

## Checklist for

### Ordinary Passport 36 Pages (Passport Expiry in less than 1 Year)

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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

- 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

- **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.

- **In case a previous passport has spelling errors**, then applicant needs to submit two other Government documents, which can verify his/her identification. The changes happen only after the consultation with concerned officer from the Embassy of India, Muscat. □
- **In order to change the address** any document evidence with changed address like original Election Commission ID card, water electricity or telephone bill in applicant's name, nationalized bank passbook with 6 months bank statement (with permanent address mentioned in the passbook attested and signed by bank official along with applicant photograph) and Aadhaar card issued by UIDAI, Government of India is accepted. For minors, parent's passport copy will suffice to change address. All documents should be in original for verification and copy should be attached along with the application. □
- **In case of Divorce:** For going back to maiden name, self-attested copy of Decree of Divorce (If asked, a certified English translation of the same along with attestation from the concerned Indian Embassy should also be provided. Original may be presented if asked to produce the same. If the Decree of Divorce is issued by local court in Oman, the same should be notarized and attested by the court in the jurisdiction of Embassy) along with the self-attested photocopy of any Identity Document with the maiden name issued by the concerned government authority. □
- **In the case of Death of Spouse:** For going back to maiden name, self-attested copy of Death Certificate (If asked, a certified English translation of the same along with attestation from the concerned Indian Embassy should also be provided) along with the self-attested photocopy of any Identity Document with the maiden name issued by the concerned government authority. □  
Self-attested photocopy of divorce decree (For name change after divorce or remarriage).
- **In case for inclusion of spouse name** in the Passport Self-attested copy of Marriage Certificate issued by government authorities OR original Joint Affidavit (Annexure J) along with a joint photo to be signed by both husband and wife. □
- **In case for in married name in case of woman** Present passport of both husband and wife in original with a photocopy each of first, last, any other endorsement pages & page containing valid visa. A copy of ID card / residence card also to be enclosed. □
- 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 :**