

## Checklist for

### Lost / Damaged Ordinary Passport 36 Pages

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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

### Damaged Ordinary Passport 36 Pages

- 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
- Original Passport of the applicant and one self-attested photocopy of front and last page of the Passport (personal information pages). Please note that original Passport is mandatory, otherwise the application will be rejected.
- Applicant should be ordinarily resident of Oman.

### Additional Documents Required

- Copy of the First Information Report (FIR) from the Police authorities and its authentic legal English translation. (This is required where the passport is substantially damaged or it is damaged in a fire/mishap. This document is not required if there is only a minor damage)
- A letter addressed to the Embassy, from the sponsor/employer (from parent in case of a minor) of the applicant on the company's letterhead explaining circumstances leading to damage of the passport. One photo of the applicant

should also be pasted on the letter.

- Original with a copy of one or more of the following photo-affixed identity cards to establish identity and nationality. The original will be returned after verification. The photo identity card could be (a) Identity Card (b) Labor Card (c) Health Card (d) Driving License and (e) Election commission card.
- Newspaper advertisement, in original, in two leading local dailies (one each in English and Arabic) as per the following format. Please attach full sheets of the newspaper and not cuttings thereof (This is required where the passport is substantially damaged or it is damaged in a fire/mishap. This document is not required if there is only a minor damage).
- An affidavit signed by the applicant explaining the circumstances leading to the damage of the passport 
  - Details of travel on the damaged passport;
  - Details of travel concessions including Transfer of Residence benefits, Foreign Exchange availed of, imports made by the applicant on the damaged passport;
  - Places of stay and work in Oman since arrival
- In cases where the visa has expired, a letter from the employer must be provided. This letter should explain the reason for the visa expiry, include a guarantee for issuance of a new visa, and confirm the employer's commitment to settle any penalties incurred by the applicant. 
  - The letter must be signed by an authorized representative of the company in Oman (e.g., the sponsor or a manager). The signatory must provide a copy of their valid Oman resident ID and Valid Commercial Registration copy. The applicant themselves cannot sign this letter.
  - In case of house driver and house maid sponsor letter and sponsor valid ID copy only is required
- A letter from the employer confirming that the applicant had genuinely damaged the passport. The letter should also guarantee support for issuing a new passport, obtaining a new visa.
- If the passport had expired more than one year back, it should be accompanied with a Delay Sworn Affidavit Form explaining the circumstances and the reasons for late renewal. The Sworn Affidavit is to be signed by the applicant in the presence of the Consular Officer.
- 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.**
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**Name :**

**Signature :**

**Date :**

## **Lost Passport Ordinary 36 Pages**

- Printed copy of the duly filled passport application form at <https://portal.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
- Photocopy of the lost passport. A copy of ID card / residence card also to be enclosed.
- Self-attested photocopy of front and last page of the Passport (personal information pages).
- Applicant should be ordinarily resident of Oman.

## **Additional Documents Required**

- First Information Report (FIR) from the Police authorities and its authentic legal English translation as well as a letter issued by the local immigration subsequent to the police report along with photocopies of the FIR and the Immigration letter.
- A letter addressed to the Embassy, from the sponsor/employer (from parent in

case of a minor) of the applicant on the company's letterhead intimating about the loss of the applicant's passport and explaining circumstances leading to the loss of the passport. One photo of the applicant should also be pasted on the letter.

- Company Registration copy including Authorized signatory paper or any other identity proof of the sponsor.
- Original with a copy of one or more of the photo-affixed identity cards to establish identity and nationality. The original will be returned after verification. The photo identity card could be (a) Identity Card (b) Labor Card (c) Health Card (d) Driving License and (e) Election commission card.
- Newspaper advertisement, in original, in two leading local dailies (one each in English and Arabic).
- An affidavit explaining the circumstances under which the passport was lost. 
  - Details of travel on the lost passport;
  - Details of travel concessions including Transfer of Residence benefits, Foreign Exchange availed of, imports made by the applicant on the lost passport;
  - Places of stay and work in Oman since arrival.
- In cases where the visa has expired, a letter from the employer must be provided. This letter should explain the reason for the visa expiry, include a guarantee for issuance of a new visa, and confirm the employer's commitment to settle any penalties incurred by the applicant. 
  - The letter must be signed by an authorized representative of the company in Oman (e.g., the sponsor or a manager). The signatory must provide a copy of their valid Oman resident ID and Valid Commercial Registration copy. The applicant themselves cannot sign this letter.
  - In case of house driver and house maid sponsor letter and sponsor valid ID copy only is required
- A letter from the employer confirming that the applicant had genuinely lost the passport. The letter should also guarantee support for issuing a new passport, obtaining a new visa.
- The applicant should come personally or the documents should have been verified by the particular Honorary Consular Agent in Oman authorized by the Embassy.
- 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.**
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**Name :**

**Signature :**

**Date :**