an affidavit must be submitted, duly attested by the Indian Embassy or Consulate in the country of residence along with a self-attested copy of the passport. □
- **In case, any of the parents is foreign national** - the applicant needs to get "Specimen Declaration by applicant's parent for Issue of Passport to Minor". □
- Payment will be made at the ICAC counter. □

Note:

1. If any additional documents are required based on the application, the applicant have to provide the same.

2. Original passports must be submitted along with the application for reissue of passports.

Name :

Signature :

Date :