

7. LOST / DAMAGED ORDINARY PASSPORT 36 PAGES

- **Application Form**

- Complete the passport application online at <https://mportal.passportindia.gov.in/gpsp> by uploading the photograph (as per ICAO standards), signature, and all supporting documents. After signing in the designated places, upload the signed application form on the same portal.
- [Annexure F](#) – Applicable for Lost/Damage



AnnexureF.pdf

- [Lost Passport Affidavits](#) – Applicable for Lost passport category.



Lost Passport
Affidavit.pdf

- **Photograph Requirements**

- As per **ICAO standards** [Click Here for Photo Specification](#)
- Photographs should be recent (within six months) in dark color, against white 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

- **Incase of Lost Passport & Resident Card**

- **Self-attested copies of:** Passport (front & last page) and Oman Resident Card.
- **Original Lost Report** issued by the **Royal Oman Police (ROP)**
- **Sponsor/Employer Letter**
 - Addressed to the Embassy
 - Explaining the circumstances leading to the loss of the passport
 - Must be issued on company letterhead
 - For minors: Letter to be provided by parent/sponsor
- Company Documents (for verification):
 - Copy of valid Commercial Registration (CR)
 - Copy of valid ID of sponsor/signatory

- **In case of Damage Passport & Resident Card**

- **Original Passport** – Mandatory for submission.
- **Original Resident Card** – for verification only.
- **Self-attested copies of:** Passport (front & last page)
Oman Resident Card

Additional Documents (If Applicable)

- a. **Visa Expired Cases**

- **Employer letter stating:** Reason for visa expiry, Confirmation of new visa issuance and undertaking to settle penalties.
- Letter must be signed by authorized person (Sponsor/Manager).
- **Attachment:** Copy of signatory's Resident ID and Valid Commercial Registration (CR).

For domestic workers: Sponsor letter + sponsor ID copy only.

Payment

Payment to be made in cash at ICAC counter

Note

No changes in personal particulars (such as addition of spouse name, change of address, etc.) are permitted in cases of Lost or Damaged Passport.