

Checklist for Surrender Certificate

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

- Citizenship Certificate/ Naturalization Certificate/Registration Certificate in English from the foreign Country, indicating the date of acquiring new nationality.
- Nationality ID copy of the country acquired nationality.
- Applicant should be ordinarily resident of Oman.
- **In case of Minor** Request letter from the parents on the reason for surrender of Indian Passport.

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 :