

6. MINOR PASSPORT (AGE UP TO 18 YEARS)

- **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.
- **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
- **Minor Passport & Resident Card**
 - **Original Passport** – Mandatory for submission.
 - **Original Resident Card** – for verification only.
 - **Self-attested copies of:** Passport (front & last page) and Oman Resident Card/Oman E Visa page copy.
 - The child's presence is mandatory for both fresh and re-issue passport applications.
- **Parents Passport & Resident Card**
 - **Original Passport Parents** – for verification only
 - **Original Resident Card Parents** – for verification only
 - **Self-attested copies of:** Passport (front & last page) and Oman Resident Card
 - Both parents must be present at the time of submission.
 - Parents are required to carry their original passports for verification.
- **Declaration Form**
 - Annexure D, duly signed by both parents.

Note:

- Passport will be retained and returned along with the new passport.
- Resident Card will be returned after verification.

Additional Documents (If Applicable)

- a. **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 available 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.
- b. **Visa Expired Cases**

- **Sponsor's 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).

c. Address Change (For Minor): For minor applicants, present address proof document in the name of parent(s) can be submitted.

Provide any one of the following documents clear copies:

- Water Bill.
- Telephone (landline or postpaid mobile bill).
- Electricity bill
- Income Tax Assessment Order
- Election Commission Photo ID card
- Proof of Gas Connection
- Spouse's passport copy (First and last page including family details mentioning applicant's name as spouse of the passport holder), (provided the applicant's present address matches the address mentioned in the spouse's passport).
- Parent's passport copy, in case of minors (First and last page)
- Aadhaar Card
- Rent Agreement
- Photo Passbook of running Bank Account (Scheduled Public Sector Banks, Scheduled Private Sector Indian Banks and Regional Rural Banks only)

Note: The name and address mentioned in the submitted document must exactly match the details in the applicant's passport and application form. In case of minors, the parent's name should match exactly with the passport records.

Payment

Payment to be made in cash at ICAC counter