

Passport advisory

- I. No hand written passports will be issued in line with the orders of Government of India. All new passports will have to be **MACHINE READABLE**.
- II. No additional booklet service is available now. If the pages are exhausted, you would have to apply for a new passport which will be issued with fresh validity. Therefore applicants are advised to apply early. It is advisable to apply for a new passport if you are a frequent travel and have around 6-4 pages left.
- III. The Old passport will not be retained by us at the time of submitting the form. It will be required only for sighting and will be returned thereafter. Old passport will however be required at the time of collection. While passport will be cancelled, the visas will continue to remain valid.
- IV. Currently it takes around 45 days for us to issue a passport. All are advised to apply well in advance before the expiry of passport or exhaustion of pages. Current passport has to be brought for cancellation when new passport arrives.
- V. Registration is **MANDATORY** and all are advised to register at www.indianhcabuja.com. The registration number is to be quoted in the form while applying for any service. Please get all your friends/colleagues/employees to register online.
- VI. Normal life of passport is 10 years. For Children below 15 years, passports are issued for 5 years (not extendable). After that you have apply for a new passport.
- VII. It is possible that you may be given a "SHORT VALIDITY PASSPORT" i.e., less than full 10 years. These Passports are **RENEWED** free of charge. Use Form 2 for this.

FORMS:

1. Use Form 1 for: *Fresh/ Reissue/Replacement of Lost/Damaged passports/ Appearance/ Exhaustion of pages/Change of Name - either when the personal name and surname changes and where signature changes* (download at : <http://www.indianhcabuja.com/forms/Passport.pdf>)
2. Use Form 2 for: Police Clearance Certificate, Deletion of ECR Stamp, **Inclusion of Spouse's name and change of address**. The same Form is used for renewing a short term validity passport to its full term validity (see point VI above). (download at : <http://www.indianhcabuja.com/forms/Miscellaneous.pdf>)
3. These forms can also be **downloaded** and printed from the website of High Commission of India (www.indianhcabuja.com). **Photocopy of the forms** are also acceptable.

COMMON PROBLEMS:

4. Incomplete and **illegible forms** contribute very significantly to processing delays, mistakes and **to back and forth movement of people** and communication. This could be avoided by a little care while filling the form. Please take time to fill in your form legibly, accurately and correctly. Please do not leave any columns blank.

5. The name and other details in the form should be as per the previous passport, unless these have been changed for some reasons. For example, a name change may occur due to marriage. People may move to a new location in India resulting in change in permanent address. In all such cases changes should be supported by relevant documents.

DOCUMENTS NEEDED WITH THE APPLICATION FORM:

- a) Four recent high resolution glossy photographs of size **4.0 cm x 4.0 cm (40 mm x 40 mm)** showing frontal view of full face (not a close up of the face) in coloured civilian clothes against a white background taken in a studio should be submitted along with the application. Polaroid photographs and photographs with dark glasses or uniforms are not accepted.
- b) **Original passport as well as copy of first two and last two pages of the passport.** In case of change in name after marriage (**for women applicants**), the relevant page where the change has been recorded **should be attached**.
- c) **If the name is to be changed after marriage, a joint affidavit for change of name along with marriage certificate is also required.**
- d) **Original CERPAC card & photocopy. {original will be returned after verification}**
- e) In case of change of address in India, necessary proof is to be provided. **Any of the following documents is considered acceptable proof.** i.e., electricity or water bill or a running bank statement, house allotment letter, property tax, income tax assessment orders, voters identity card, ration card.
- f) In case of **addition of wife or husband's name in the passport for the first time after marriage:** proof of marriage - i.e., marriage certificate in original and a copy thereof, affidavit for name change where applicable, and the passport of spouse along with a photocopy.

FOR APPLICATIONS IN RESPECT OF CHILD:

- a) Passport of Father, Mother and child in original
- b) Photocopy of the passport of father, mother and child - **1ST TWO PAGES AND LAST TWO PAGES.** Signature of both the parents is must until the child is 18.

FOR A NEW BORN CHILD:

A completed application form of **Registration of Birth** as an Indian national of the child is needed before the passport is issued. The Registration should take place within a year without which passport cannot be issued. The Birth Registration application, signed by both parents, must be accompanied by originals and photocopies of passports of both the parents. For passport, see above.