

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

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

Note:

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

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.

b. Address Change

Provide any one of the following documents clear copies:

- a. Water Bill.
- b. Telephone (landline or postpaid mobile bill).
- c. Electricity bill
- d. Income Tax Assessment Order
- e. Election Commission Photo ID card
- f. Proof of Gas Connection
- g. 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).
- h. Parent's passport copy, in case of minors (First and last page)
- i. Aadhaar Card
- j. Rent Agreement
- k. 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.

c. Marriage, Divorce and Separated Case

- **For addition of Spouse Name in passport:**
 - i. Government issued MARRIAGE CERTIFICATE along with the spouse's ID proof.
 - ii. Joint Photo Declaration signed by both husband and wife (Annexure J) along with the spouse's ID proof.

- i. For deletion of Spouse Name:**
 - i. Divorce Order/Decree.

- ii. For Change of Spouse Name:**
 - i. Divorce Order/Decree or Death Certificate of first spouse's name and
 - ii. Re-marriage certificate or Joint Photo Declaration signed by both husband and wife (Annexure J) along with the spouse's ID proof.
- For a change of surname by women applicant following marriage/divorce:
 - iii. Marriage Certificate or Joint Photo Declaration signed by both husband and wife (Annexure J) along with the spouse's ID proof.
 - i. Divorce Order/Decree (if name/surname change is based on divorce).
- In case of a full change of name after marriage, the standard name change procedure should be followed.

Payment

Payment to be made in cash at ICAC counter