

Checklist for

Minor Passport (Age up to 18 years)

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

- 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
- Self-attested copy of Visa or Residence Permit (if available) of the Minor applicant. In case of the Visa or the resident permit expired need to provide the additional documents as follows
- Self-attested copies of parent's passports and residence permits / visas.
- Annexure D, duly signed by both parents
- Applicant should be ordinarily resident of Oman

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".
- Declaration of Parent (Annexure C) for Minor Passport when one parent has not given consent.
- Payment will be made at the ICAC counter.

Note:

- 1. If any additional documents is required based on the application, the applicant have to provide the same.**
 - 2. Kindly note that the presence of the child is mandatory for both fresh and re-issue passport applications for minors. Additionally, the presence of both parents is required at the time of submission, along with their original passports.**
 - 3. Applicant Original passport must be submitted along with the application for reissue of passports.**
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Name :

Signature :

Date :